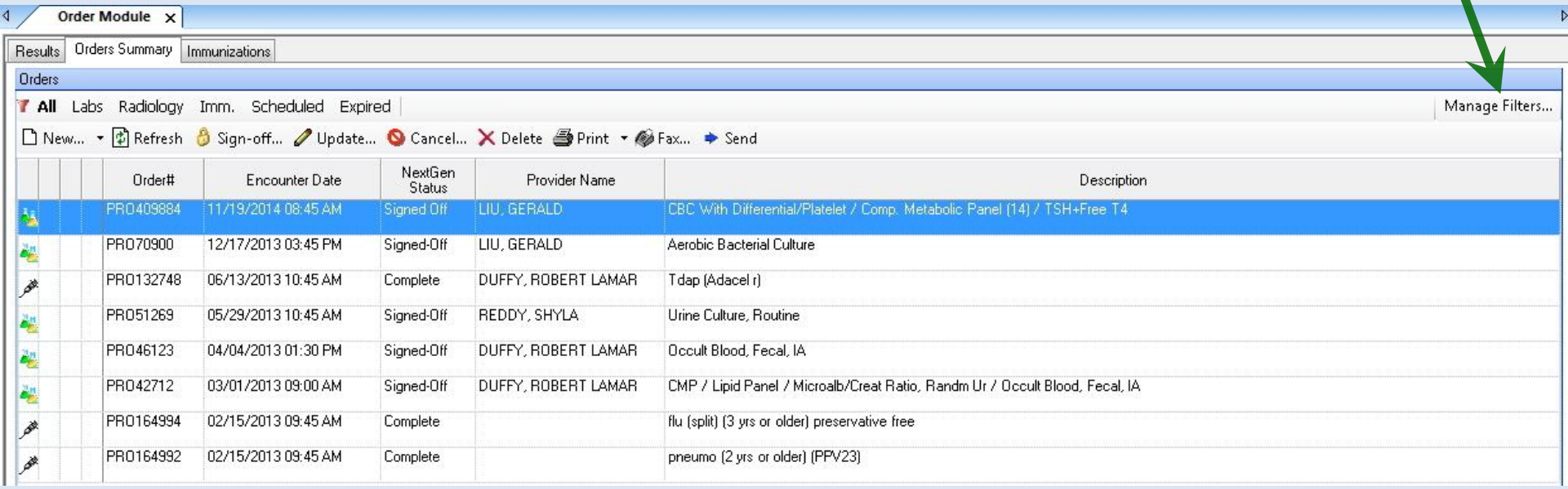
NEXTGEN
Order Module View Column
DEMONSTRATION

