

NEXTGEN

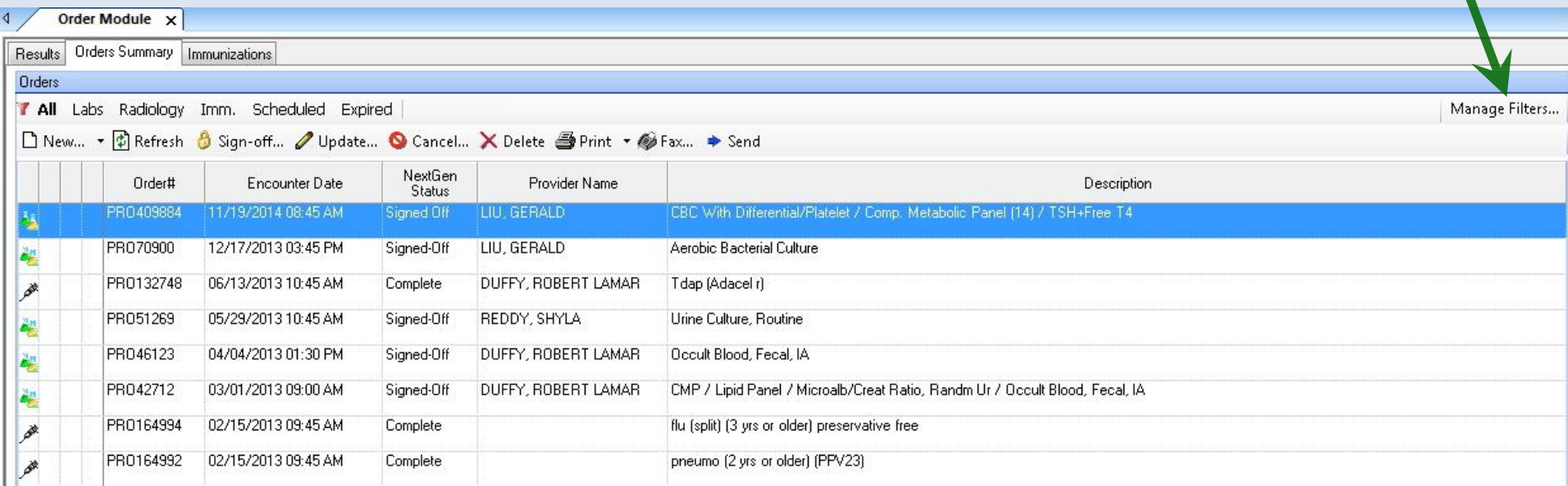
Order Module View Column DEMONSTRATION

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](#).



Order Module x

Results Orders Summary Immunizations

Orders

All Labs Radiology Imm. Scheduled Expired Manage Filters...

New... Refresh Sign-off... Update... Cancel... Delete Print Fax... Send

Order#	Encounter Date	NextGen Status	Provider Name	Description
PR0409884	11/19/2014 08:45 AM	Signed Off	LIU, GERALD	CBC With Differential/Platelet / Comp. Metabolic Panel (14) / TSH+Free T4
PR070900	12/17/2013 03:45 PM	Signed-Off	LIU, GERALD	Aerobic Bacterial Culture
PR0132748	06/13/2013 10:45 AM	Complete	DUFFY, ROBERT LAMAR	Tdap (Adacel r)
PR051269	05/29/2013 10:45 AM	Signed-Off	REDDY, SHYLA	Urine Culture, Routine
PR046123	04/04/2013 01:30 PM	Signed-Off	DUFFY, ROBERT LAMAR	Occult Blood, Fecal, IA
PR042712	03/01/2013 09:00 AM	Signed-Off	DUFFY, ROBERT LAMAR	CMP / Lipid Panel / Microalb/Creat Ratio, Randm Ur / Occult Blood, Fecal, IA
PR0164994	02/15/2013 09:45 AM	Complete		flu (split) (3 yrs or older) preservative free
PR0164992	02/15/2013 09:45 AM	Complete		pneumo (2 yrs or older) (PPV23)

