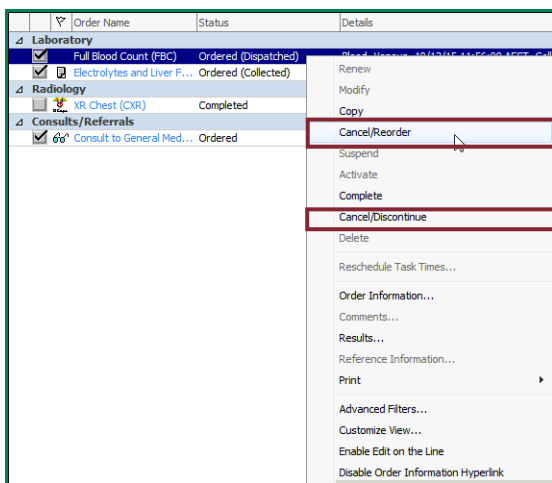


### Cancel, Reorder or Discontinue an Order

Once signed, you can choose to *Cancel/Reorder* or *Cancel/Discontinue* an order.

#### How to Cancel/Reorder or Cancel/Discontinue an Order

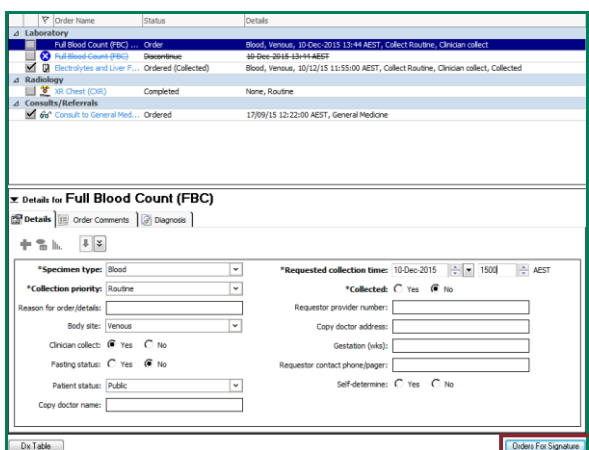
1. Enter the patient's medical record
2. Click on the *Orders* section of the *Patient Menu*
3. Right-click on the relevant order
4. To modify or cancel the incorrectly placed order select *Cancel/Reorder* or *Cancel/Discontinue*



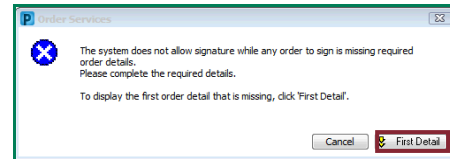
5. The *Details* window will open
6. Modify the details of the replacement order if *Cancel/Reorder* was selected
7. Click *Orders For Signature*



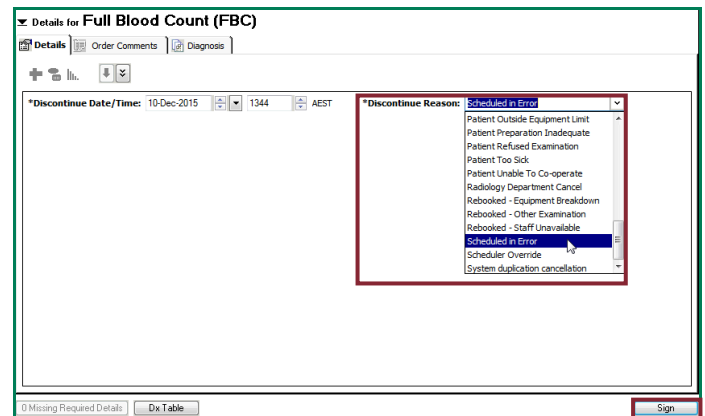
Remember to notify the appropriate department or clinician/s regarding the order cancellation as well as the details of the reorder if required. If you want to *Cancel a pathology order which has been collected*, you will have to notify the lab.



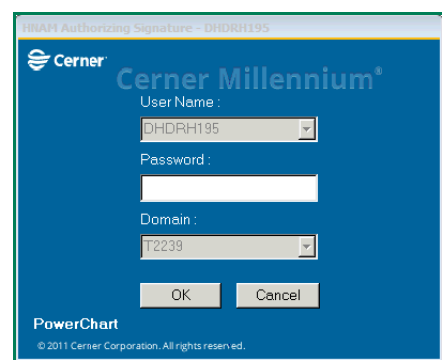
8. Click *Sign*
9. You will be prompted to select a *Discontinue* reason for the cancelled order
10. Click *First Detail*



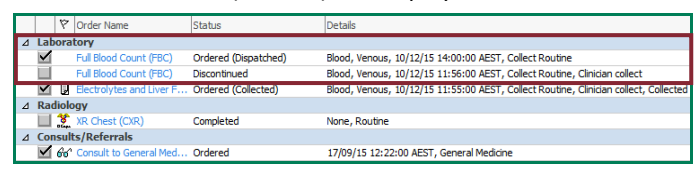
11. Select a *Discontinue reason* then click *Sign*



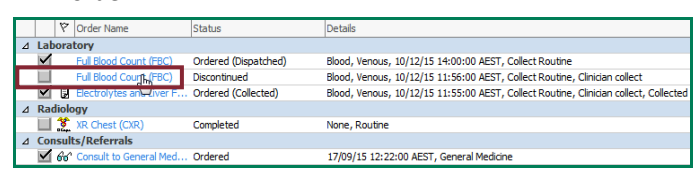
12. Enter your *Password* and click *OK*



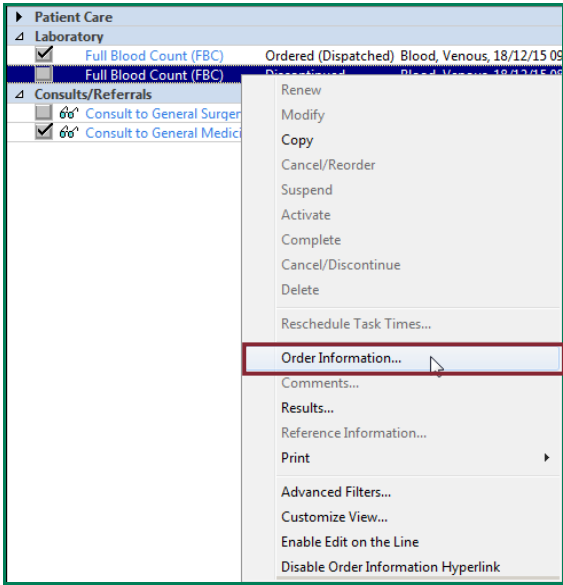
13. The original order will now display as *Discontinued* and the new order (if made) will display as *Ordered*



14. To view more detailed information about the order cancellation single click on the *blue text* of the relevant order



- OR
15. Right-click on the relevant order and select *Order Information*



16. The *Order Information* window will open
17. Click the *History* tab at the top to view detailed information regarding the order and the *Discontinue Reason*

