To date the Radiology Department has been providing Request Form Templates (RFTs) for all trial imaging and procedure services. The RFTs contain important trial information and serve a very important function for researchers, for efficient Radiology Department service delivery and for all our patients. The RFTs could be printed, completed and faxed or completed electronically and emailed.

With the introduction of eTQC we are being encouraged to move away from paper based requests to e-Ordering on Cerner. When e-Ordering it is essential that the important trial information that was included on the RFTs is entered into each e-Order.

The information has to be entered in the 'Clinical reason for exam' field in a 'string text' format without notations, symbols or carriage returns. To facilitate, the Radiology Department will provide a Word Document from which the information can be copied into the e-Order. Below is an example of a string e-order request.

> Billing No 67518 Code 63001 MRI Brain for GBM patients Scanner ED3T Recist Report Med Onc Dr David Jones Coordinator Mary Smith x60994 Anon imagesYes Pt ID **300-001** StudyTimepoint **Baseline**

To further facilitate the process please note that Cerner has a feature that will minimise the copying and pasting – **the Favourites button**. When you create an e-Order for your first patient and save to Favourites you can then use that request for your future patients as it keeps the information in the 'Clinical Reason for Exam' field. Because of the way Cerner is structured, if you are e-Ordering for in-patients and out-patients for a particular trial you will have to create Favourites under both patient categories.

Below are schematic instructions on e-Ordering radiology services for clinical trials.

1. Have your e-order Word document file open.
2. Open your patients Medical Record
3. Select an Alfred Encounter (ie not Caulfield) then close/move the Encounter screen

4. On the Cerner Menu Bar go to Orders & Referrals and click **+ Add.**

5. Find the service you require from the list or enter what you are looking for in the **search field**
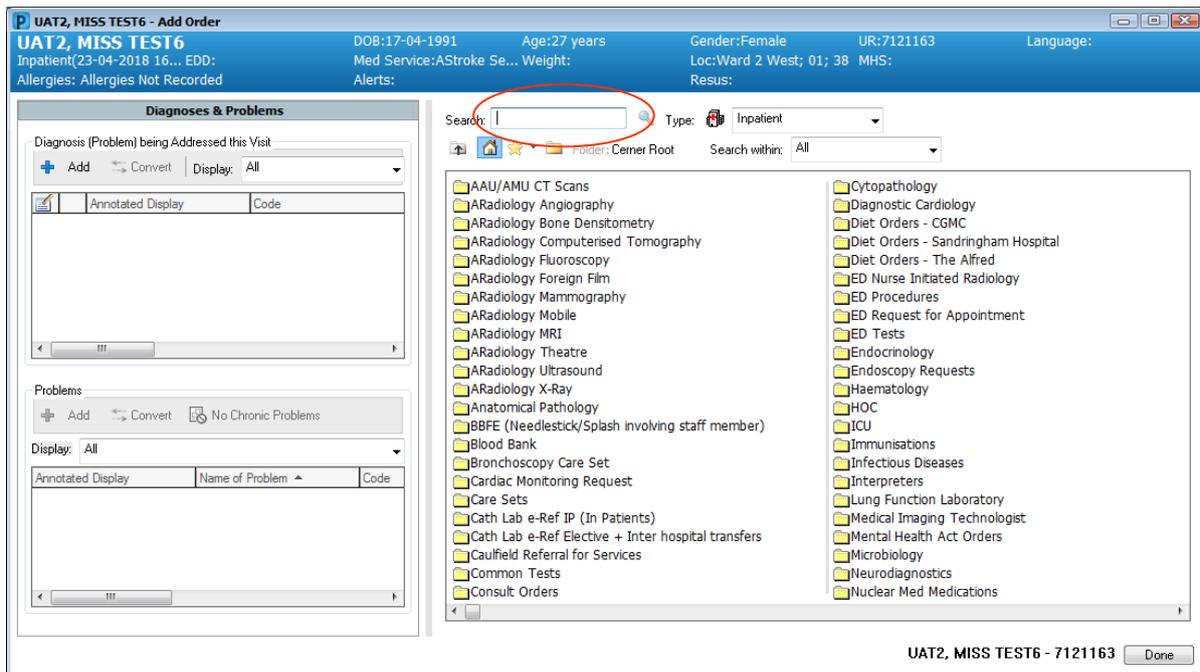
In this example Abdomen/Pelvis CT has been selected.
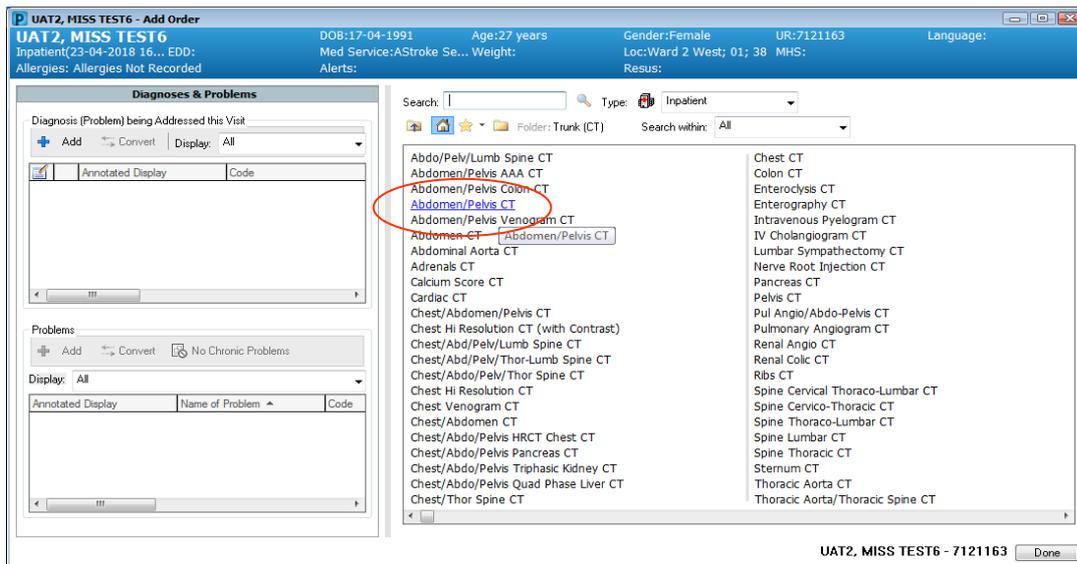
When the service is selected, the 'Ordering Physician' box is automatically opened.

