

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.

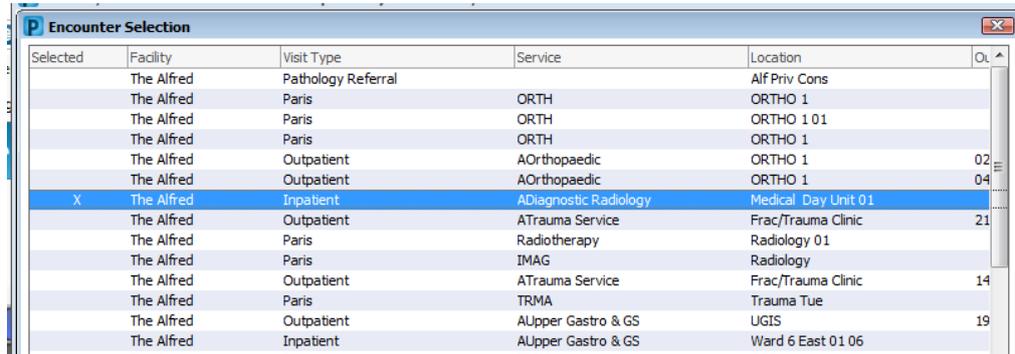
The information has to be entered in the 'Clinical reason for exam' field in a 'string text' format without notations, symbols or carriage returns. To facilitate, the Radiology Department will provide a Word Document from which the information can be copied into the e-Order. Below is an example of a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

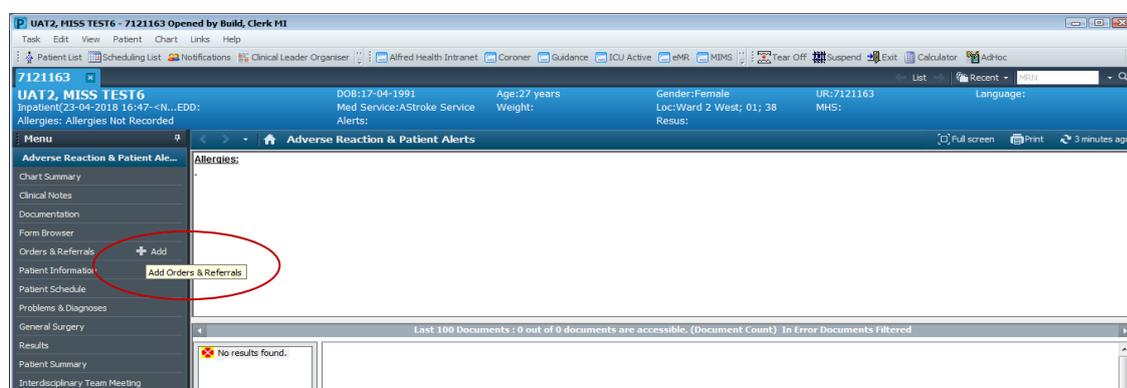
Below are schematic instructions on e-Ordering radiology services for clinical trials.

