


Placing Medical Imaging Orders

The *Orders* section of the *Patient Medical Record* allows electronic requests to be made for pathology, imaging, patient care tasks, and inpatient consults.

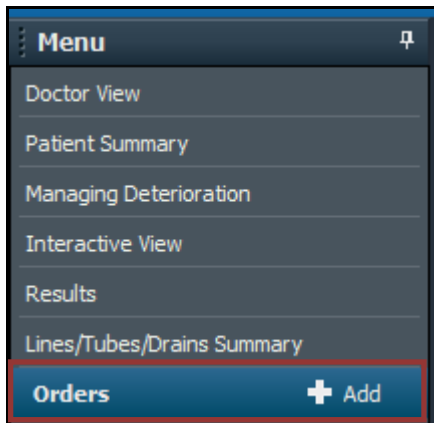
Examinations that are outsourced, performed by a private imaging facility or other HHS can all be managed through the ieMR. To ensure the correct process is followed and for further detail, please refer to the *Medical Imaging Troubleshooting Guide* or contact the local ieMR team.





Always check the *Orders* section of the patient's chart before placing orders to avoid duplicates.

How to place an order:

1. *Open* the patient's medical record, selecting the appropriate encounter
2. Select *Orders* from the *Patient Menu*



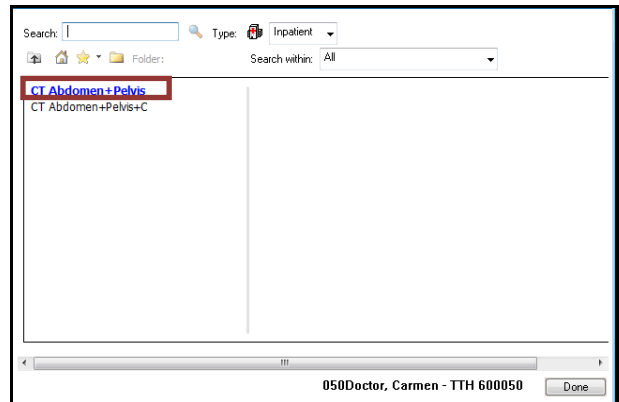
3. The *Orders* profile page will display
4. Click the *Add* icon in the top left of the *Orders profile* page 
5. Search for the name of the required *Order*



All Medical Imaging order items in the catalogue include a two character prefix to define modality.


- *AF – Angiogram and Fluoroscopy*
- *CT – Computed Tomography*
- *II – Image Intensifier (OT)*
- *MR – Magnetic Resonance Imaging*
- *US – Ultrasound*
- *NM – Nuclear Medicine*
- *PT – Positron Emission Tomography*
- *XR – X-Ray*


6. *Select* the correct order by single clicking on the title from the list that populates in the window below. The order will highlight in blue when it has been selected



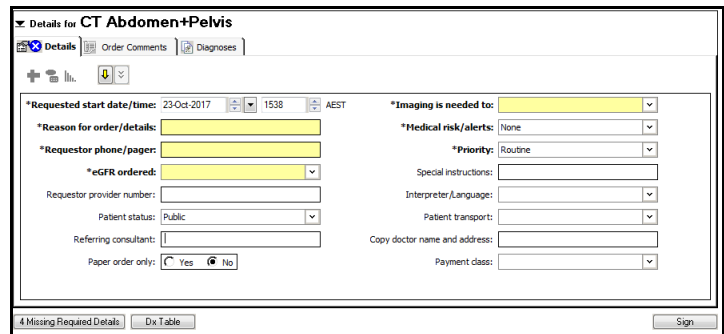
7. Repeat steps 5 & 6 to order multiple items
8. Click *Done* to close Search window

The *Orders for Signature* screen will open. Enter any order details (e.g. reason for consult, priority etc) into the *Details* window at the bottom.



A white cross in a blue circle  icon indicates that mandatory order details are not complete for that order

Yellow *mandatory* fields must be completed before it can be signed and the order finalised.



9. Complete the *Reason for Order/details* section field of the order.

***Reason for order/details:**

Note: this section will accept 255 characters.

The *Reason for order/detail* field is the same as the Clinical History/Provisional Diagnosis section of the paper request form. A detailed and relevant clinical history should be entered into this section.

NOTE: If you do change the date field, as this does not translate well into the receiving system in Medical Imaging, please also outline when you require the imaging in the Special Instructions field.

10. Complete the *Special Instructions* section field as required.

Special instructions:

The *Special Instruction* field should be used to document timing requirements and instructions for the imaging. E.g. if the patient is currently admitted and they require follow imaging in 6 weeks as an outpatient.