6. Select the physician name and your 'communication type' and click OK.
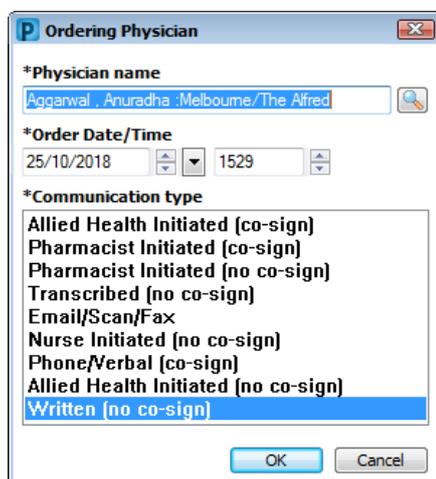
The service you selected (CT Abdomen/Pelvis) is automatically entered into the 'Orders for Signature' box (see black arrow).

In the 'Details for Abdomen/Pelvis CT' box all the yellow fields must be completed (see red circle).

The Trial information has to be entered into the 'Clinical Reason for Exam' field (see red arrow)
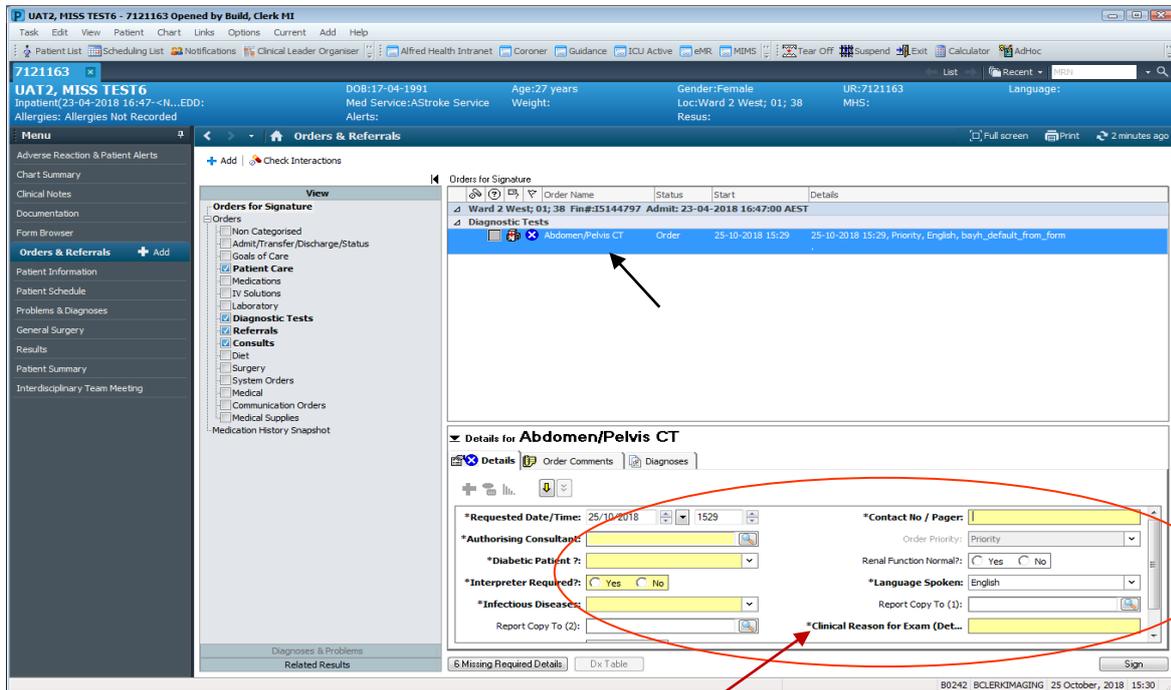
7. For the 'Clinical Reason for Exam' field copy the text in from your e-order Word file and paste it into the field.

