Radiology Active Orders

Viewing active radiology orders – SHV, EAC, HPL, ILH, LAK

Radiology orders will only appear as an Active Order in a patient’s chart for 2 hours after the order has been placed. After 2 hours, the orders will no longer show up as an Active Order. The orders will still appear in the patient’s chart in other locations and can still be modified or discontinued as necessary.

Try It Out

1. For 2 hours after placing a radiology order, the order will appear in the Rounding Navigator under Active Orders.

Within the 2 hour window, the radiology order will also appear in Order Management as an Active Order.
2. If the patient is Admitted or Transferred **within** 2 hours of placing a radiology order, the order will appear as an order that needs to be reviewed/reconciled in the Medication Reconciliation process. *Continue* should usually be selected, even if the radiology exam has already been performed. Selecting *Continue* will NOT cause a second radiology exam to be performed. The order should be *Discontinued* only if you want to cancel the order.

3. If it’s been more than 2 hours since the radiology order was entered, the order will no longer be displayed as an Active Order in the Rounding Navigator.

If the patient is Admitted or Transferred after the 2 hour window, the radiology order will not need to be reconciled or reviewed in the Admission or Transfer Navigator→Medication Reconciliation process because it is no longer shown as an active order.
4. After the 2 hour window, the radiology order will still appear in **Chart Review** under the **Imaging** tab. Once the order is completed and results are available, the results will also be available from this screen.

5. If revisions to the radiology order are required after the 2 hour window, **Order Management** can be used to view and make changes to the radiology order. The order may not appear on the default display in Order Management (i.e. Active Orders).

   If the order is not visible on the initial Order Management screen, **Order History** should be selected.

   The order may not be displayed by default in order history.
In the toolbar noted above, select Views. Various Settings options are revealed. Select Since Admission.

Now, the order should be visible. If there are several orders in this screen, the column headers can be clicked to sort the orders by Date and Time or Order Name to more easily find the order. Once the order is selected, using the buttons at the top, the order may be modified or discontinued if necessary.