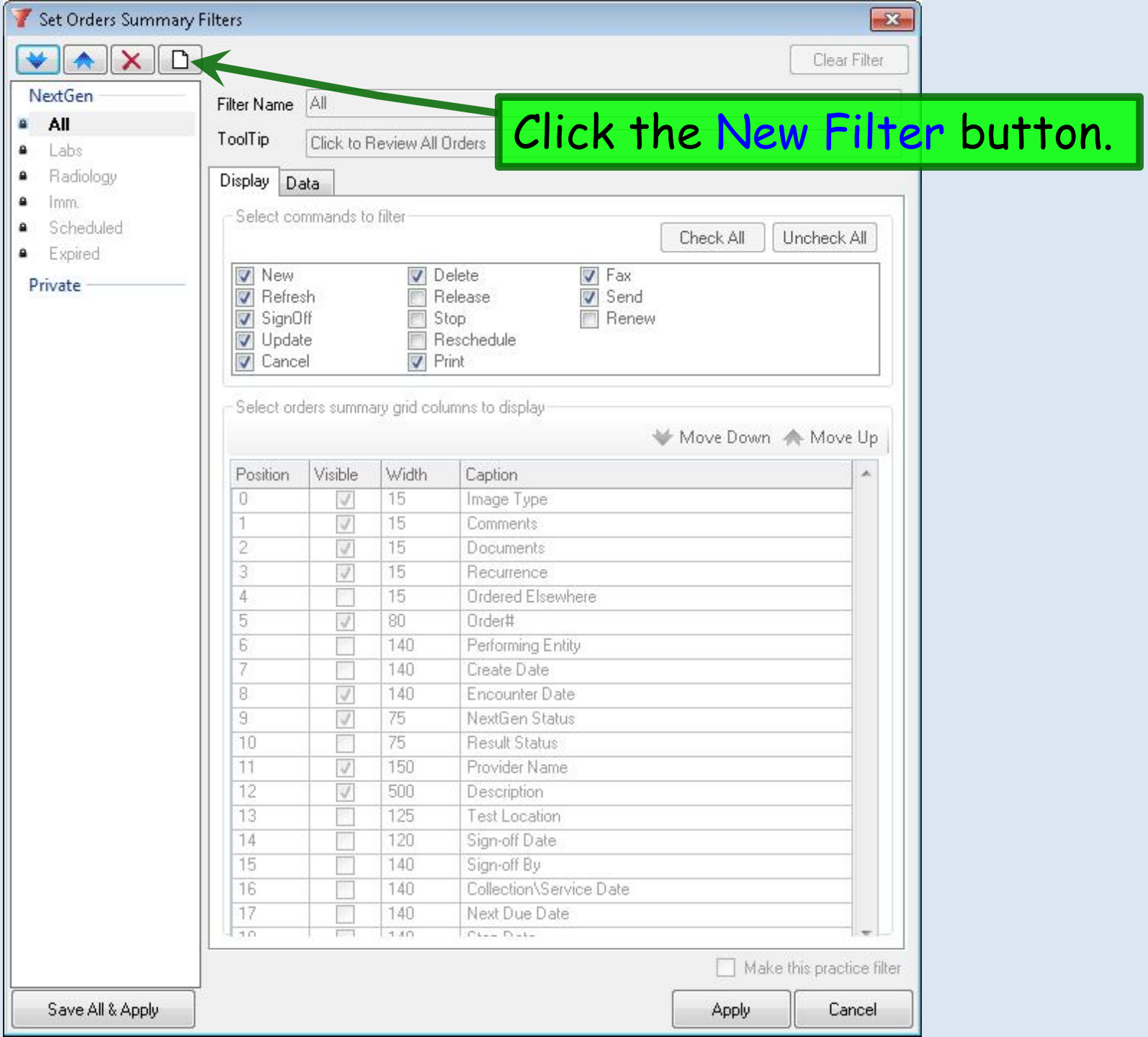
This is a mini-lesson illustrating how you can choose the columns you wish to view in the Order Module.