8. Fill in the remainder of the yellow fields.

Example with Details for Abdomen/Pelvis CT completed below:
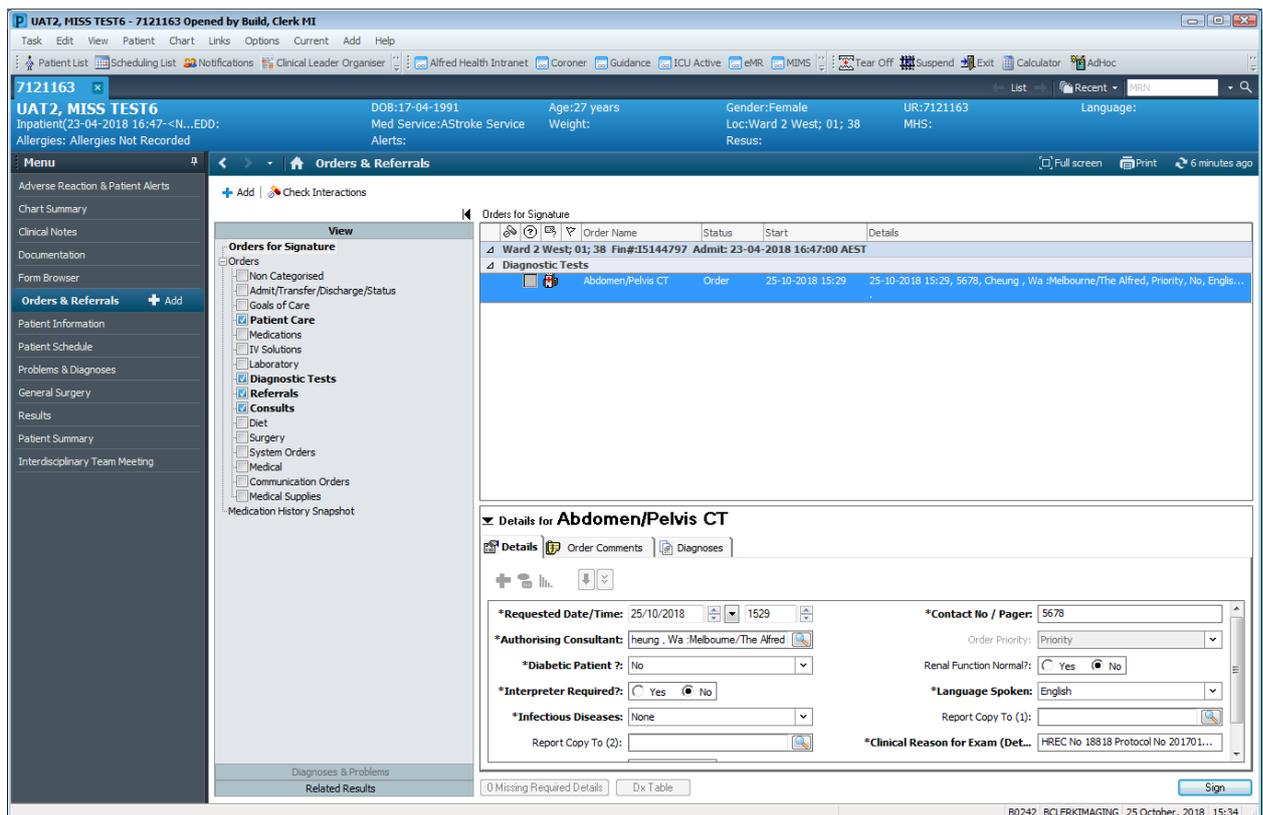
9. Before signing off **right click** of the blue ribbon listing Abdomen/Pelvis CT request and select 'Add To Favourites' from the menu list.
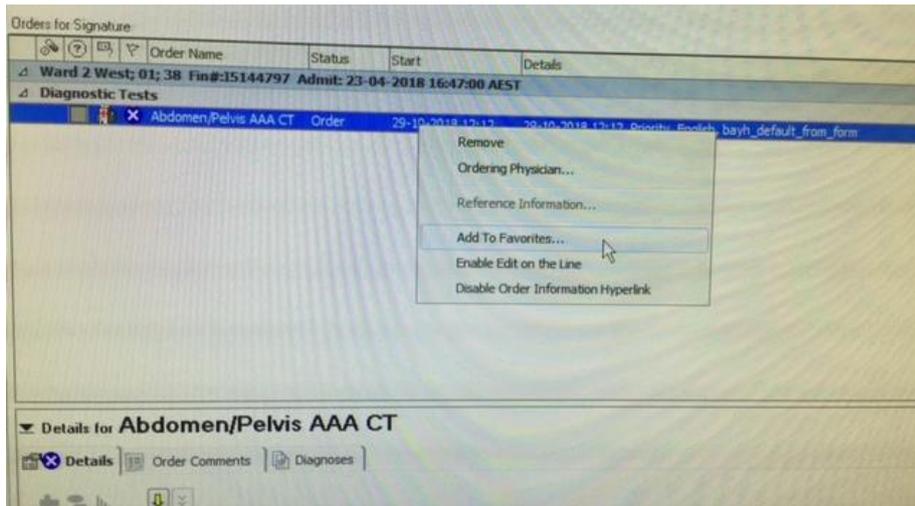
The Add Favourite box will automatically appear (see example below). Name and manage your trials directly in Favourites or create New Folders named with each of your trials.

