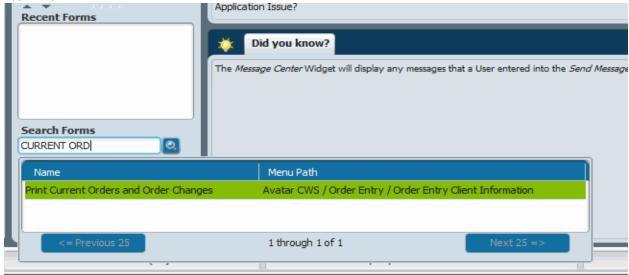
Using the **Print Current Orders and Order Changes** Screen in Avatar

The Print Current Orders and Order Changes Screen in Avatar is an alternative to using the Client Profile -Order Detail option staff are using. The Client Profile - Order Detail option can take a long time to process, even for only one order for our longer term individuals. The Print Current Orders Screen reduces the processing time by 60-75% for our longer term individuals.

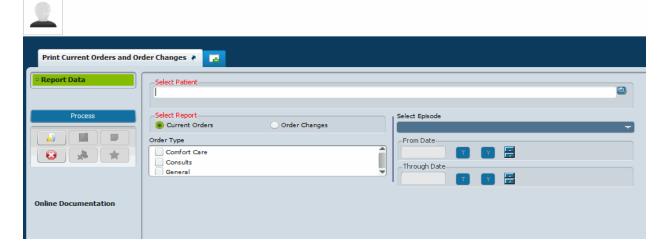
Staff who have access to this report include: Physicians, Nurses, Social Workers, Pharmacy staff, HIM staff and staff who have ability to run EMR reports in Avatar.

To run the report:

Type in partial name of form in the Search Forms section of the Home Avatar screen.



Type in the Avatar# or Name of the individual in the Select Patient Field.



Select if you want Current Order or Order Changes. **NOTE:** If you select <u>Current Orders</u> you will be given a report of all current orders for the Order Type(s) you select for the Current Episode, no date range can

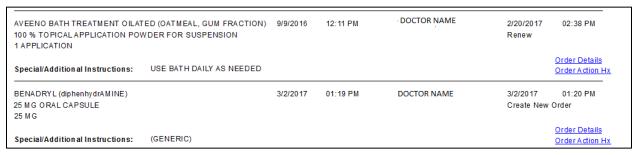
be entered. If you select <u>Order Changes</u> you can select to run for any episode (including current) and date range within the episode selected can be entered. Example run order changes on current episode for past month.

Select the Order Type(s) you need to see for the individual.

Select episode and type in dates (ONLY IF RUNNING FOR ORDER CHANGES)

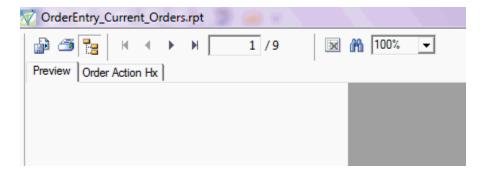
Click on Process Report.

Report will process and appear on screen. Report will contain Individuals information at the top of each page of the report and the Orders will be listed in Alphabetical order on the report. Example of order info below:



To view more information on the order, click on <u>Order Details</u> or the <u>Order Action History</u> click on the BLUE links to the right side of the report information.

To go back to the report after viewing details or history, click on the Preview tab in the top left corner of the screen.



To exit the report, click the red x in the top right corner of the report.