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

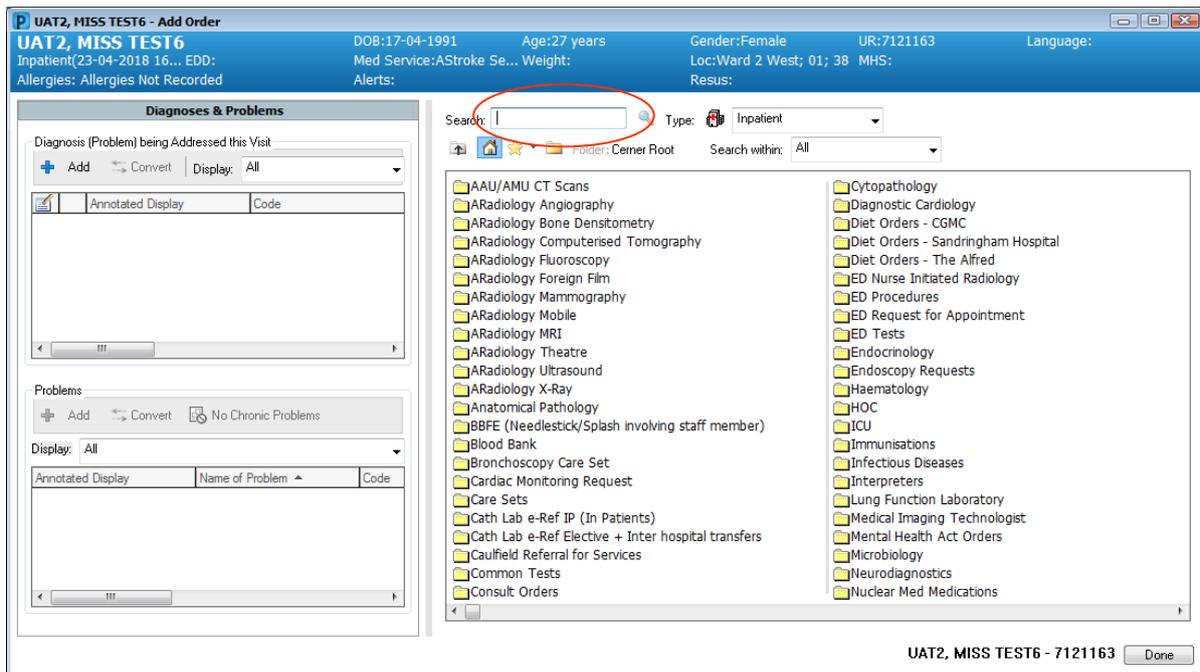


Selected	Facility	Visit Type	Service	Location	Order Number
	The Alfred	Pathology Referral		Alf Priv Cons	
	The Alfred	Paris	ORTH	ORTHO 1	
	The Alfred	Paris	ORTH	ORTHO 1 01	
	The Alfred	Paris	ORTH	ORTHO 1	
	The Alfred	Outpatient	AOrthopaedic	ORTHO 1	02
	The Alfred	Outpatient	AOrthopaedic	ORTHO 1	04
X	The Alfred	Inpatient	ADiagnostic Radiology	Medical Day Unit 01	
	The Alfred	Outpatient	ATrauma Service	Frac/Trauma Clinic	21
	The Alfred	Paris	Radiotherapy	Radiology 01	
	The Alfred	Paris	IMAG	Radiology	
	The Alfred	Outpatient	ATrauma Service	Frac/Trauma Clinic	14
	The Alfred	Paris	TRMA	Trauma Tue	
	The Alfred	Outpatient	AUpper Gastro & GS	UGIS	19
	The Alfred	Inpatient	AUpper Gastro & GS	Ward 6 East 01 06	

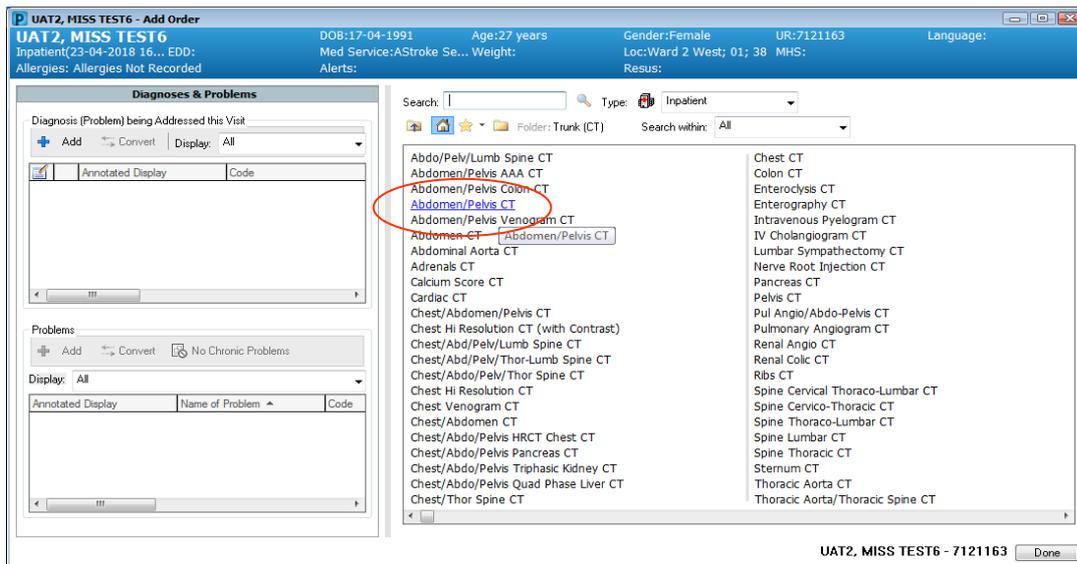
4. On the Cerner Menu Bar go to Orders & Referrals and click + Add.



