## Orders: Co-Signing

Quick reference guide

There are many situations when a clinician without ordering rights will be required to place Orders for a patient. The *Co-Sign* function enables continuity of care for these clinicians, by placing an Order on behalf of a clinician with ordering rights. All subsequent results will be sent to this physician.
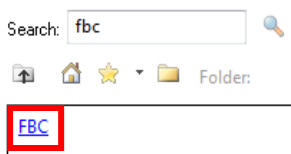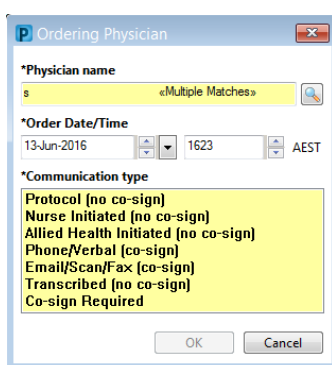
1. Click on *+Add* in the *Orders* tab.
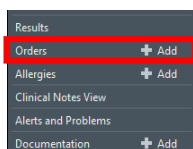
2. Search for the tests you require.

3. Click on Order hyperlink to add tests to the "checkout".

The *Ordering Physician* window will open.


4. Search for the clinician in the *Physician Name* field.

5. Select the appropriate *Communication Type* for the Order. *Communication Type* refers to the method by which you were asked to create this Order. It is important to also note the following:

■ Selecting a *Communication Type* with *co-sign* beside it signifies that a co-sign is required and will be sent to the stated clinician under *Physician Name*

■ Selecting a *Communication Type* with *no co-sign* beside it signifies that a co-sign is not required
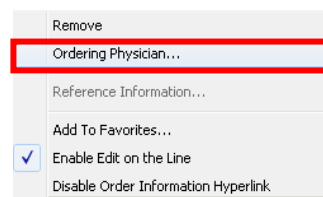
6. Click *OK*.

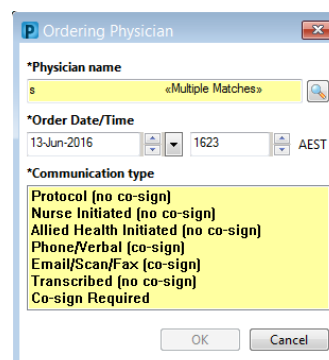### Co-Sign Function – Correcting or Changing Ordering Physician

1. Right click on the name of the first Order you are placing.
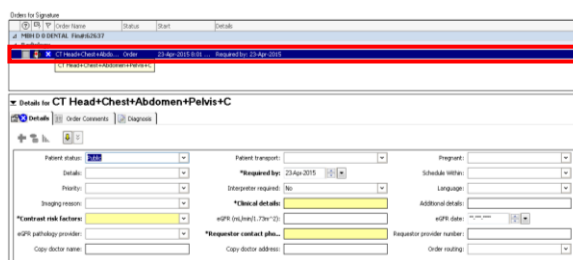
2. Select *Ordering Physician…* from the menu.

3. Enter the name of the doctor who is to co-sign the Order.

4. Select the communication type and click *OK*.

5. Complete the required details of the Order.

6. Click [Sign].

Doctor

Nurse

Allied

Queensland Government