

Order Entry UI End User Guide for Creating Drug Orders

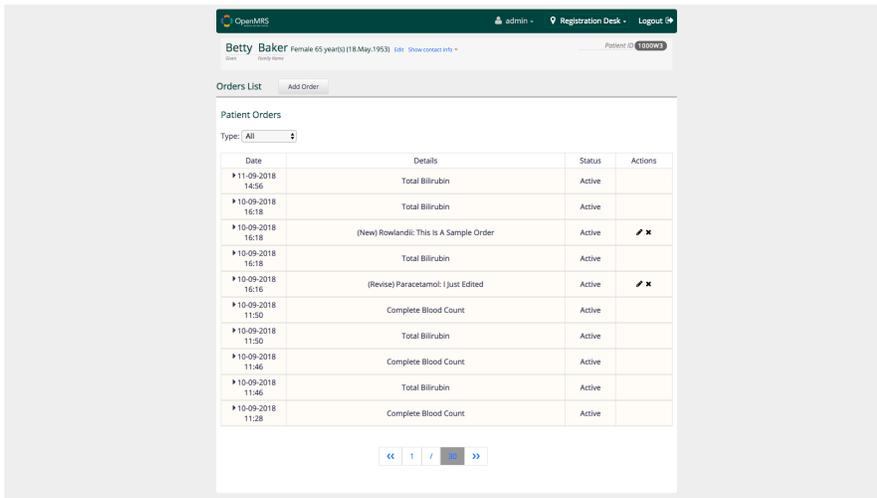
- [Overview](#)
- [Layout](#)
- [Usage](#)
 - [Accessing the Order Entry User Interface](#)
 - [Placing a drug order](#)
 - [Editing an active drug order](#)
 - [Discontinuing an active drug order](#)
 - [Placing multiple drug orders](#)
- [Video tutorials](#)
- [Resources](#)

Overview

The Order Entry UI is an OpenMRS feature that allows medical personnel to add orders through the user interface(UI). This document would guide you on how to use the application to create Drug Orders for patients. Order Entry UI also supports creating Lab Orders for patients, this is a [link](#) to the guide on how to create Lab Order.

Layout

The Order Entry UI application should look like this when the page first loads:



The page has the following sections:

- A button to select the type of order you want to add.
- A drop-down to filter the list of orders displayed in a table below it.
- A table presenting all the orders created through the application, each row on the table represents an order. The row is actually an accordion that is collapsed by default, when you click on a row it would expand showing you the full details of the order.
- The table has the following column:
 - Date: This column displays the date/time that an order was created.
 - Details: This column displays the details of an order
 - Status: This column displays the status of an order.
 - Actions: This column shows the buttons representing the possible actions that can be performed on an order.

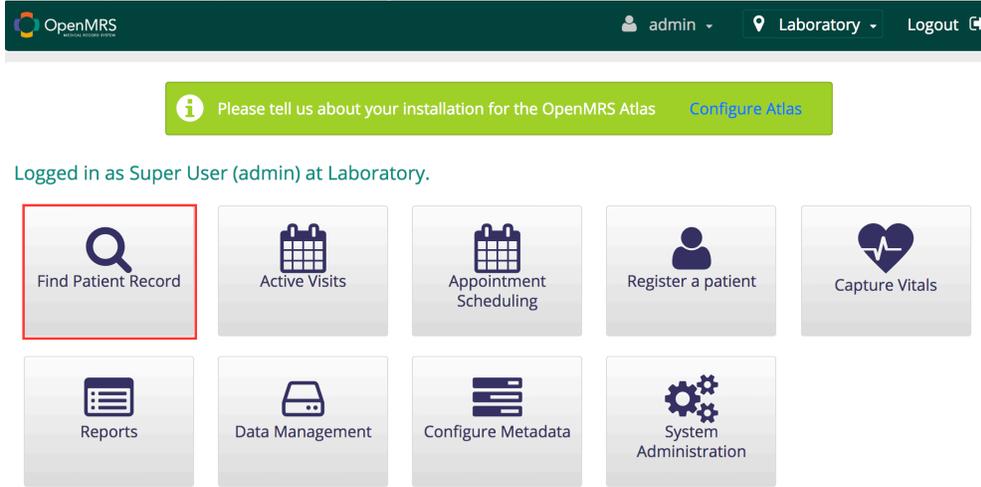
A video tutorial to walk you through the user interface can be found [here](#)