5. Find the service you require from the list or enter what you are looking for in the **search field**

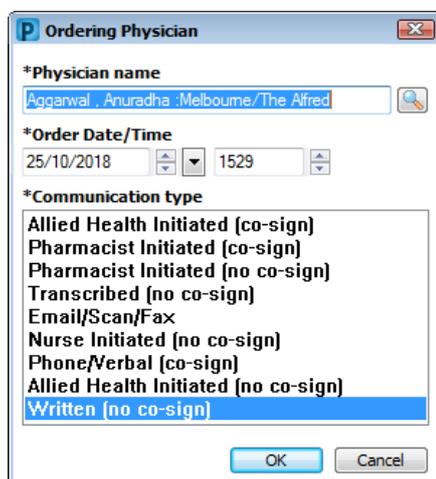


In this example Abdomen/Pelvis CT has been selected.



When the service is selected, the 'Ordering Physician' box is automatically opened.

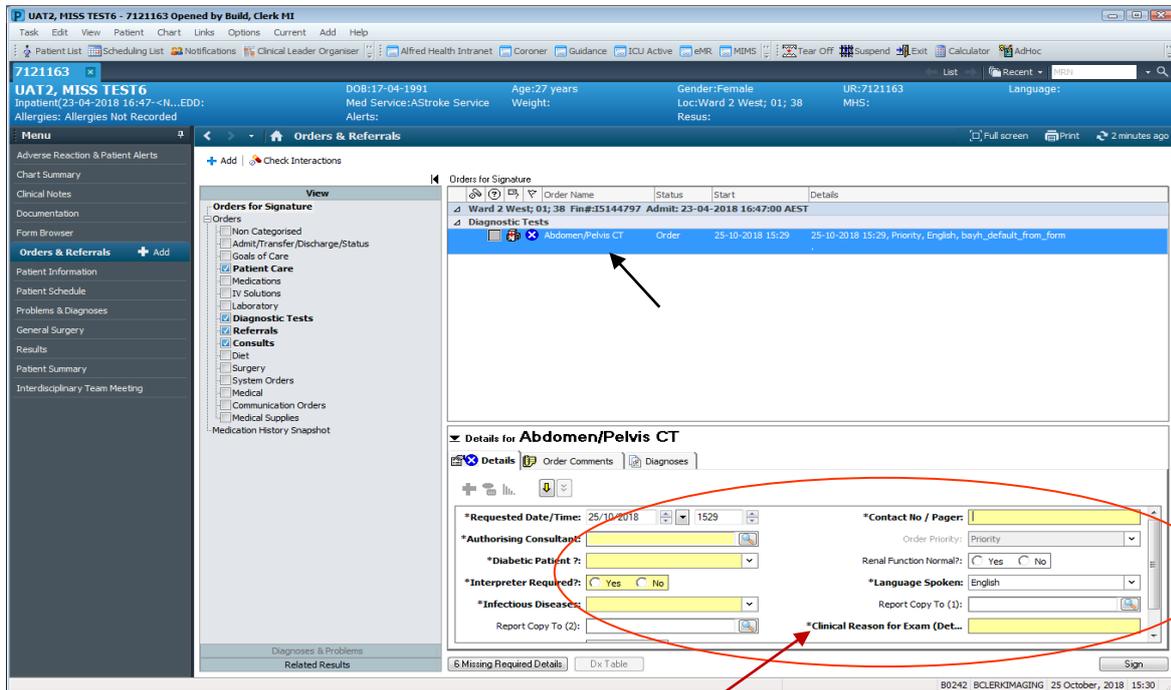
6. Select the physician name and your 'communication type' and click OK.



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).

