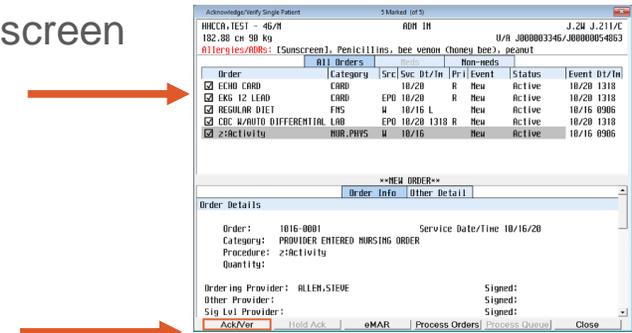


Acknowledging Orders

- When an order is awaiting acknowledgement, you will see ACK with a green shaded background or STAT with a red shaded background under the New Order Column on your status board. Click on it to begin the acknowledgment process

Room/Bed	Patient Name			New Order	Next Med	Temp	BP
Temp Loc	Age	Sex	Weight	Next Int	New Result	Code	Status
J.211-C	HICCA, TEST			Ack		98.4	138/90
	46	M		1600			

- As you click on the blank boxes next to each order, you will place a checkmark in each box and you will be able to view the order details below. Click on each blank box, review the order details, then click on the Ack/Ver tab in the bottom left of the screen



- An Order Record page will appear for each order selected for acknowledgement. Click the green checkmark in the upper right hand corner or press F12 for each page that appears



- You will be prompted to repeat the process until all orders have been acknowledged and saved. Continue to choose Next Order to acknowledge them all. Choose Exit when completed

