

# Order Entry UI End User Guide for Creating Drug Orders

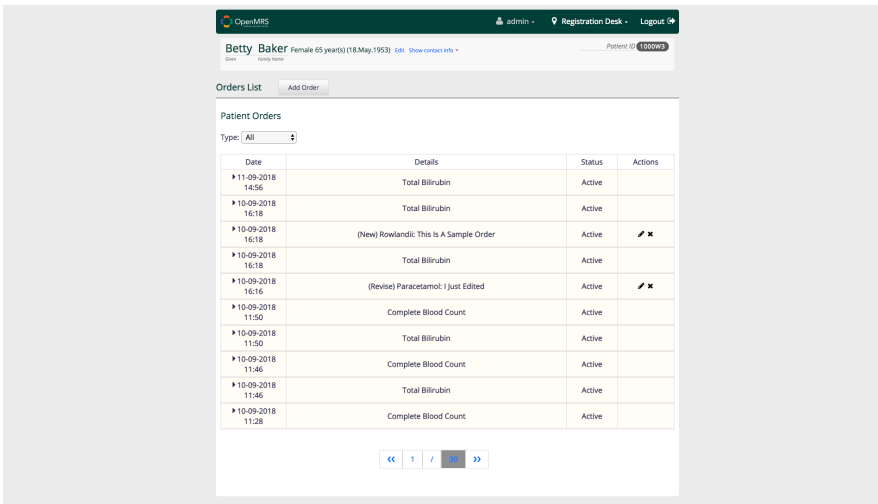
- [Overview](#)
- [Layout](#)
- [Usage](#)
  - [Accessing the Order Entry User Interface](#)
  - [Placing a drug order](#)
  - [Editing an active drug order](#)
  - [Discontinuing an active drug order](#)
  - [Placing multiple drug orders](#)
- [Video tutorials](#)
- [Resources](#)

## 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.

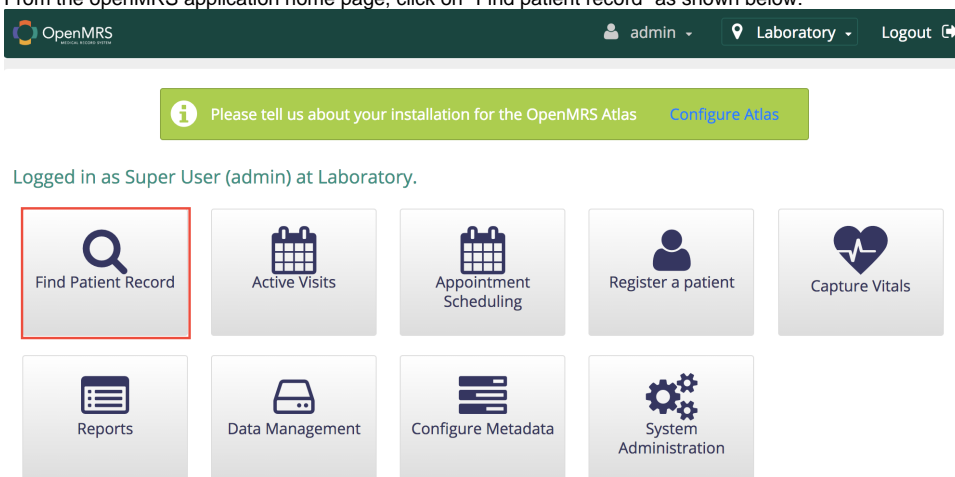
A video tutorial to walk you through the user interface can be found [here](#)

## Usage

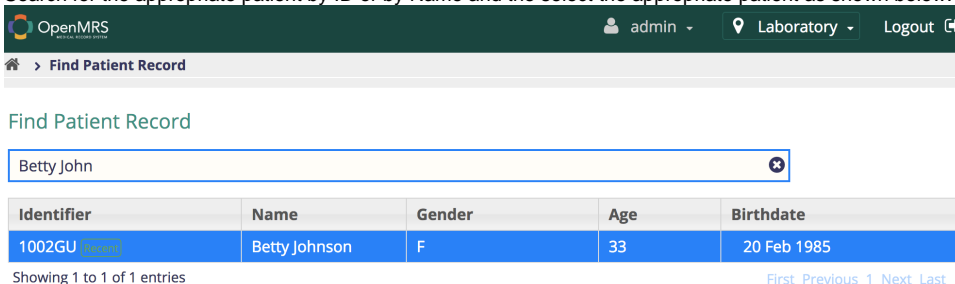
### Accessing the Order Entry User Interface

