

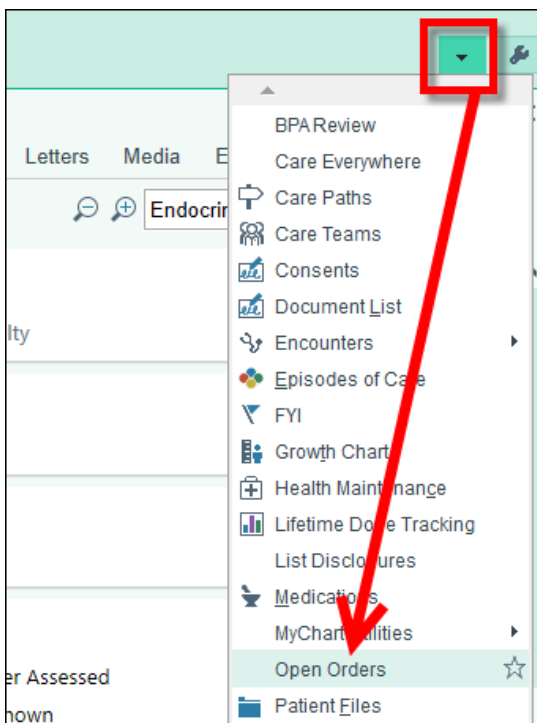
Extending, Discontinuing, and Editing Orders

An order expiration date or expected date can be extended. An order can also be discontinued when no longer necessary.

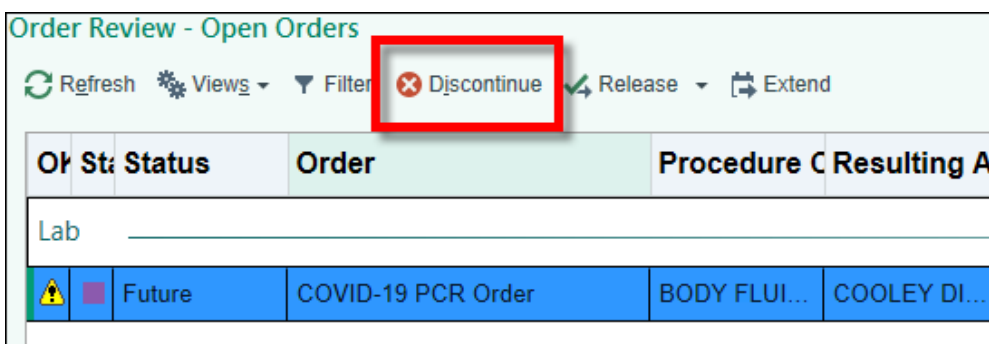
Note: Only providers/midlevels (PAs) have access to edit/modify orders (can be done both before and after signing orders).