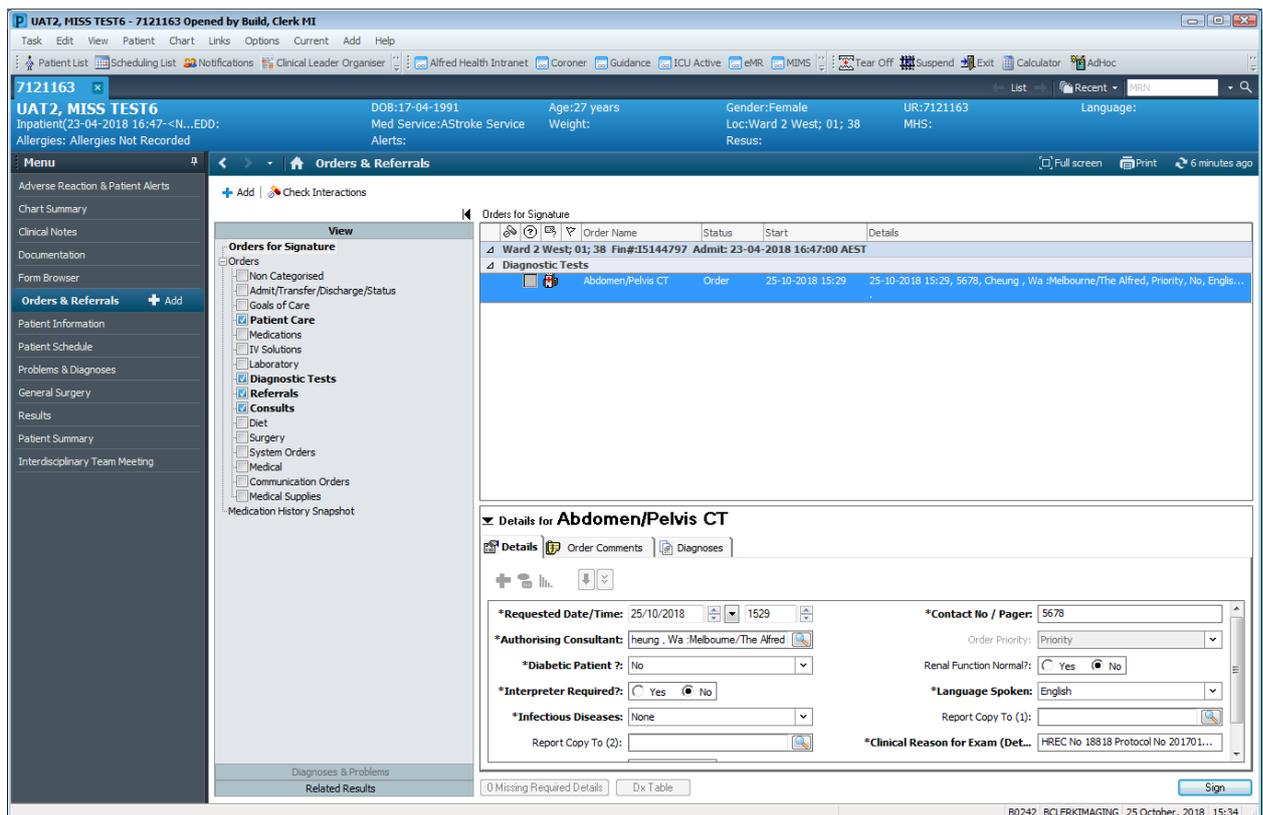
The Trial information has to be entered into the 'Clinical Reason for Exam' field (see red arrow)