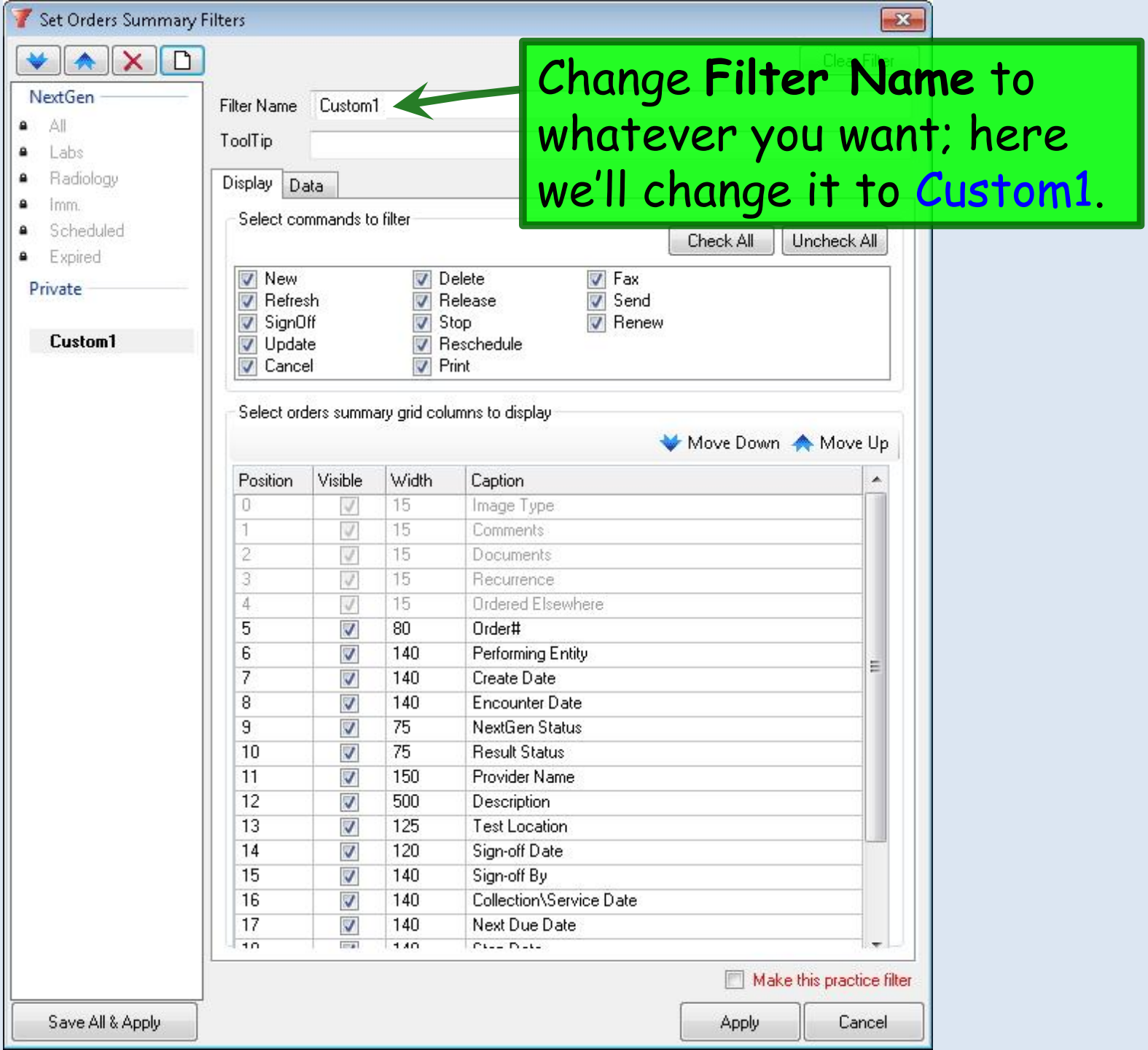
This has been prepared with EHR 5.8 & KBM 8.3. Subsequent updates may display cosmetic & functional changes.

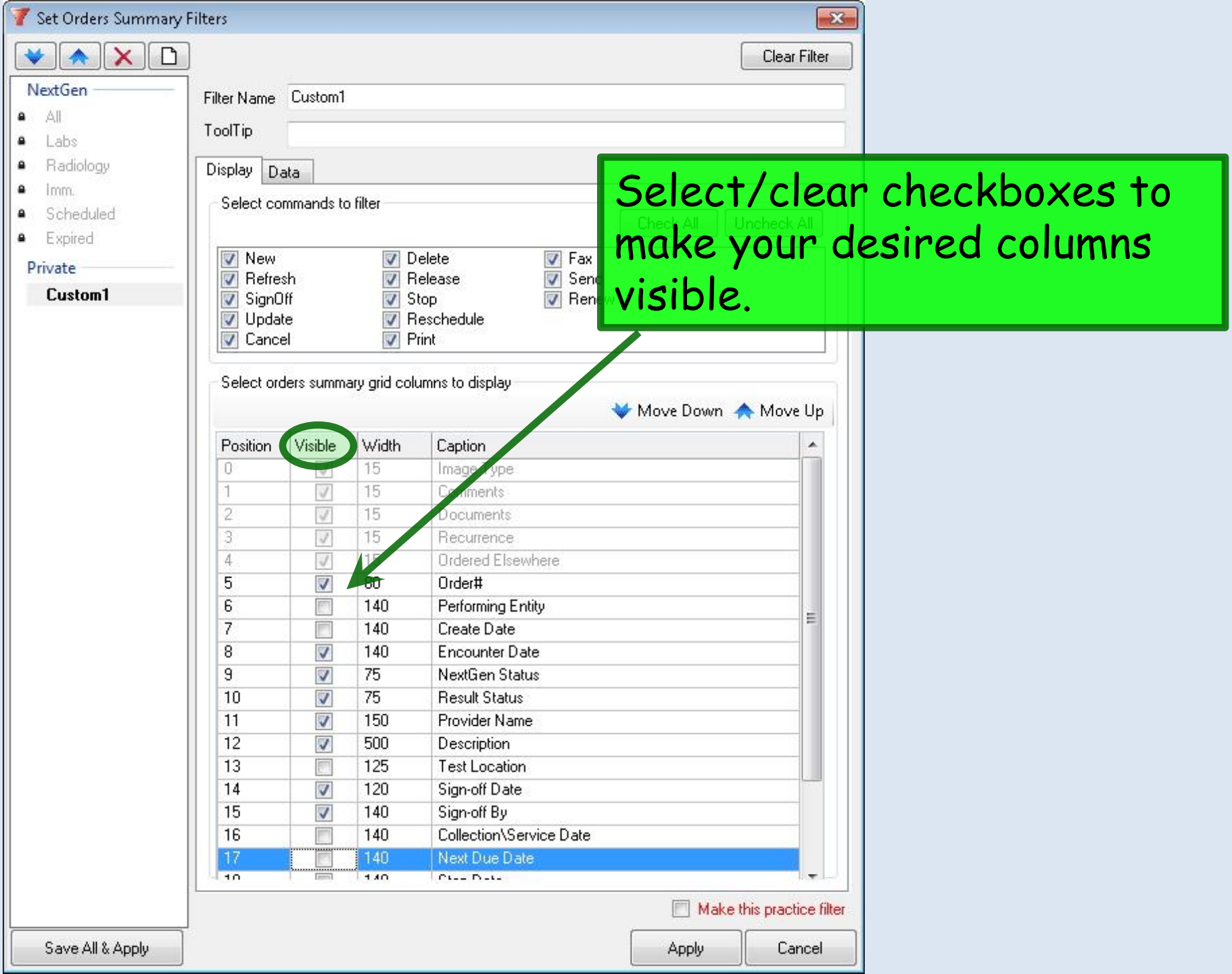
Use the keyboard or mouse to pause, review, & resume as necessary.

