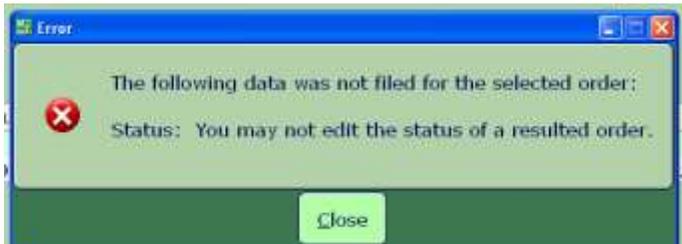


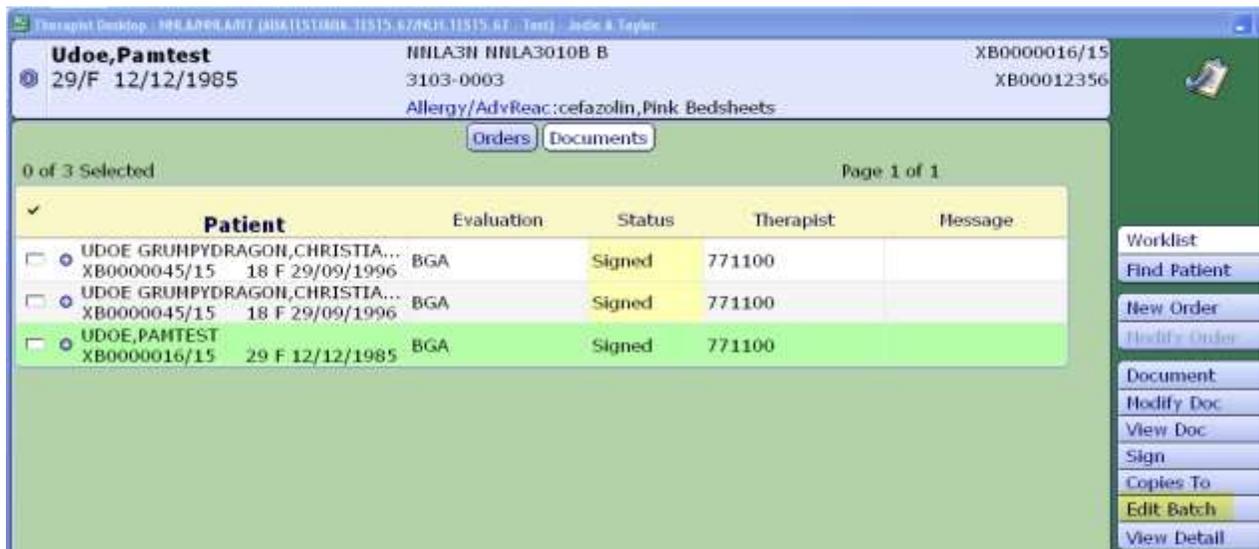
MEDITECH 5.67 ITS-TS RT Blood Gas Reports – Edit Linked Order

Editing Order Linked to Signed Blood Gas Report

1. **Reports needs to be at a Draft Status to be able to modify order.** If user clicks on the order and selects Edit Batch to change status of order from Resulted (signed report attached) to Logged, will get error message that you may not edit the status of a resulted order.



