One Person One Record – Clinical Information System (OPOR-CIS): Quick Orders

This short guide is intended to provide information on **Quick Orders** within the One Person One Record Clinical Information System (OPOR-CIS).
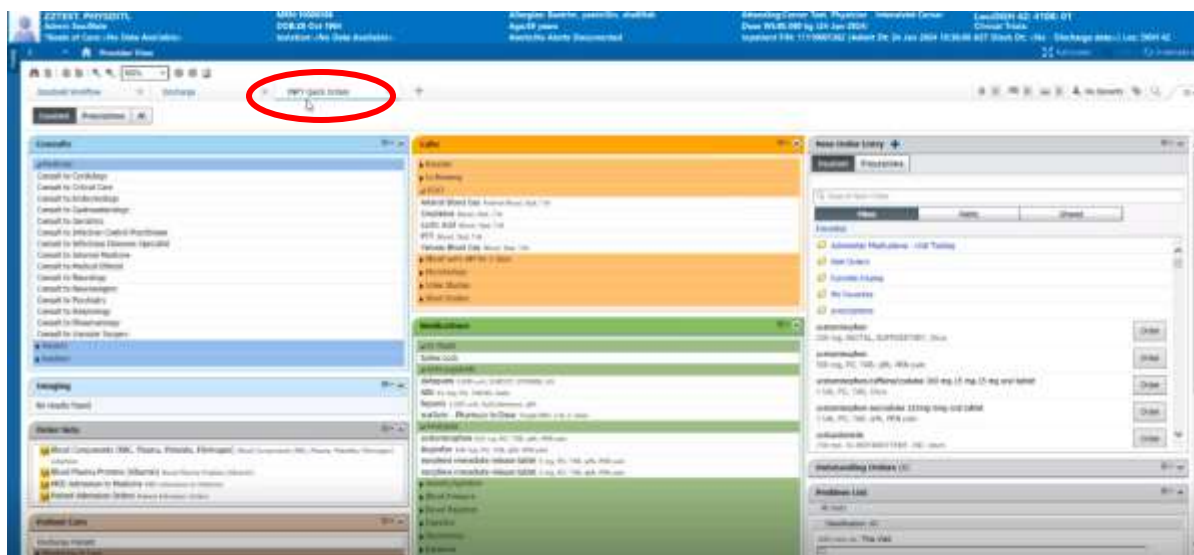
What is a Quick Order?

The Quick Orders tab **presents the most common orders and order sets used within your area of clinical practice**. This enables a faster order placement workflow and can be customized for your practice.