10. Click OK
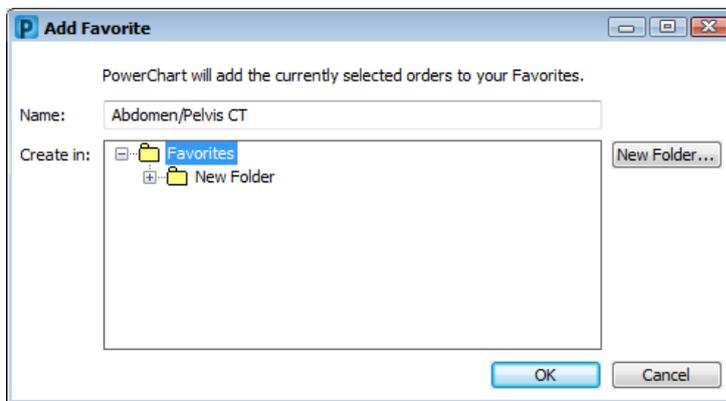
11. Sign off your request
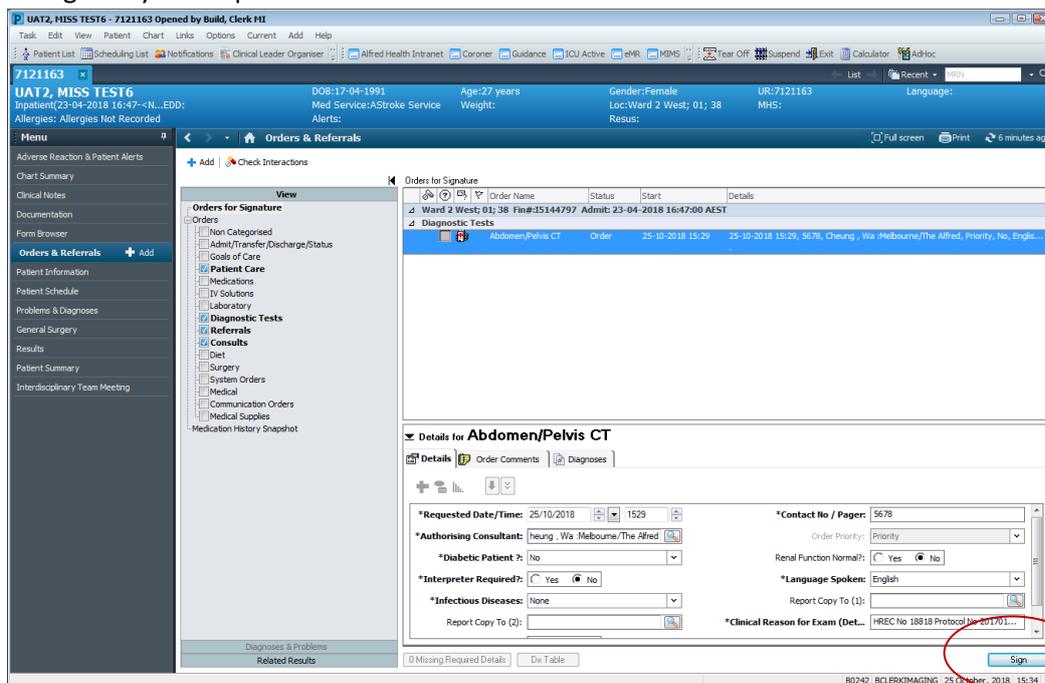
12. When you need to order the same test for follow-up or for your next trial patient, on the Cerner Menu Bar go to Orders & Referrals and click **+ Add.**