Usage

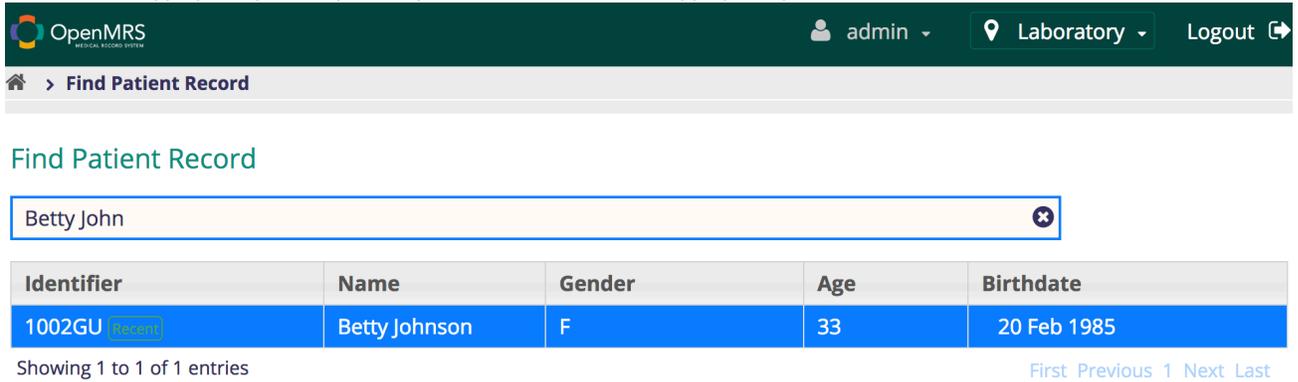
Accessing the Order Entry User Interface

The order entry user interface can only be accessed when the user is logged in so the user will always be redirected to the login page. When logged in, the following guideline will help you access the Order Entry User Interface

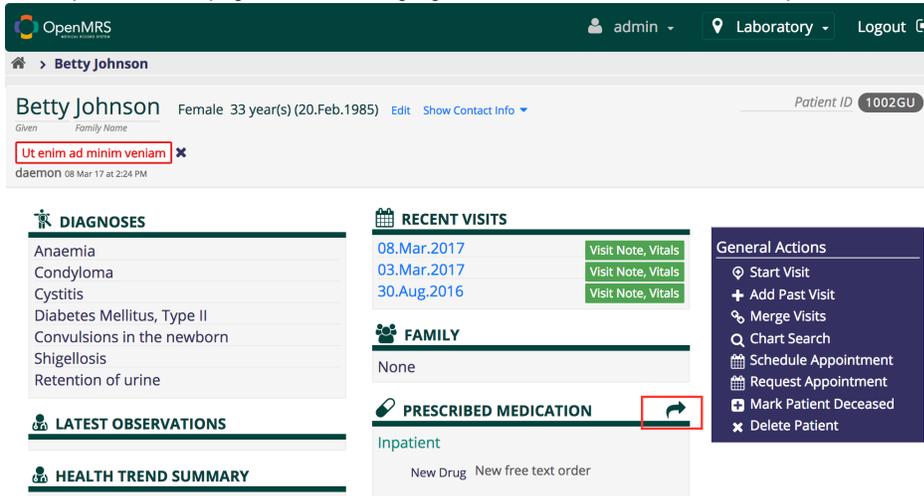
1. From the openMRS application home page, click on "Find patient record" as shown below:



2. Search for the appropriate patient by ID or by Name and the select the appropriate patient as shown below:



3. On the patient details page, click on the highlighted link on "Prescribed Medication" provides access to the order entry ui application