Features & Benefits of Quick Orders

- The Quick Orders page is organized to ensure quick and easy navigation through commonly placed orders.
- The orders presented on the Quick Orders Page are customized according to your area of clinical practice (ex. Cardiology Quick Orders, Hospitalist Quick Orders, Neurosurgery Quick Orders, etc.)
- Quick Orders contain categorized boxes of orders called "widgets". Widgets are colorful, customizable, and movable components. Widgets can be hidden or put back into view, as desired.
- Each Quick Order widget is clearly categorized by order type and further classified into sub-categories (ex. Medications widget can be subcategorized for analgesia medications).
- Multiselect will allow you to quickly add a desired number of orders for signature in one single view.
- The "New Order Entry" widget also provides the functionality to search for a desired order from the broader order catalogue if it is not included on your Quick Orders Page.
- Orders can be added to a "My Favorites" widget for storing orders relevant to your individual practice.
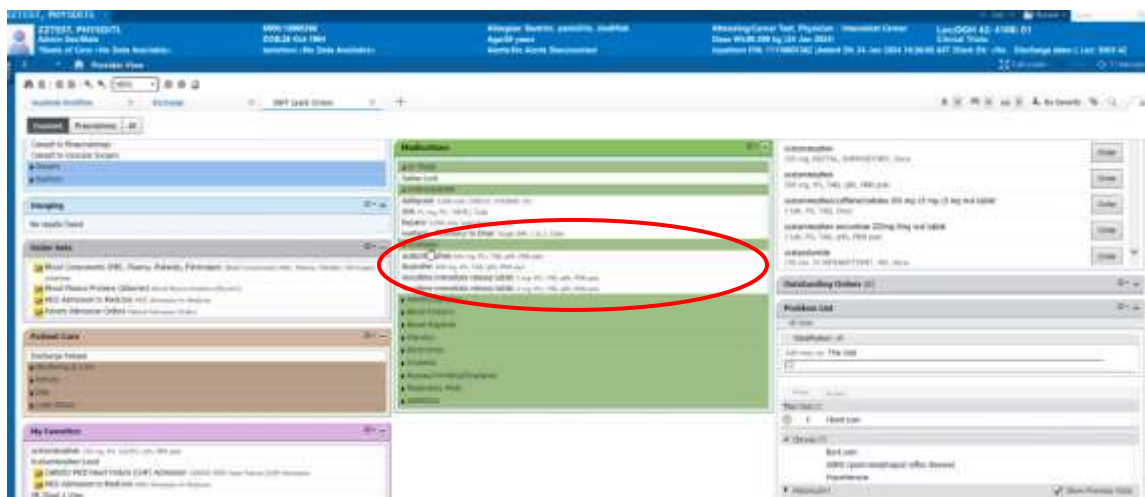
Navigating the Quick Orders Page