Discontinuing an Order

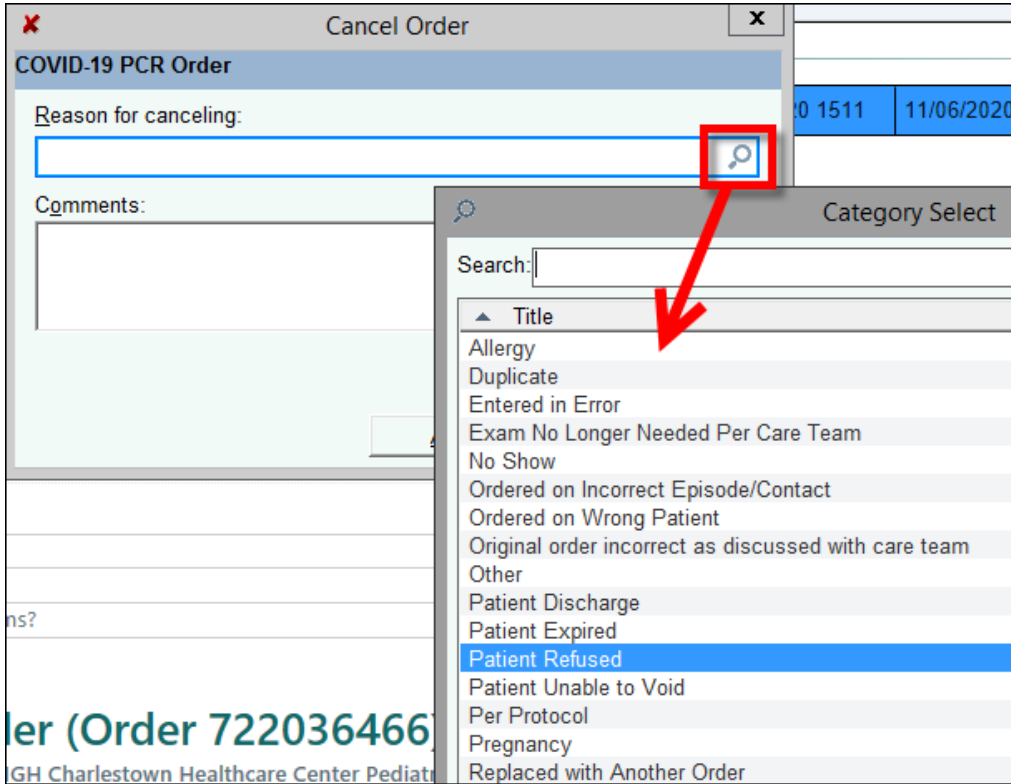
1. From an Appt Request workqueue or the Appt Desk, click **Review** on the toolbar to access chart review.
2. Within chart review, from the top right corner of the screen, click the **down arrow** and select **Open Orders**.



3. Select the appropriate order and then click **Discontinue** on the toolbar.

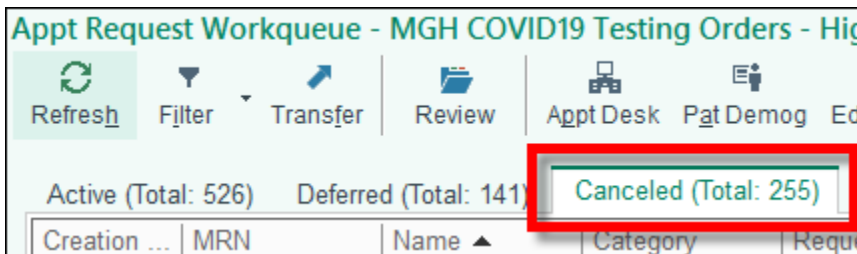


4. Select the appropriate **Reason for canceling** and enter any additional free text comments.



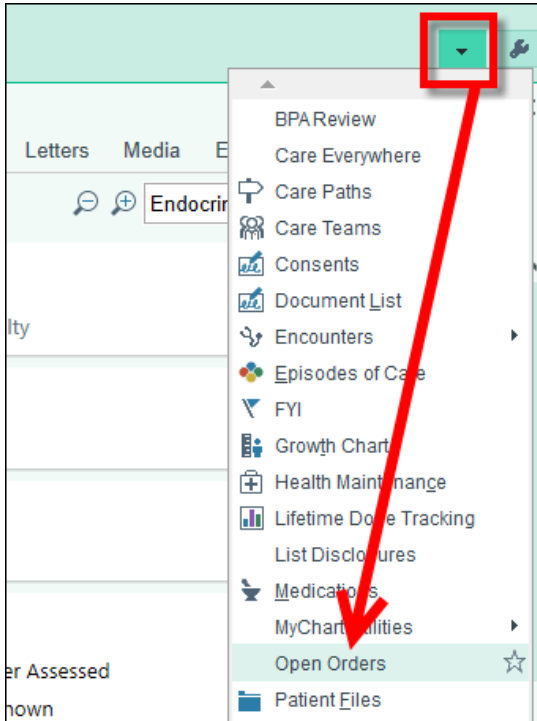
5. Click **Accept**.

Result: The order is cancelled. If managing a workqueue, the patient's order moves to the Canceled tab.