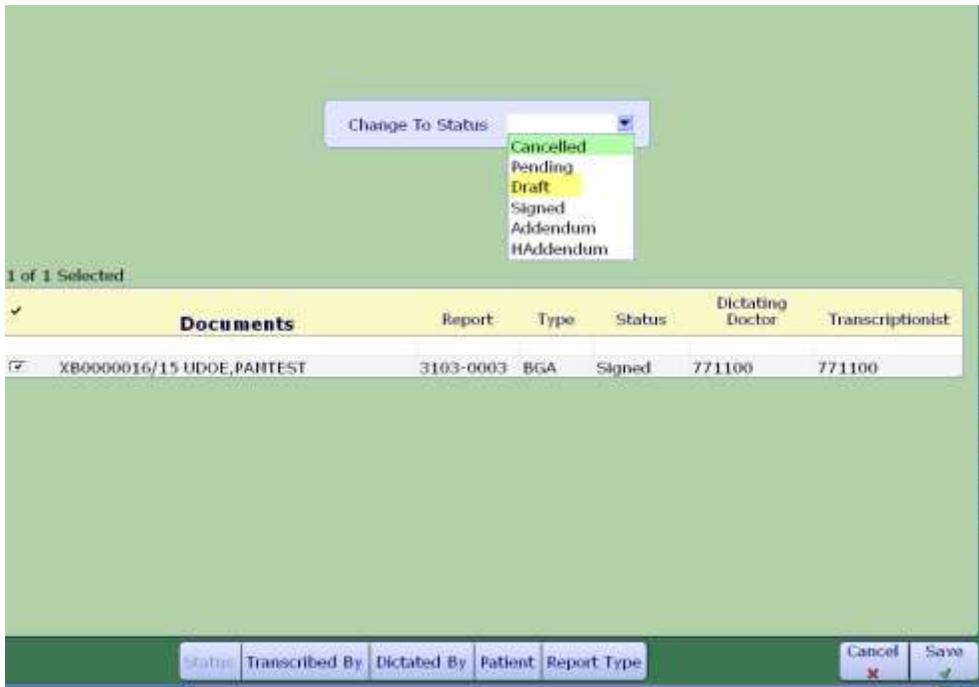
Find the correct patient and report in the Documents Tab. Highlight/select the report and click on **Edit Batch**



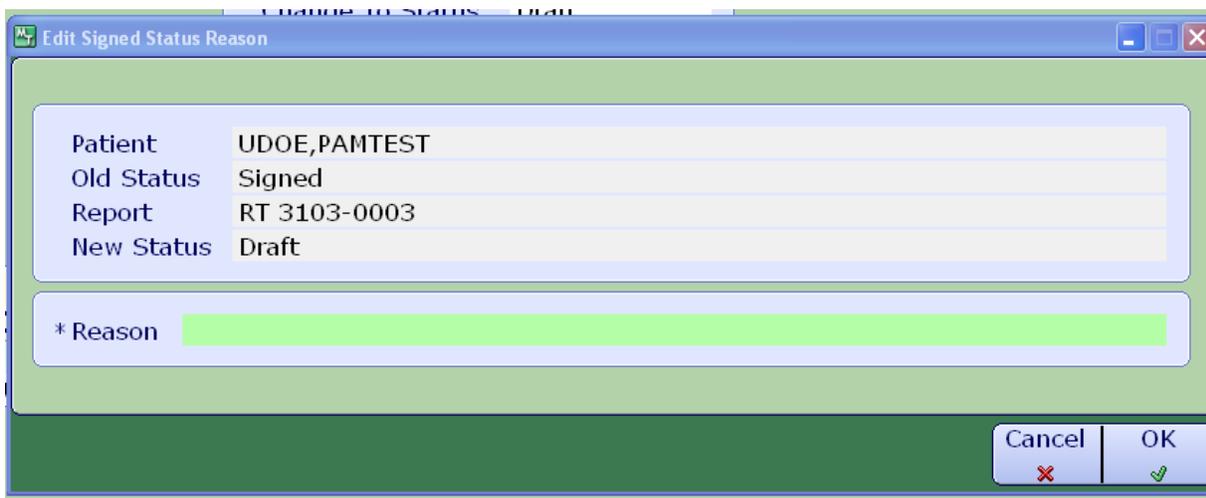
Patient	Evaluation	Status	Therapist	Message
<input type="checkbox"/> UDOE GRUHPYDRAGON, CHRISTIA... XB0000045/15 18 F 29/09/1996	BGA	Signed	771100	
<input type="checkbox"/> UDOE GRUHPYDRAGON, CHRISTIA... XB0000045/15 18 F 29/09/1996	BGA	Signed	771100	
<input checked="" type="checkbox"/> UDOE, PAMTEST XB0000016/15 29 F 12/12/1985	BGA	Signed	771100	

**MEDITECH 5.67 ITS-TS RT Blood Gas Reports – Edit Linked Order**

**Change Status to Draft.** Note not all users have access to edit signed reports, check with local program/site for those users that have this access.