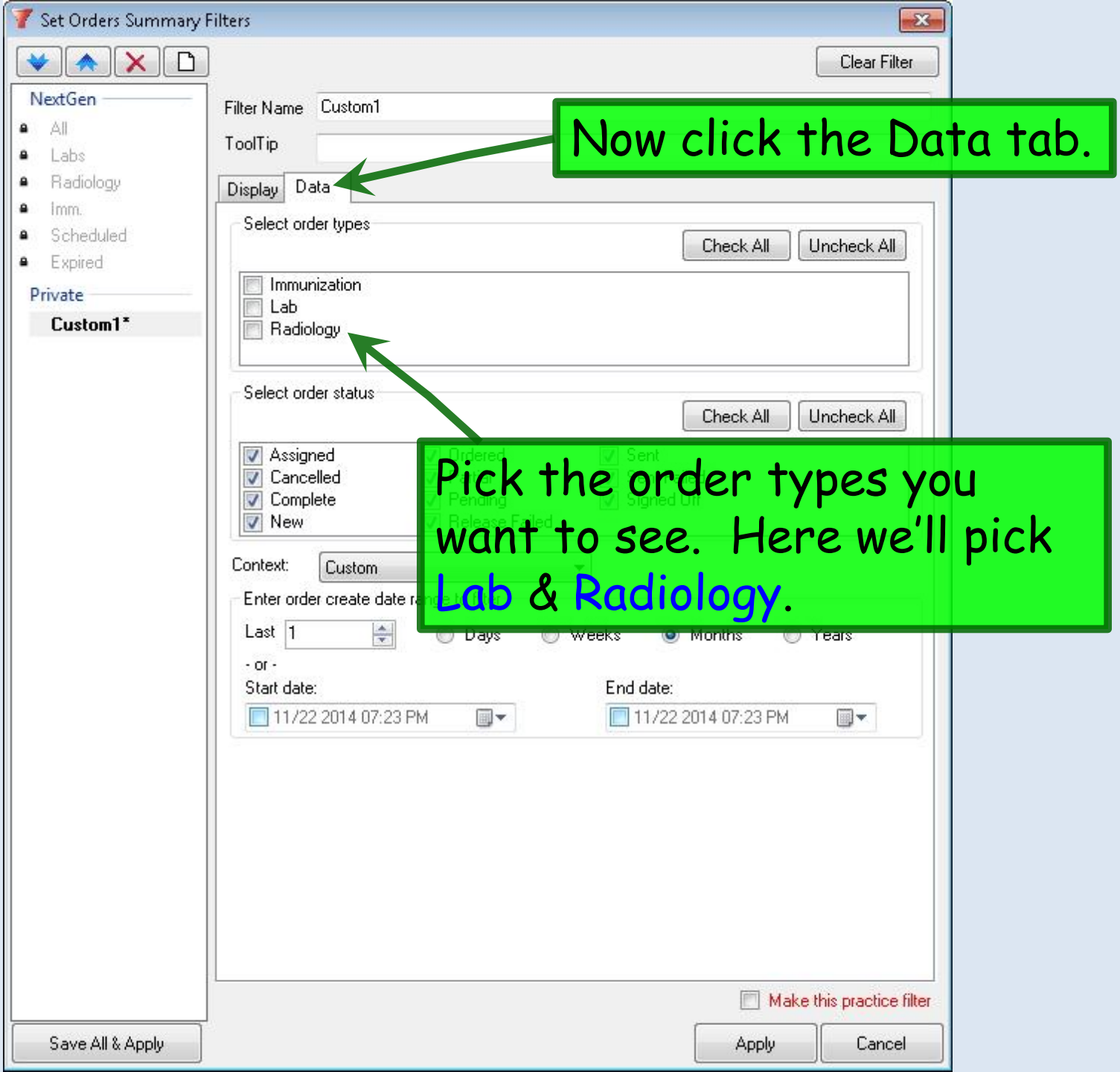
By default NextGen displays these columns on the **Orders Summary Tab** in the **Order Module**. Suppose we want to modify this, perhaps by adding the Sign-off details. Click Manage Filters.