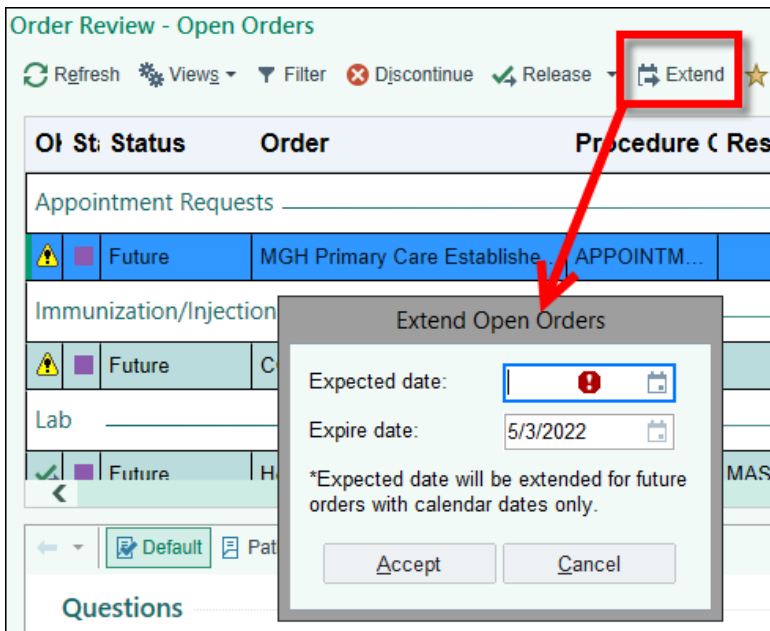


Extending an Order

1. From an Appt Request workqueue or the Appt Desk, click **Review** on the toolbar to access chart review.
2. Within chart review, from the top right corner of the screen, click the **down arrow** and select **Open Orders**.



3. Select the appropriate order and then click **Extend** on the toolbar.



4. Enter a new Expected date and/or Expire date.
5. Click **Accept**.

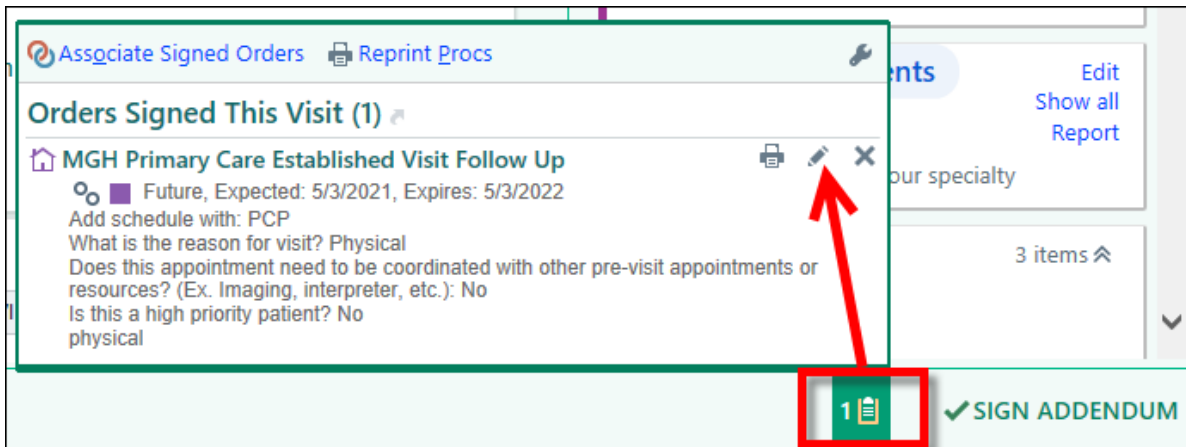
Editing Details of an Order after Signing [Providers/Midlevel (PAs) Only]

Only providers/midlevels (PAs) have access to edit/modify orders.

1. From **Chart Review > Encounters** tab, right-click on the encounter and select **Edit or Addend Encounter**.
2. Click **Create Addendum**.



3. Click the **clipboard** icon on the bottom right corner of the screen.
4. Click the **Pencil** icon.



5. Edit any order details.
6. Click **Accept**.
7. Click **Sign Orders**.
8. Click **Sign Addendum**.