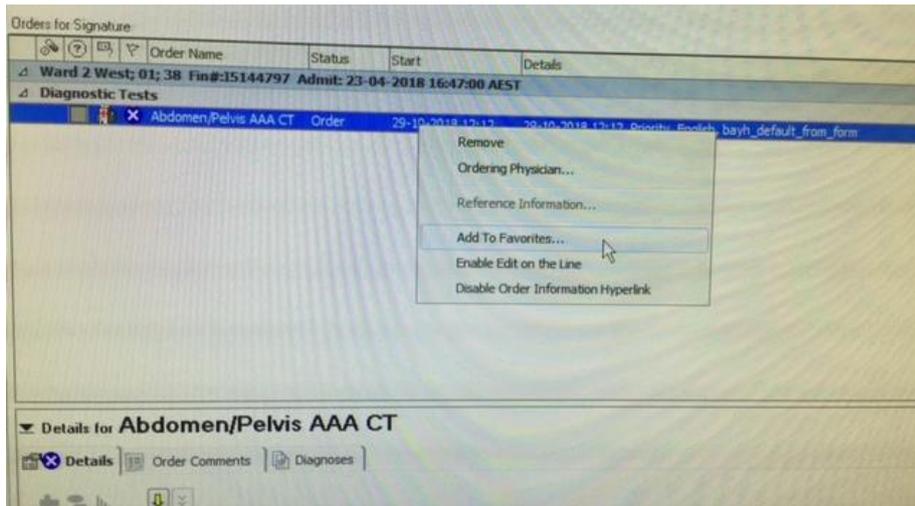
7. For the 'Clinical Reason for Exam' field copy the text in from your e-order Word file and paste it into the field.

8. Fill in the remainder of the yellow fields.

Example with Details for Abdomen/Pelvis CT completed below:

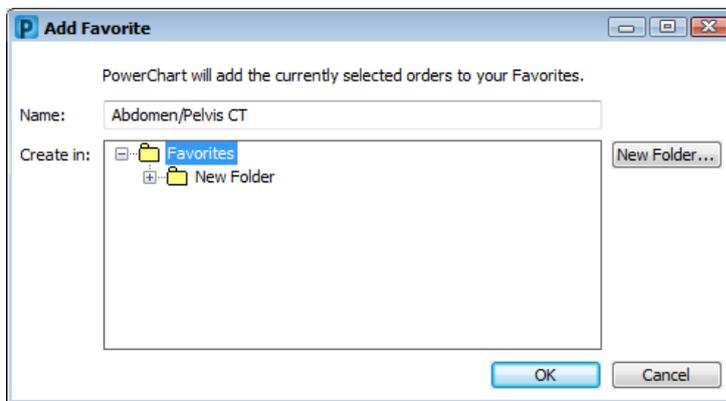


- Before signing off **right click** of the blue ribbon listing Abdomen/Pelvis CT request and select 'Add To Favourites' from the menu list.