**Edit Signed Status Reason** window pops up, Reason is required. Free text field, type out reason, i.e. amending attached order. Then click OK or F12 to save/file. Then exit out of the Edit Batch

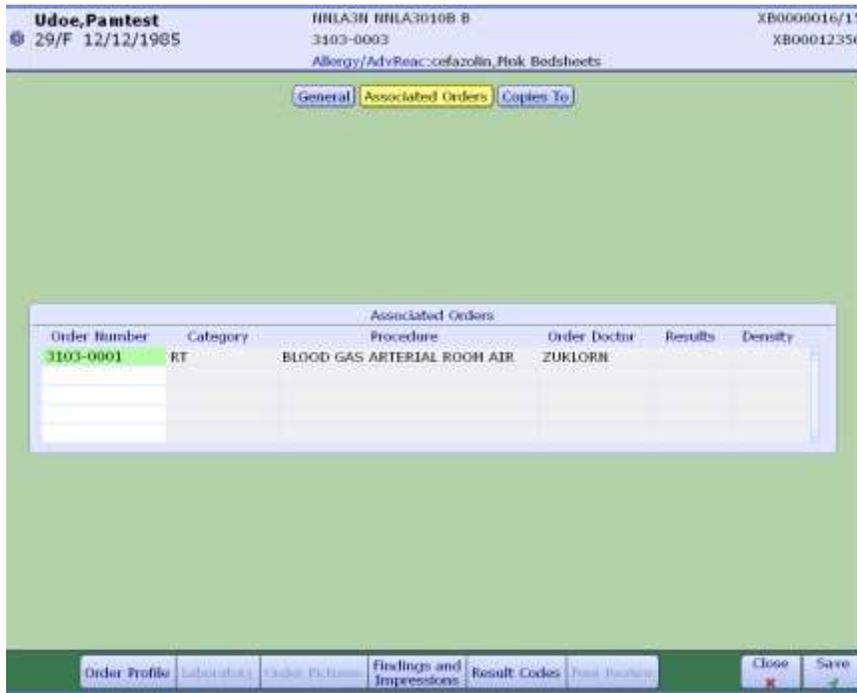


**MEDITECH 5.67 ITS-TS RT Blood Gas Reports – Edit Linked Order**

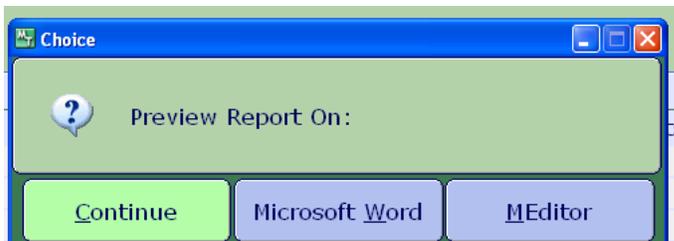
2. Dissociate order from the report (note the order # as you need to reattach after). Click on **Modify Doc**