13.Go to your Favourites list to find your trial by clicking on the 'Star' menu item (see red circle)
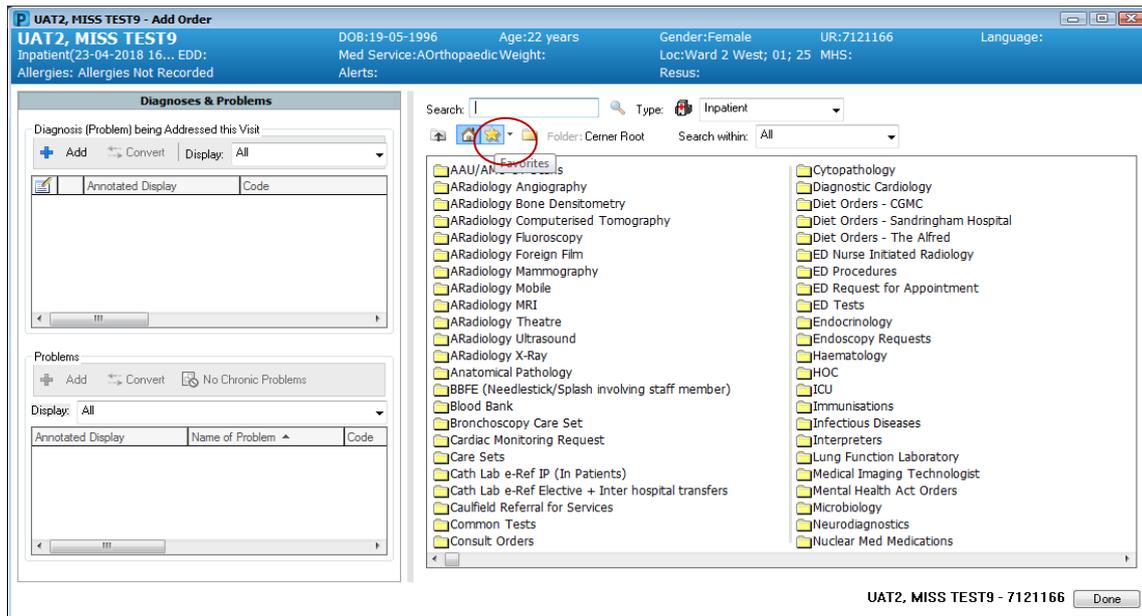
Your Favourites list will automatically appear. The example below assumes you have created other Favourites. The Abdomen/Pelvis CT appears as number 2 in the example list (see red arrow).
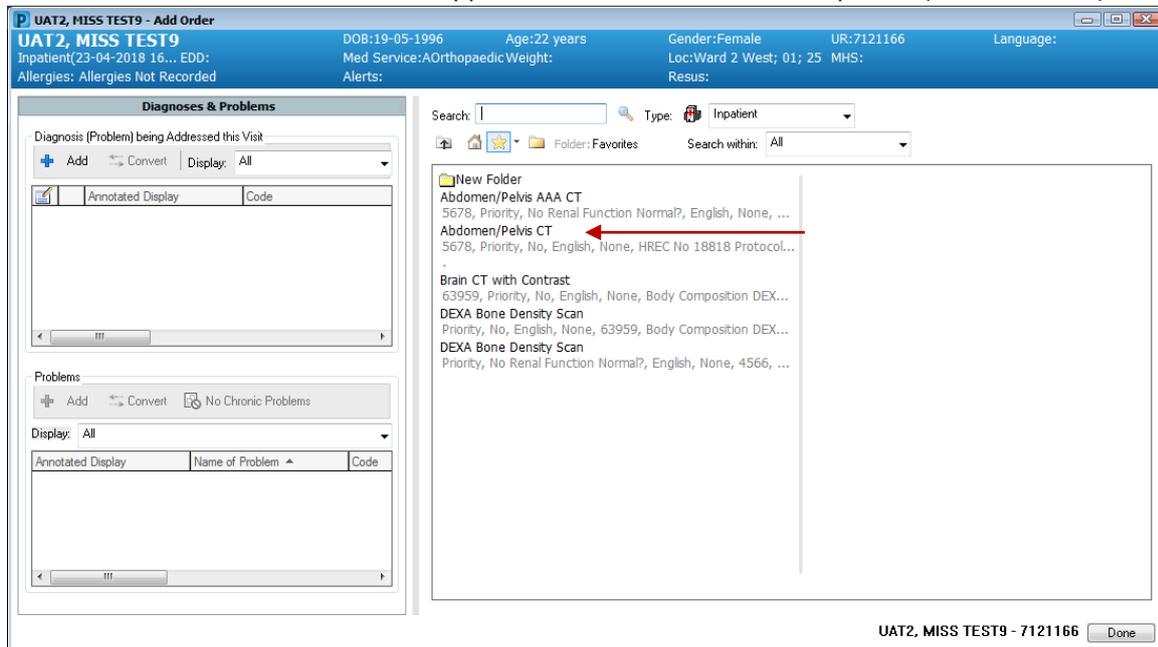
14. Click on Abdomen/Pelvis CT in your Favourites list (see red circle).

The 'Orders for Signature box' will automatically appear. Note that the 'Clinical Reason for Exam' field is already populated (see red circle). Some of the other fields are also pre-populated. This order is for the same patient and therefore some of the other fields are also pre-populated.

Sign off your e-Order in the usual way.