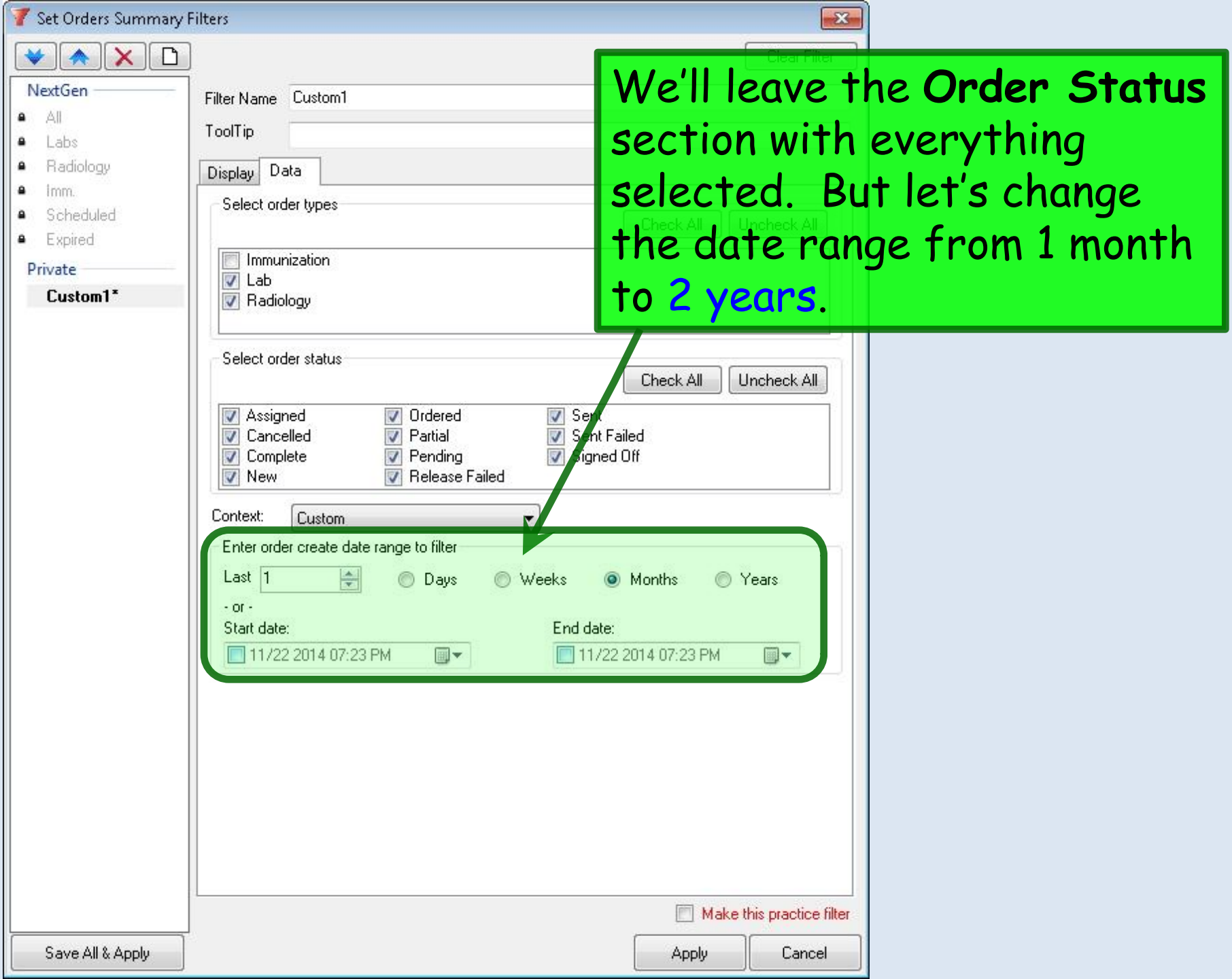


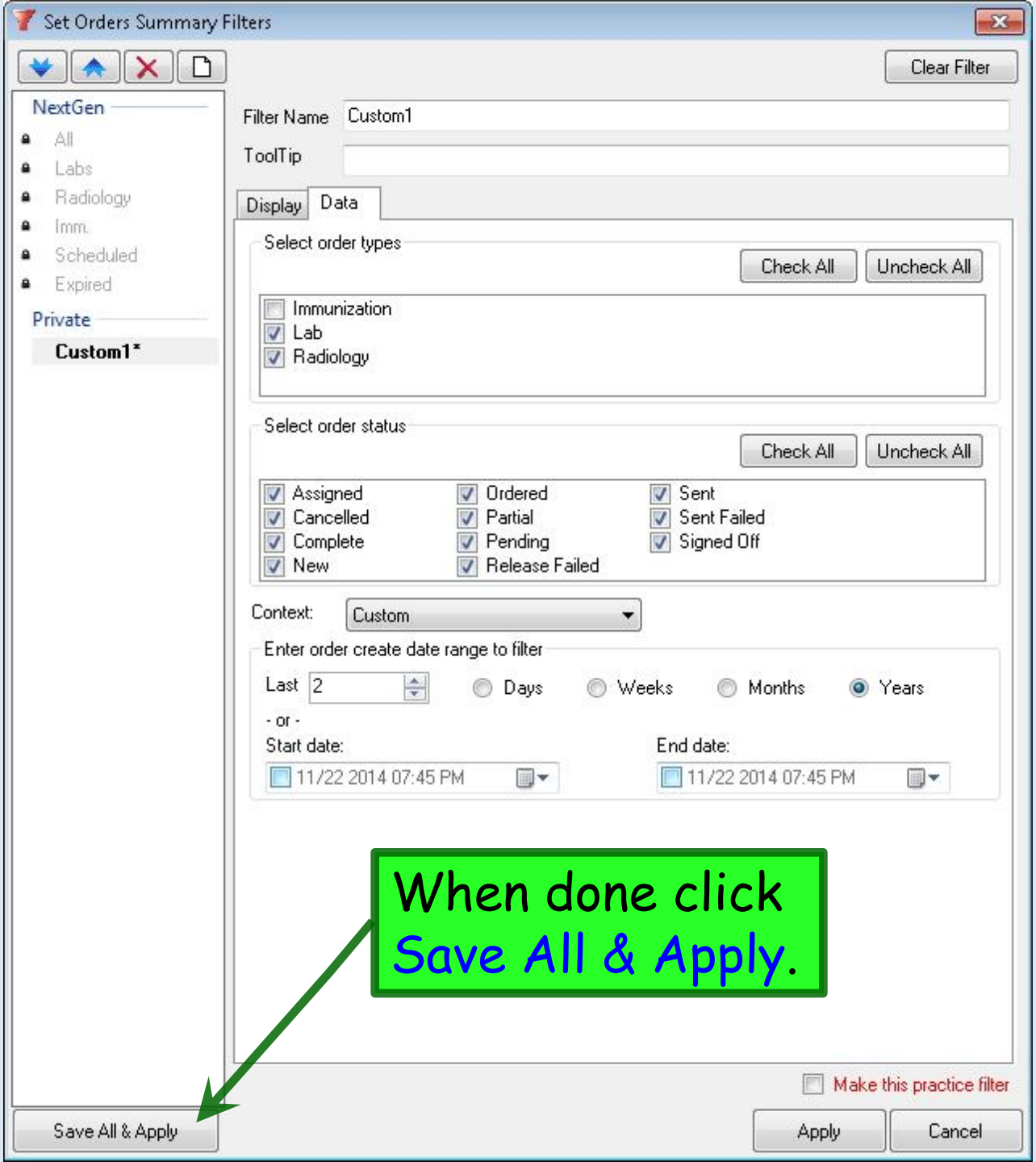

Set Orders Summary Filters
Clear Filter
NextGen
All
Labs
Radiology
Imm.
Scheduled
Expired
Private
Filter Name
All
ToolTip
Click to Review All Orders
Click the New Filter button.
Display
Data
Select commands to filter
Check All
Uncheck All
New
Refresh
SignOff
Update
Cancel
Delete
Release
Stop
Reschedule
Print
Fax
Send
Renew
Select orders summary grid columns to display
Move Down
Move Up
Position
Visible
Width
Caption
0 15 Image Type
1 15 Comments
2 15 Documents
3 15 Recurrence
4 15 Ordered Elsewhere
5 80 Order#
6 140 Performing Entity
7 140 Create Date
8 140 Encounter Date
9 75 NextGen Status
10 75 Result Status
11 150 Provider Name
12 500 Description
13 125 Test Location
14 120 Sign-off Date
15 140 Sign-off By
16 140 Collection\Service Date
17 140 Next Due Date
Make this practice filter
Save All & Apply
Apply
Cancel


Set Orders Summary Filters
NextGen
All
Labs
Radiology
Imm.
Scheduled
Expired
Private
Custom1
Filter Name
Custom1
ToolTip
Display
Data
Select commands to filter
Check All
Uncheck All
New
Refresh
SignOff
Update
Cancel
Delete
Release
Stop
Reschedule
Print
Fax
Send
Renew
Select orders summary grid columns to display
Move Down
Move Up
Position
Visible
Width
Caption
0 15 Image Type
1 15 Comments
2 15 Documents
3 15 Recurrence
4 15 Ordered Elsewhere
5 80 Order#
6 140 Performing Entity
7 140 Create Date
8 140 Encounter Date
9 75 NextGen Status
10 75 Result Status
11 150 Provider Name
12 500 Description
13 125 Test Location
14 120 Sign-off Date
15 140 Sign-off By
16 140 Collection\Service Date
17 140 Next Due Date
Make this practice filter
Save All & Apply
Apply
Cancel
Change Filter Name to whatever you want; here we'll change it to Custom1.