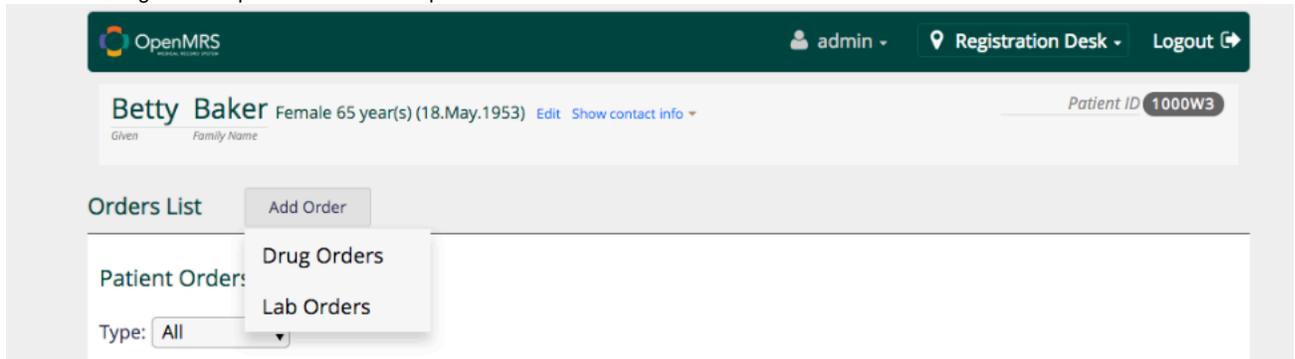


Placing a drug order

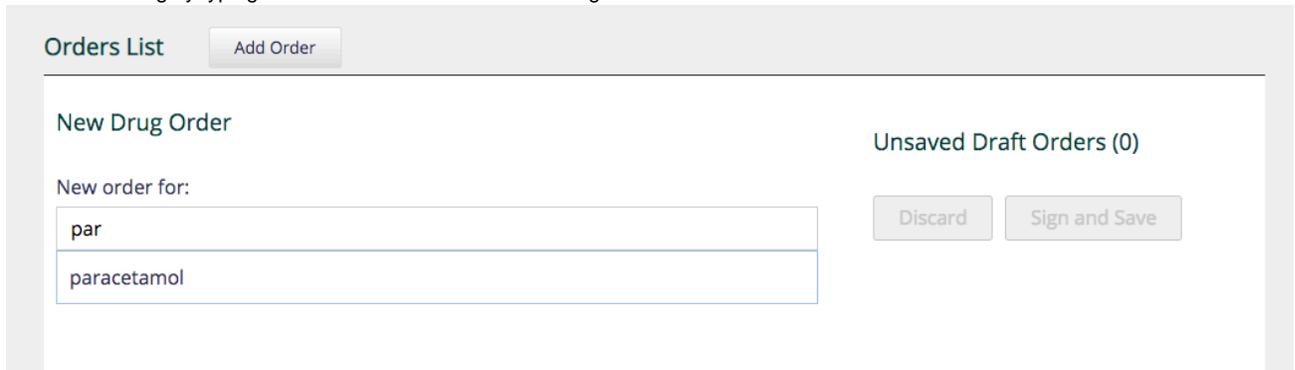
A video tutorial for this guide can be found [here](#)

A drug order is placed through the following steps:

1. Select the Drug Orders option form the list of possible orders to add:



2. Search for a drug by typing the first three characters of the drug name in the search bar as shown below:



3. Select the drug from the available suggestions

4. A dosage form with standard dosage(default) and free text tabs will be displayed as shown below:

Orders List Add Order

New Drug Order Unsaved Draft Orders (0)

New order for: Discard Sign and Save

Instructions: [Standard Dosage](#) [Free Text](#)

Dose Units

Frequency Route

As needed for

For Units total

Additional instruction not covered above

Dispense: Quantity Units

Cancel Add

The free text dosage form should appear as shown below:

Orders List Add Order

New Drug Order Unsaved Draft Orders (0)

New order for: Discard Sign and Save

Instructions: [Standard Dosage](#) [Free Text](#)

Complete Instructions

Dispense: Quantity Units

Cancel Add

5. Populate the all the fields as required and the "add" button shall be activated as shown below:

Orders List Add Order

New Drug Order Unsaved Draft Orders (0)