Click on **Associated Orders** tab, Delete the order out. Save/file

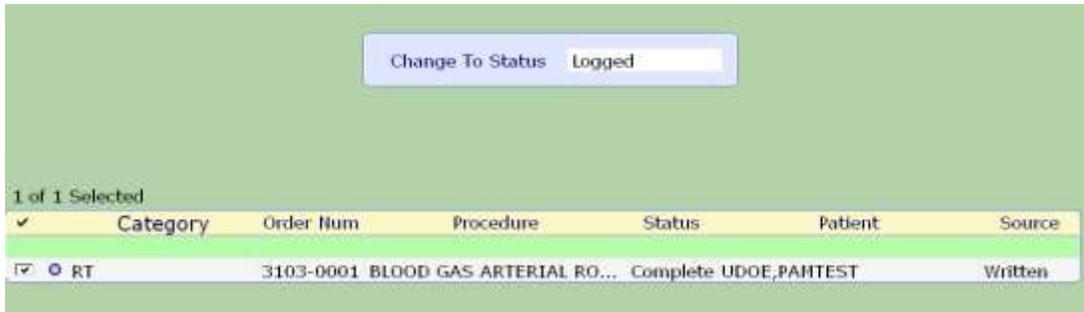


Prompted with Preview Report On: message, click on Continue.



**MEDITECH 5.67 ITS-TS RT Blood Gas Reports – Edit Linked Order**

3. **Next step is to amend the order**, but order needs to be in Logged status. So find correct patient and order, highlight and select **Edit Batch to edit Status back to Logged**.



Once at a Logged Status, select **Modify Order** . File/Save changes made to the order

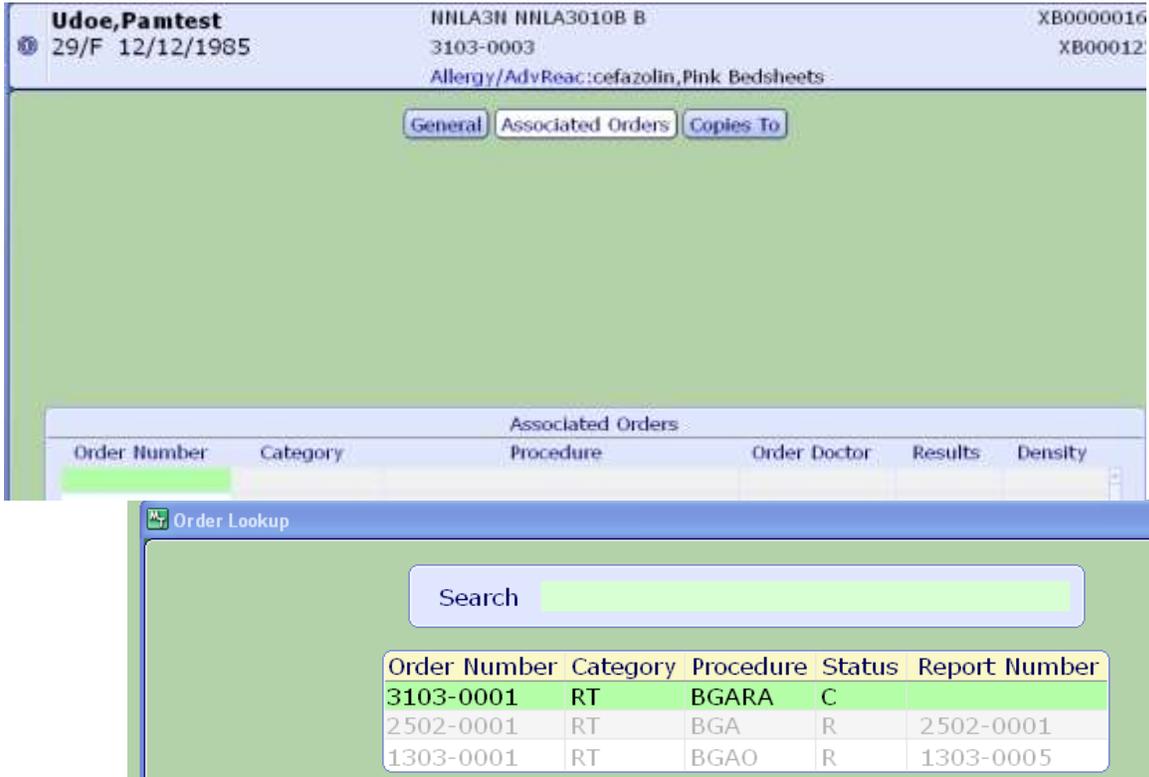


4. **Put order back to Complete Status – Edit Batch. Save/File**
5. **Go to Documents Tab – Modify Doc. Change Status to Signed**