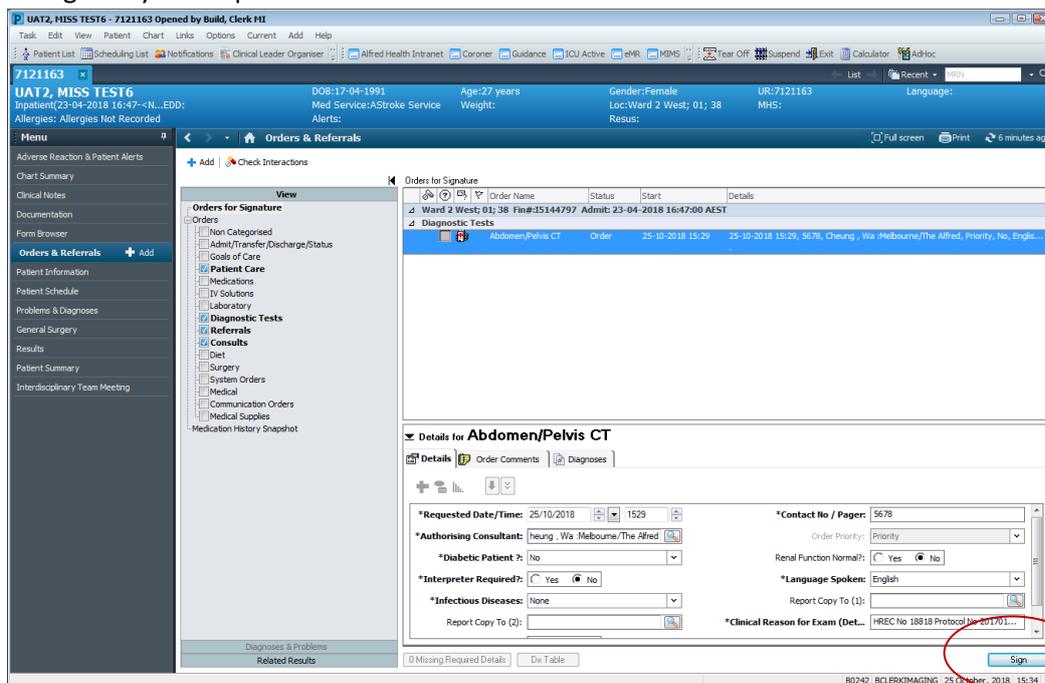


The Add Favourite box will automatically appear (see example below). Name and manage your trials directly in Favourites or create New Folders named with each of your trials.