New order for: Discard Sign and Save

Instructions: [Standard Dosage](#) [Free Text](#)

Complete Instructions

Dispense:

Cancel Add

- Click on the add button to add the order to unsaved draft orders as shown below:

The screenshot shows the 'Orders List' interface. At the top, there are tabs for 'Orders List' and 'Add Order'. Below this, the 'New Drug Order' form is visible, with a search box for the drug name. To the right, the 'Unsaved Draft Orders (1)' list shows a single entry: 'NEW Paracetamol'. Below the list are two buttons: 'Discard' (red) and 'Sign and Save' (green).

The User can discard the order by clicking on the "discard" button or save the order by clicking on "Sign and Save". The User can also edit the order by clicking on the edit icon in the actions and this will display a pre-populated edit form.

- Click the sign and save button to submit the drug order and the order will appear under orders list table as shown below:

The screenshot shows the 'Patient Orders' table. The 'Type' is set to 'All'. The table has four columns: 'Date', 'Details', 'Status', and 'Actions'. A single row is displayed with the date '12-09-2018 12:53', details 'Paracetamol: This Is A Sample Drug Order', status 'Active', and an edit icon in the actions column.

Date	Details	Status	Actions
▶ 12-09-2018 12:53	Paracetamol: This Is A Sample Drug Order	Active	

Editing an active drug order

A drug order is edited/updated through the following steps:

- Click on the edit icon that appears in the actions column of the drug order as highlighted below:

This screenshot is identical to the previous one, but the edit icon in the 'Actions' column of the table row is highlighted with a red square.

- A dosage form with pre-populated values will be displayed, make the necessary changes and click on "Add"

The screenshot shows the 'New Drug Order' form for editing. It displays 'Revise for: paracetamol' and 'Current Order: paracetamol: This is a sample drug order, (Dispense: 1 Bag)'. There are buttons for 'Standard Dosage' and 'Free Text'. A text area contains 'This is a sample drug order'. Below this, there are input fields for 'Dispense: 1' and 'Bag'. At the bottom are 'Cancel' and 'Add' buttons.

- The next steps are similar to the ones for placing an order from 6 to 7.
- The edited order will appear in the orders list after saving.

Discontinuing an active drug order

A drug order can be discontinued through the following steps

1. Click on the discontinue icon that appears in the actions column of active orders as highlighted below

Patient Orders			
Type:	All		
Date	Details	Status	Actions
▶ 12-09-2018 12:53	Paracetamol: This Is A Sample Drug Order	Active	 

2. A confirmation box would appear. If you click "OK" in the confirmation box, you would have to provide the appropriate reason for deleting the order:

(Revise) Paracetamol: This Is A Sample Drug Order

Reason for discontinuing

DISCONTINUE!

Total Bilirubin

Placing multiple drug orders

The user can add more than one order to the unsaved draft orders table and then "Sign and Save" all drug orders at once as shown below

Orders List	Add Order						
<h3>New Drug Order</h3> <p>New order for:</p> <input type="text" value="Search for drug...(3 chars min.)"/>	<h3>Unsaved Draft Orders (2)</h3> <table border="1"><tbody><tr><td>NEW Paracetamol</td><td></td><td></td></tr><tr><td>NEW Rowlandii</td><td></td><td></td></tr></tbody></table> <p>Discard All Sign and Save</p>	NEW Paracetamol			NEW Rowlandii		
NEW Paracetamol							
NEW Rowlandii							

Video tutorials

A full playlist of video tutorial posted above can be accessed from [here](#). Enjoy!!!

Resources

- [Order Entry UI](#)
- [Order Entry UI Administrator Guide](#)
- [GitHub project \(source code\)](#)
- [Order Entry UI Release Notes](#)
- [Sprint 1](#)
- [Sprint 2](#)
- [Sprint 3](#)
- [Sprint 4](#)
- [Sprint 5](#)
- [Sprint 6](#)
- [Sprint 7](#)
- [Sprint 8](#)
- [Sprint 9](#)
- [Sprint 10](#)