**MEDITECH 5.67 ITS-TS RT Blood Gas Reports – Edit Linked Order**

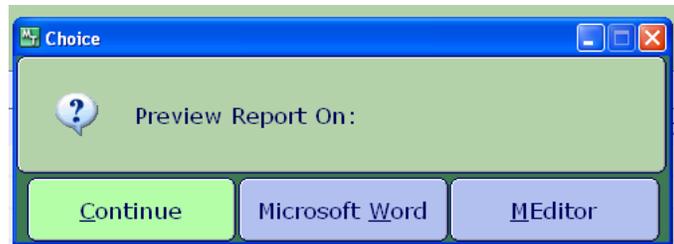
**Add order to report – Associated Orders.** Enter the order number if known, or do a look-up to orders associated to that patient’s account. Ensure picking correct Blood gas order at a complete status.



The screenshot shows the patient information window for **Udoe, Pamtest** (DOB: 29/F 12/12/1985). The patient's account number is HHLA3N NNLA3010B B, and the order number is 3103-0003. The allergy/adv reaction is listed as cefazolin, Pink Bedsheets. Below the patient information are three tabs: **General**, **Associated Orders**, and **Copies To**. The **Associated Orders** tab is active, showing a table with columns: Order Number, Category, Procedure, Order Doctor, Results, and Density. An **Order Lookup** window is overlaid on the screen, featuring a search bar and a table of results.

Order Number	Category	Procedure	Status	Report Number
3103-0001	RT	BGARA	C	
2502-0001	RT	BGA	R	2502-0001
1303-0001	RT	BGAO	R	1303-0005

**Then File/Save.** User will get prompted again to view report, if yes, then select MEditor. Otherwise click on Continue



The screenshot shows a dialog box titled **Choice** with a question mark icon. The text inside the dialog box reads "Preview Report On:". Below the text are three buttons: **Continue**, **Microsoft Word**, and **MEditor**.

**MEDITECH 5.67 ITS-TS RT Blood Gas Reports – Edit Linked Order**

Order back to a Result status and report back to a Signed report.

<b>Udoe, Pamtest</b>		NNLA3N NNLA3010B B	XB0000016/1				
29/F 12/12/1985		3103-0001	XB00012356				
Allergy/AdvReac:cefazolin,Pink Bedsheets							
<input type="button" value="Orders"/> <input type="button" value="Documents"/>							
✓	Patient	Treatment	Service Date/Time	Status	Prov	Wait	Flags
<input type="checkbox"/>	UDOE,PAMTEST XB0000016/15	RT BLOOD GAS ARTERIAL R...	31/03/15	Result	ZUKLORN		
		Evaluation		Report Number			
		BGA - BLOOD GAS ANALYSIS REPORT	3103-0003				

Therapist Desktop - NNLA/NNLA/RT (ABA TEST/ABA TESTS, 67/NNH TESTS, 67 - Test) - Jodie A Taylor

<b>Udoe, Pamtest</b>		NNLA3N NNLA3010B B	XB0000016/15		
29/F 12/12/1985		3103-0003	XB00012356		
Allergy/AdvReac:cefazolin,Pink Bedsheets					
<input type="button" value="Orders"/> <input type="button" value="Documents"/>					
✓	Patient	Evaluation	Status	Therapist	Message
<input type="checkbox"/>	UDOE,PAMTEST XB0000016/15 29 F 12/12/1985	BGA	Signed	771100	
		Treatment		Order Number	
		RT - BLOOD GAS ARTERIAL ROOM AIR	3103-0001		