- Click OK



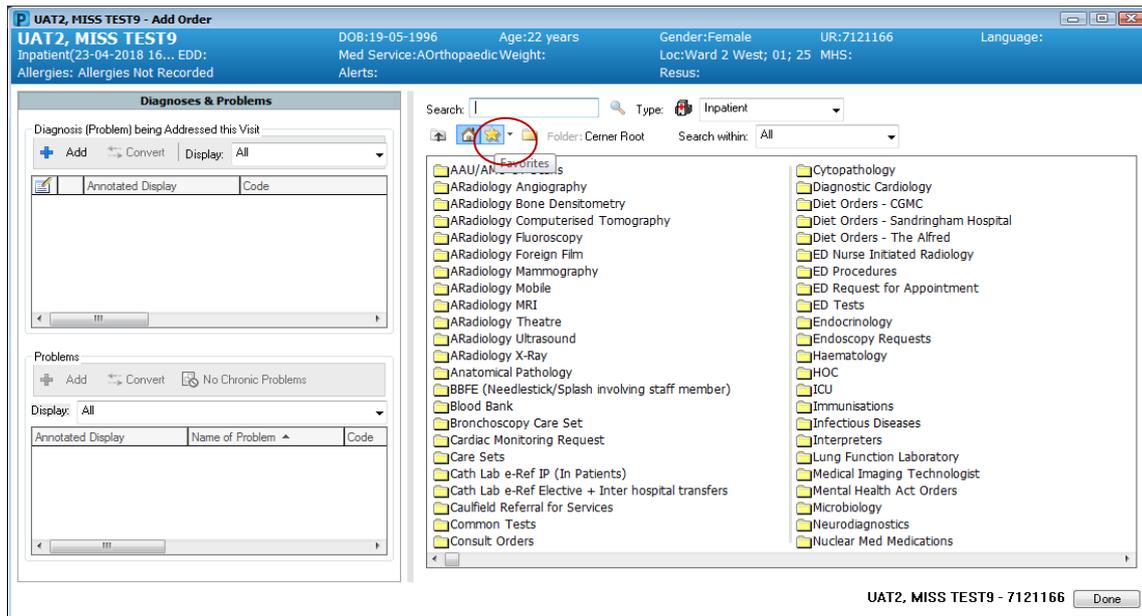
- Sign off your request



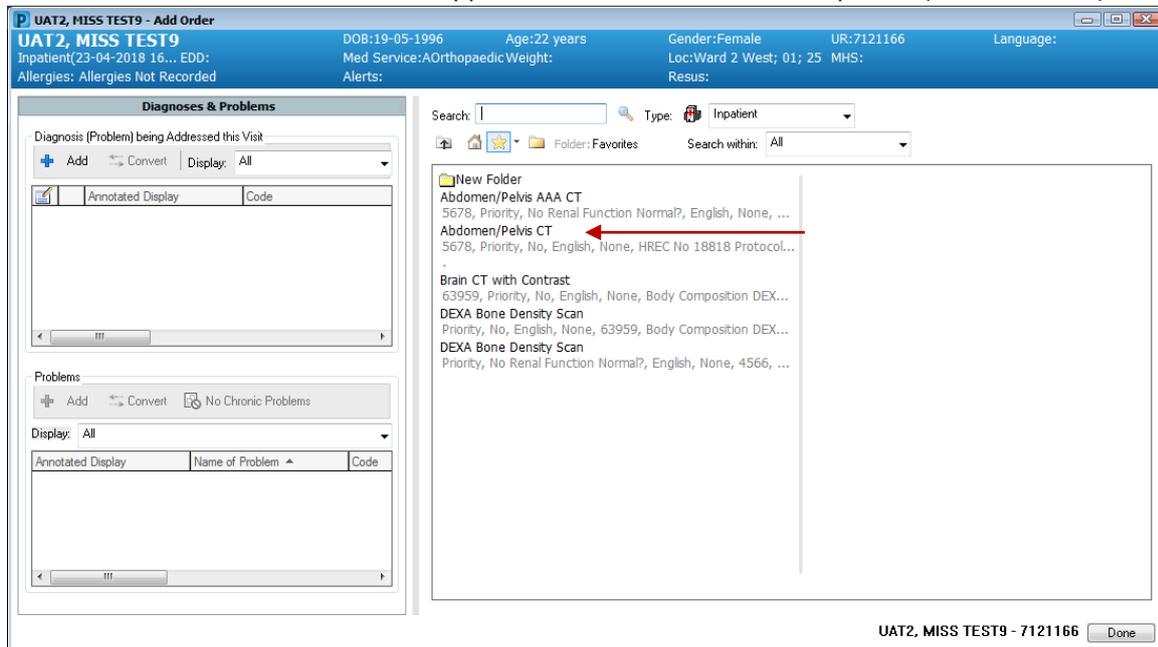
- When you need to order the same test for follow-up or for your next trial patient, on the Corner Menu Bar go to Orders & Referrals and click + Add.



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).

UAT2, MISS TEST9 - Add Order

UAT2, MISS TEST9 DOB:19-05-1996 Age:22 years Gender:Female UR:7121166 Language:
 Inpatient(23-04-2018 16:54<N...EDD: Med Service:AOrthopaedic Weight: Loc:Ward 2 West; 01; 25 MHS:
 Allergies: Allergies Not Recorded Alerts: Resus:

Diagnoses & Problems

Diagnosis (Problem) being Addressed this Visit

Search: [] Type: Inpatient

Folder: Favorites Search within: All

New Folder

Abdomen/Pelvis AAA CT
 5678, Priority, No Renal Function Normal?, English, None, ...

Abdomen/Pelvis CT
 5678, Priority, No, English, None, HREC No 18818 Protocol...

Brain CT with Contrast
 63959, Priority, No, English, None, Body Composition DEX...

DEXA Bone Density Scan
 Priority, No, English, None, 63959, Body Composition DEX...

DEXA Bone Density Scan
 Priority, No Renal Function Normal?, English, None, 4566, ...

UAT2, MISS TEST9 - 7121166 Done

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.

UAT2, MISS TEST9 - 7121166 Opened by Build, Clerk MI

Task Edit View Patient Chart Links Options Current Add Help

UAT2, MISS TEST9 DOB:19-05-1996 Age:22 years Gender:Female UR:7121166 Language:
 Inpatient(23-04-2018 16:54<N...EDD: Med Service:AOrthopaedic Weight: Loc:Ward 2 West; 01; 25 MHS:
 Allergies: Allergies Not Recorded Alerts: Resus:

Orders & Referrals

Orders for Signature

Order Name	Status	Start	Details
Ward 2 West; 01; 25 Fin#:15144800 Admit: 23-04-2018 16:54:00 AEST			
Abdomen/Pelvis CT	Order	25-10-2018 15:42	25-10-2018 15:42, 5678, Priority, No, English, None, HREC No 18818 Protocol No ...
Abdomen/Pelvis CT	Order	25-10-2018 15:42	25-10-2018 15:42, 5678, Priority, No, English, None, HREC No 18818 Protocol No ...

Details for Abdomen/Pelvis CT

*Requested Date/Time: 25/10/2018 15:42

*Contact No / Pager: 5678

*Authorising Consultant: []

*Diabetic Patient?: No

*Interpreter Required?: No

*Infectious Diseases: None

*Clinical Reason for Exam (Det...): HREC No 18818 Protocol No 201701...

Report Copy To (1): []

Report Copy To (2): []

2 Missing Required Details D x Table Sign

B0242 BCLERKIMAGING 25 October, 2018 15:43

Sign off your e-Order in the usual way.