

Editing Order Linked to Signed Blood Gas Report

1. **Reports needs to be at a Draft Status to be able to modify order**. If user clicks on the order and selects Edit Batch to change status of order from Resulted (signed report attached) to Logged, will get error message that you may not edit the status of a resulted order.

Hi Error	
8	The following data was not filed for the selected order: Status: You may not edit the status of a resulted order.
	Close

Find the correct patient and report in the Documents Tab. Highlight/select the report and click on Edit Batch

0	Udoe,Pamtest 29/F 12/12/1985	NNLA3N NNLA301 3103-0003 Allergy/AdvReacto	0B B efazolin,Pink I	Bedsheets	XB0000016/15 XB00012356	-27
0 0	of 3 Selected	Orders) (De	ocuments)	Page	1 of 1	
~	Patient	Evaluation	Status	Therapist	Message	
-	 UDOE GRUMPYDRAGON, CHRISTIA XB0000045/15 18 F 29/09/1996 	BGA	Signed	771100		Worklist Find Patient
	 UDOE GRUMPYDRAGON, CHRISTIA XB0000045/15 18 F 29/09/1996 	BGA	Signed	771100		New Order
-	O UDOE,PANTEST 29 F 12/12/1985	BGA	Signed	771100		Hedd'r Order
	In the second					Document
						Modify Doc
						View Doc
						Copies To
						Edit Batch
						View Detail



Change Status to Draft. Note not all users have access to edit signed reports, check with local program/site for those users that have this access.

		Cancelled Pending Draft Signed Addendur HAddendu	m		
Documents	Report	Туре	Status	Dictating Doctor	Transcriptionist
B0000016/15 UDDE,PANTEST	3103-0003	BGA	Signed	771100	771100
	elected Documents B0000016/15 UDOE,PANTEST	elected Documents Report 80000016/15 UDDE,PARITEST 3103-0003	elected Pocuments Report Type 80000016/15 UDDE,PANTEST 3103-0003 BGA	elected Pocuments Report Type Status B0000016/15-UDDE,PANTEST 3103-0003 BGA Signed	elected Pocuments Report Type Status Doctor Doctor B0000016/15 UDDE,PANTEST 3103-0003 BGA Signed 771100

Edit Signed Status Reason window pops up, Reason is required. Free text field, type out reason, i.e. amending attached order. Then click OK or F12 to save/file. Then exit out of the Edit Batch

(m)			
🖀 Edit Signed Status	leason		
Patient	UDOE,PAMTEST		
Old Status	Signed		
Deport	DT 3103 0003		
керог	RT 3103-0003		
New Status	Draft		
* Reason			
		Cancel	OK)
		v	~
		<u> </u>)



2. *Dissociate order from the report* (note the order # as you need to reattach after). **Click on Modify Doc**

Udoe,Pamtest 29/F 12/12/1985	NNLA3N NNLA3010B B 3103-0001 Allenny/AdvBeac.cefaze	lin Pink Bed	theets		XBA	0000016/15 800012356	-2	
	Orders	ents)				1		
0 of 1 Selected				Page 1 of	1			
- Patient	Treatment	Service Date/Time	Status	Prov	Wait	Flags		
C O UDOE,PANTEST X80000016/15	RT BLOOD GAS ARTERIAL R	31/03/15	Comp	ZUKLORN			Worklist Find Patient	10
							New Order	-0
							Modifiz Onlin	
							Modify Doc	7
							View Doc	24
							Sign	X
							Copies To	-20
Diagnosis	TEST						Edit Batch	3
Other Pertinent Info:	5772						View Detail	BA

Click on Associated Orders tab, Delete the order out. Save/file

Udoe,Pamtest 29/F 12/12/19	85	NNLA3N NNLA30108 B 3103-0003 Allergy/AdvReac:cefazolin,Nol	Bodshoets		XB0000016 XB00012
		(General) Associated Orders) Co	des To		
THE REPORT OF THE REPORT OF THE		Associated Orders		12001000	
3103-0001	RT	BLOOD GAS ARTERIAL ROOM AIR	ZUKLORN	Results	Densky

Prompted with Preview Report On: message, click on Continue.





3. Next step is to amend the order, but order needs to be in Logged status. So find correct patient and order, highlight and select Edit Batch to edit Status back to Logged.

			Change To Status	Logged		
d 1	Selected					
of 1 :	Selected Category	Order Num	Procedure	Status	Patient	Source

Once at a Logged Status, select Modify Order . File/Save changes made to the order

0 2	Idoe,Pamtest 19/F 12/12/1985	NNLA3N NNLA3010B B 3103-0001 Allergy/AdvReac:cefazo	olin,Pink Bed	sheets		XB(X	0000016/1 B0001235	15	
0 of	1 Selected	Orders Docum	ents)		Page 1 of	1			
~	Patient	Treatment	Service Date/Time	Status	Prov	Wait	Flags		
-	UDOE,PAMTEST XB0000016/15	RT BLOOD GAS ARTERIAL R	31/03/15	Logged	ZUKLORN			Find Patient	10
								New Order Modify Order	0 07

4. Put order back to Complete Status – Edit Batch. Save/File

5. Go to Documents Tab – Modify Doc. Change Status to Signed

Udoe,Pamtest 29/F 12/12/1985	NNLA3N-NNLA3010B B 3103-0003 Allergy/AdvReac:cefazolin,Pink B	XB000016/15 XB00012356 Bedsheets
G	eneral)(Associated Orders)(Copie	<u>es To</u>]
Report Template 3103-0003	BGA BL	LOOD GAS ANALYSIS REPORT
* Status Current Status	🗶 Draft	Priority Routine
*Service Date *Time 31, Draft Signed	Confidential	L N



Add order to report – Associated Orders. Enter the order number if known, or do a look-up to orders associated to that patient's account. Ensure picking correct Blood gas order at a complete status.

0	Udoe,Pamtest 29/F 12/12/1985	NNLA3N NNL 3103-0003 Allergy/AdvR	A3010B B	Pink Bedsheet	s		XB0000016 XB00012
		General Assoc	iated Orders)	Copies To			
		Asso	clated Orders				
	Order Number Cate	Asso gory Proce	clated Orders edure	Order	Doctor	Results	Density
14	Order Number Cate	Asso gory Proce	ciated Orders edure	Order	Doctor	Results	Density
in the second se	Order Number Cate	Asso gory Proce Search	clated Orders edure	Order 1	Doctor	Results	Density
N II	Order Number Cate	Asso gory Proce Search Order Number	clated Orders edure	Order I	Doctor	Results	Density
No a	Order Number Cate	Asso gory Proce Search Order Number 3103-0001	Category RT	Order I Procedure BGARA	Doctor Status C	Results Report	Density

Then File/Save. User will get prompted again to view report, if yes, then select MEditor. Otherwise click on Continue





Order back to a Result status and report back to a Signed report.

	Udoe,Pamtest	NNLA3N NNLA3010B B				XBO	0000016/1
U)	29/F 12/12/1985	Allergy/AdvReac:cefazo	olin,Pink Beds	sheets			80001235
		Orders Docum	ents)				
*	Patient	Treatment	Service Date/Time	Status	Prov	Wait	Flags
Ċ	UDOE,PAMTEST XB0000016/15	RT BLOOD GAS ARTERIAL R	31/03/15	Result	ZUKLORN		
		Evaluation		Rej	ort Number		
	BGA - BLOOD GAS ANA	LYSIS REPORT	3103-000	3			

ers) (Documents)
tion Status inerapist Message
Signed 771100
Order Number