While the Quick Orders MPage can be customized for a given specialty, the general organization of the page is consistent. Upon selecting the Quick Orders tab, the Quick Orders MPage will appear. In the example below, a hospitalist is logged into the system and the Quick Orders Mpage displayed is 'Inpatient Quick Orders'.
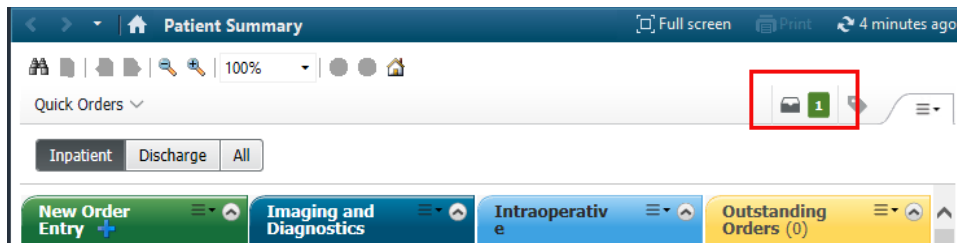
Quick Orders are categorized into categories such as Medication or Diagnostic Imaging, to enhance user navigation. These can be color customized so that each category has its own unique color to increase visibility. Order details pertaining to each order or order set (PowerPlan) are presented in a smaller, light grey font to facilitate distinguishing. To select an order, click on the text once.
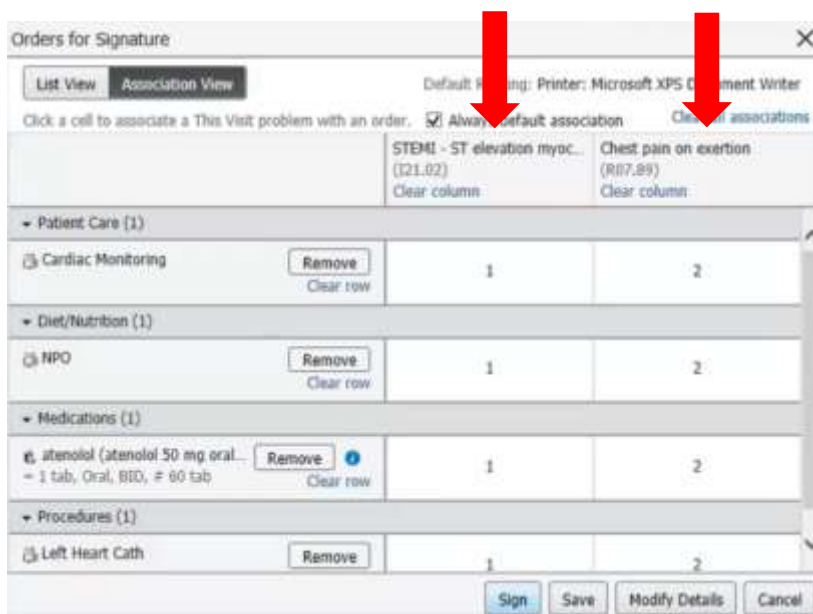
The multiselect function allows you to select multiple orders in one view, you can track how many orders you have selected by referring to the number of orders for signing in the green 'orders for signature' box (see red box below).
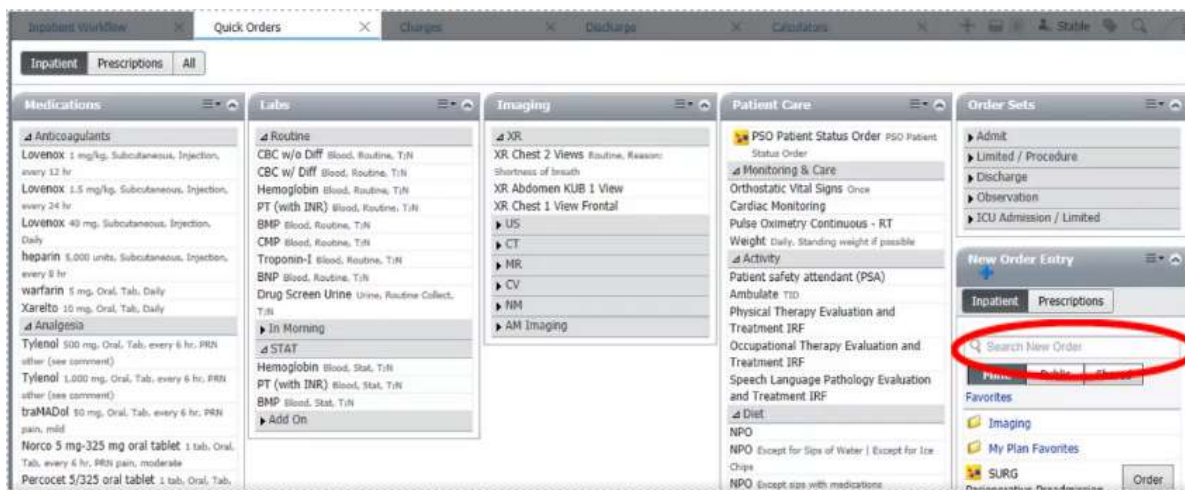
Upon selecting the 'orders for signature' box, you are presented with a page enabling modification of the order details and eventual sign-off (see image below). At the time of sign off, you will be alerted to any allergies, duplicate orders, or any other order alerts. The CIS may automatically associate your selected orders with the corresponding documented symptoms or diagnoses. This correspondence is presented within columns indicated by red arrows in the image below. However, these associations can be modified, and the default settings can be removed.

Searching within the Quick Orders Page

If a particular order is not on the page, there is another "New Order Entry" widget for searching all available orders. The search function (encircled at the right of the below image) enables providers to begin typing the order name and the relevant suggestions will auto-populate in a drop-down menu for selection (see atenolol example below).

Looking to find more information on Quick Orders within OPOR-CIS?

Demonstration videos are available on the opor.nshealth.ca website. The following link
Learning Hub | OPOR (nshealth.ca) will direct you to the website. Click on 'Quick Orders Demo
Video' for a short video (~11 mins) that provides a demo of how Quick Orders may appear in
the OPOR-CIS.

Please contact **CMIO@nshealth.ca** for any questions about **Quick Orders** in the OPOR-CIS.

While this guide provides a brief overview, the **OPOR Education and Learning team** will prepare
you with detailed content and experience leading up to the CIS implementation.

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