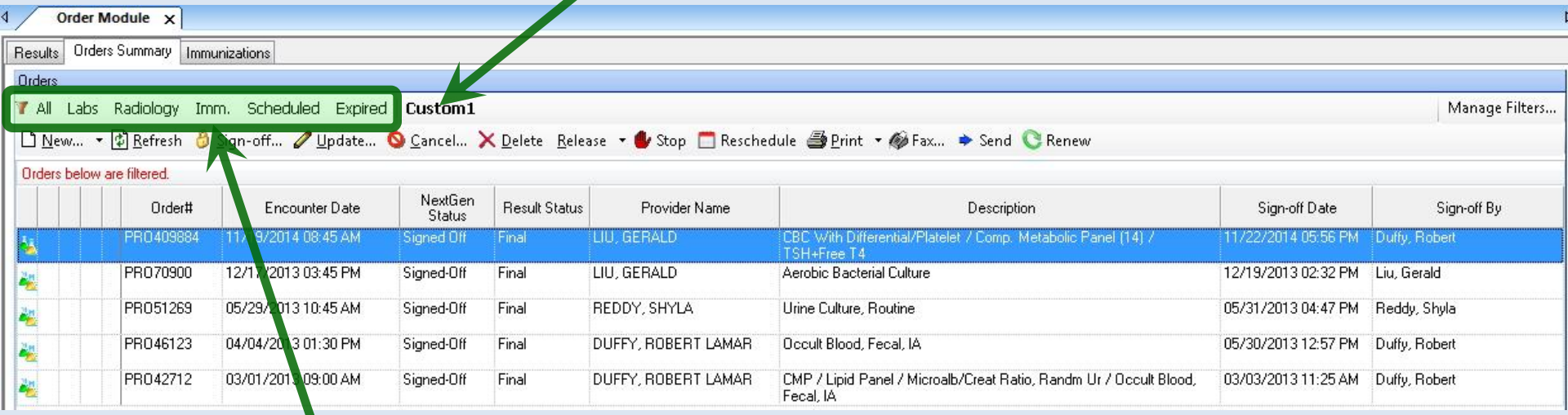

Set Orders Summary Filters
Clear Filter
NextGen
All
Labs
Radiology
Imm.
Scheduled
Expired
Private
Custom1
Filter Name
Custom1
ToolTip
Display
Data
Select commands to filter
New
Refresh
SignOff
Update
Cancel
Delete
Release
Stop
Reschedule
Print
Fax
Select orders summary grid columns to display
Move Down
Move Up
Position
Visible
Width
Caption
0 15 Image Type
1 15 Comments
2 15 Documents
3 15 Recurrence
4 Ordered Elsewhere
5 Order#
6 140 Performing Entity
7 140 Create Date
8 140 Encounter Date
9 75 NextGen Status
10 75 Result Status
11 150 Provider Name
12 500 Description
13 125 Test Location
14 120 Sign-off Date
15 140 Sign-off By
16 140 Collection\Service Date
17 140 Next Due Date
Make this practice filter
Save All & Apply
Apply
Cancel
Select/clear checkboxes to make your desired columns visible.


Set Orders Summary Filters
Clear Filter
NextGen
All
Labs
Radiology
Imm.
Scheduled
Expired
Private
Custom1*
Filter Name
Custom1
ToolTip
Display
Data
Select order types
Check All
Uncheck All
Immunization
Lab
Radiology
Select order status
Check All
Uncheck All
Assigned
Cancelled
Complete
New
Context:
Custom
Enter order create date
Last
1
Days
Weeks
Months
Years
- or -
Start date:
11/22 2014 07:23 PM
End date:
11/22 2014 07:23 PM
Make this practice filter
Save All & Apply
Apply
Cancel
Now click the Data tab.
Pick the order types you want to see. Here we'll pick Lab & Radiology.


Set Orders Summary Filters
NextGen
All
Labs
Radiology
Imm.
Scheduled
Expired
Private
Custom1*
Filter Name
Custom1
ToolTip
Display
Data
Select order types
Check All
Uncheck All
Immunization
Lab
Radiology
Select order status
Check All
Uncheck All
Assigned
Cancelled
Complete
New
Ordered
Partial
Pending
Release Failed
Sent
Sent Failed
Signed Off
Context:
Custom
Enter order create date range to filter
Last
1
Days
Weeks
Months
Years
- or -
Start date:
11/22 2014 07:23 PM
End date:
11/22 2014 07:23 PM
Make this practice filter
Save All & Apply
Apply
Cancel
We'll leave the Order Status section with everything selected. But let's change the date range from 1 month to 2 years.


Set Orders Summary Filters
Clear Filter
NextGen
All
Labs
Radiology
Imm.
Scheduled
Expired
Private
Custom1*
Filter Name
Custom1
ToolTip
Display
Data
Select order types
Check All
Uncheck All
Immunization
Lab
Radiology
Select order status
Check All
Uncheck All
Assigned
Cancelled
Complete
New
Ordered
Partial
Pending
Release Failed
Sent
Sent Failed
Signed Off
Context:
Custom
Enter order create date range to filter
Last
2
Days
Weeks
Months
Years
- or -
Start date:
11/22 2014 07:45 PM
End date:
11/22 2014 07:45 PM
When done click
Save All & Apply.
Make this practice filter
Save All & Apply
Apply
Cancel

Custom1 is selected, & you see the columns you've chosen.



When desired, you can still select any of the other views.

This concludes the NextGen xxxxxxx demonstration.

Paddle faster! I hear banjo music.

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