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

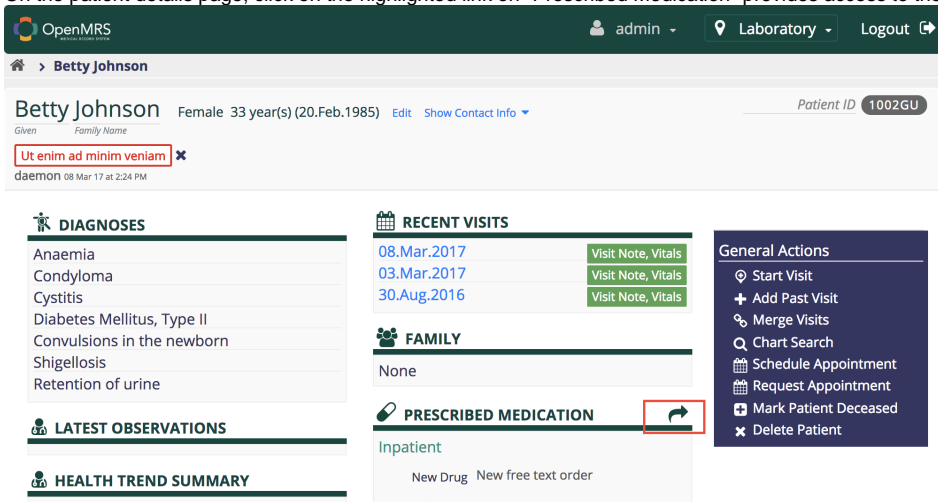
1. From the openMRS application home page, click on "Find patient record" as shown below:



2. Search for the appropriate patient by ID or by Name and 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 from the list of possible orders to add:

The screenshot shows the OpenMRS interface for a patient named Betty Baker. At the top, there is a navigation bar with 'admin', 'Registration Desk', and 'Logout'. Below this, the patient's name and details are displayed. The 'Orders List' section is active, and a dropdown menu is open, showing options for 'Patient Orders', 'Drug Orders', and 'Lab Orders'. The 'Drug Orders' option is highlighted. A 'Type: All' dropdown is also visible.

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

The screenshot shows the 'New Drug Order' form. The search bar contains the text 'par', and a dropdown list below it shows the suggestion 'paracetamol'. To the right of the search bar, there are 'Discard' and 'Sign and Save' buttons. The text 'Unsaved Draft Orders (0)' is displayed in the top right corner.

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:

The screenshot shows the 'New Drug Order' form with 'paracetamol' entered in the search bar. Below the search bar, there are 'Discard' and 'Sign and Save' buttons. The text 'Unsaved Draft Orders (0)' is displayed in the top right corner. The form includes several input fields: 'Dose' and 'Units', 'Frequency' and 'Route', 'As needed for' with a dropdown menu showing 'reason(optional)', 'For' with 'Duration' and 'Units' dropdowns and a 'total' label, and 'Additional instruction not covered above' with a text area. At the bottom, there are 'Dispense: Quantity' and 'Units' dropdowns, and 'Cancel' and 'Add' buttons.

The free text dosage form should appear as shown below:

The screenshot shows the 'New Drug Order' form with 'paracetamol' entered in the search bar. Below the search bar, there are 'Discard' and 'Sign and Save' buttons. The text 'Unsaved Draft Orders (0)' is displayed in the top right corner. The form includes several input fields: 'Dose' and 'Units', 'Frequency' and 'Route', 'As needed for' with a dropdown menu showing 'reason(optional)', 'For' with 'Duration' and 'Units' dropdowns and a 'total' label, and 'Additional instruction not covered above' with a text area. At the bottom, there are 'Dispense: Quantity' and 'Units' dropdowns, and 'Cancel' and 'Add' buttons.

- 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:  Bag

Cancel Add

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

Orders List Add Order

New Drug Order Unsaved Draft Orders (1)

New order for:  
 NEW Paracetamol Edit Delete

Discard Sign and Save

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:

Patient Orders

Type:

Date	Details	Status	Actions
▶ 12-09-2018 12:53	Paracetamol: This Is A Sample Drug Order	Active	<a href="#">Edit</a> <a href="#">Delete</a>

## 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:

Patient Orders

Type:

Date	Details	Status	Actions
▶ 12-09-2018 12:53	Paracetamol: This Is A Sample Drug Order	Active	<a href="#">Edit</a> <a href="#">Delete</a>

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

New Drug Order Unsaved Draft Orders (0)

Revise for: paracetamol  
 Current Order: paracetamol: This is a sample drug order, (Dispense: 1 Bag)

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

Complete Instructions

Dispense:



Cancel Add

- 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

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

Patient Orders			
Type: <input type="text" value="All"/>			
Date	Details	Status	Actions
▶ 12-09-2018 12:53	Paracetamol: This Is A Sample Drug Order	Active	 

- 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

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

### New Drug Order

New order for:

### Unsaved Draft Orders (2)

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](#)