11. The *Referring Consultant* field is mandatory and must be completed by all ordering clinicians

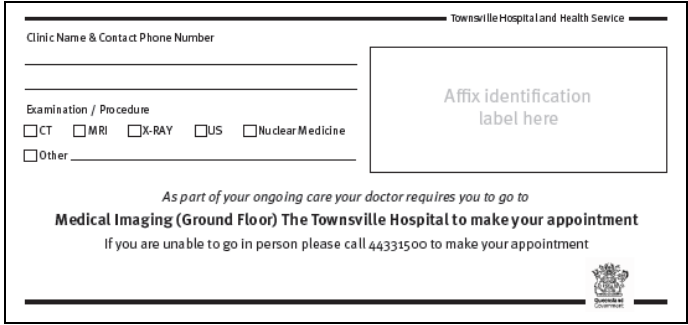
*Referring consultant:

12. Complete all other mandatory fields with relevant selections
13. *Print to paper only* is **NOT** to be changed from the default of 'No' for any TTH orders as this will stop the electronic order going to the receiving system in Medical Imaging.

Paper order only: Yes No

Selecting Paper order only 'Yes' when placing an electronic order is only to be used for examinations that are to be performed externally at other QH sites or private radiology facilities. These must be printed and signed prior to giving to the patient.

14. Once all relevant fields are complete, Click *Sign* button
15. Enter password and click *OK*
16. Click *Refresh* on *Orders* screen to display updated status of orders
17. Complete *Radiology request slip* for patient to take to Medical Imaging to book an appointment.



Clinic Name & Contact Phone Number

Examination / Procedure
 CT MRI X-RAY US Nuclear Medicine
 Other

Affix identification label here

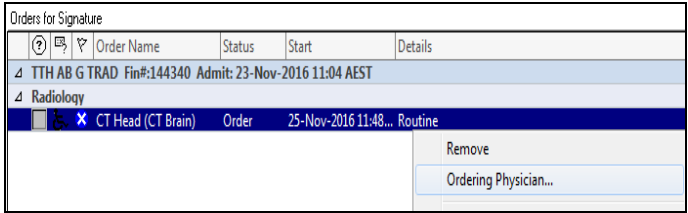
As part of your ongoing care your doctor requires you to go to
Medical Imaging (Ground Floor) The Townsville Hospital to make your appointment
 If you are unable to go in person please call 44331500 to make your appointment

The paper slip does not replace an ieMR order. The order must be placed in ieMR and signed first.

How to record Consultant co-sign:

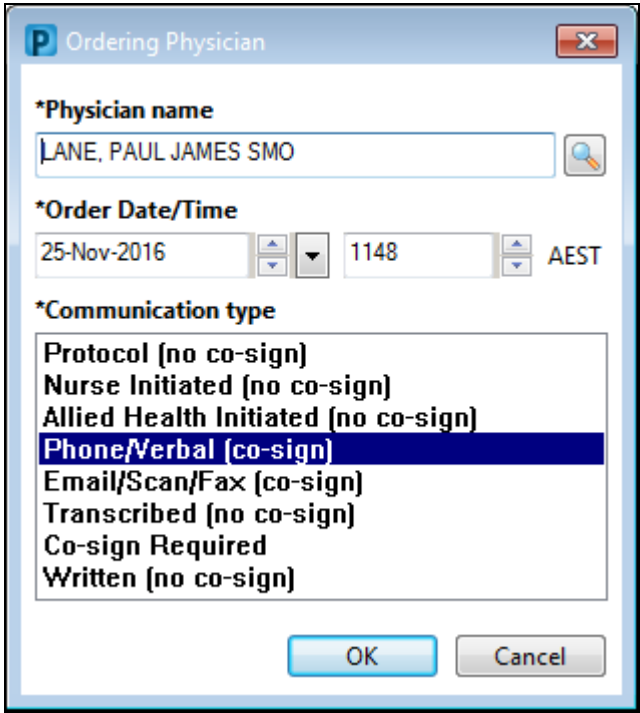
Some Medical Imaging (MRI and PET) orders require co-signing by a Consultant

1. *Complete* the order steps prior to signing (steps 1-8 on How to place an Order)
2. *Right click* on the order which requires the Consultant co-sign
3. Select *Ordering Physician* from submenu



Order Name	Status	Start	Details
TTH AB G TRAD Fin#:144340 Admit: 23-Nov-2016 11:04 AEST			
Radiology			
CT Head (CT Brain) Order 25-Nov-2016 11:48... Routine			

4. Enter the *Consultant's name* and click *OK*



*Physician name
LANE, PAUL JAMES SMO

*Order Date/Time
25-Nov-2016 1148 AEST

*Communication type
 Protocol (no co-sign)
 Nurse Initiated (no co-sign)
 Allied Health Initiated (no co-sign)
Phone/Verbal (co-sign)
 Email/Scan/Fax (co-sign)
 Transcribed (no co-sign)
 Co-sign Required
 Written (no co-sign)

OK Cancel

5. *Complete* order as per steps 9-17 'How to place and Order'.