Set Orders Summary Filters [Close]

Clear Filter

Filter Name: All

ToolTip: Click to Review All Orders

Display: **Data**

Select commands to filter

Check All Uncheck All

<input checked="" type="checkbox"/> New	<input checked="" type="checkbox"/> Delete	<input checked="" type="checkbox"/> Fax
<input checked="" type="checkbox"/> Refresh	<input type="checkbox"/> Release	<input checked="" type="checkbox"/> Send
<input checked="" type="checkbox"/> SignOff	<input type="checkbox"/> Stop	<input type="checkbox"/> Renew
<input checked="" type="checkbox"/> Update	<input type="checkbox"/> Reschedule	
<input checked="" type="checkbox"/> Cancel	<input checked="" type="checkbox"/> Print	

Select orders summary grid columns to display

Move Down Move Up

Position	Visible	Width	Caption
0	<input checked="" type="checkbox"/>	15	Image Type
1	<input checked="" type="checkbox"/>	15	Comments
2	<input checked="" type="checkbox"/>	15	Documents
3	<input checked="" type="checkbox"/>	15	Recurrence
4	<input type="checkbox"/>	15	Ordered Elsewhere
5	<input checked="" type="checkbox"/>	80	Order#
6	<input type="checkbox"/>	140	Performing Entity
7	<input type="checkbox"/>	140	Create Date
8	<input checked="" type="checkbox"/>	140	Encounter Date
9	<input checked="" type="checkbox"/>	75	NextGen Status
10	<input type="checkbox"/>	75	Result Status
11	<input checked="" type="checkbox"/>	150	Provider Name
12	<input checked="" type="checkbox"/>	500	Description
13	<input type="checkbox"/>	125	Test Location
14	<input type="checkbox"/>	120	Sign-off Date
15	<input type="checkbox"/>	140	Sign-off By
16	<input type="checkbox"/>	140	Collection\Service Date
17	<input type="checkbox"/>	140	Next Due Date
18	<input type="checkbox"/>	140	Class Date

Make this practice filter

Save All & Apply Apply Cancel

Click the New Filter button.

Set Orders Summary Filters

Filter Name: Custom1

ToolTip:

Display: Data

Select commands to filter

Check All Uncheck All

New Delete Fax
 Refresh Release Send
 SignOff Stop Renew
 Update Reschedule
 Cancel Print

Select orders summary grid columns to display

Move Down Move Up

Position	Visible	Width	Caption
0	<input checked="" type="checkbox"/>	15	Image Type
1	<input checked="" type="checkbox"/>	15	Comments
2	<input checked="" type="checkbox"/>	15	Documents
3	<input checked="" type="checkbox"/>	15	Recurrence
4	<input checked="" type="checkbox"/>	15	Ordered Elsewhere
5	<input checked="" type="checkbox"/>	80	Order#
6	<input checked="" type="checkbox"/>	140	Performing Entity
7	<input checked="" type="checkbox"/>	140	Create Date
8	<input checked="" type="checkbox"/>	140	Encounter Date
9	<input checked="" type="checkbox"/>	75	NextGen Status
10	<input checked="" type="checkbox"/>	75	Result Status
11	<input checked="" type="checkbox"/>	150	Provider Name
12	<input checked="" type="checkbox"/>	500	Description
13	<input checked="" type="checkbox"/>	125	Test Location
14	<input checked="" type="checkbox"/>	120	Sign-off Date
15	<input checked="" type="checkbox"/>	140	Sign-off By
16	<input checked="" type="checkbox"/>	140	Collection\Service Date
17	<input checked="" type="checkbox"/>	140	Next Due Date
18	<input checked="" type="checkbox"/>	140	Stop Date

Make this practice filter

Save All & Apply Apply Cancel

Change Filter Name to whatever you want; here we'll change it to Custom1.



Clear Filter

NextGen

- All
- Labs
- Radiology
- Imm.
- Scheduled
- Expired

Private

Custom1

Filter Name Custom1

ToolTip

Display Data

Select commands to filter

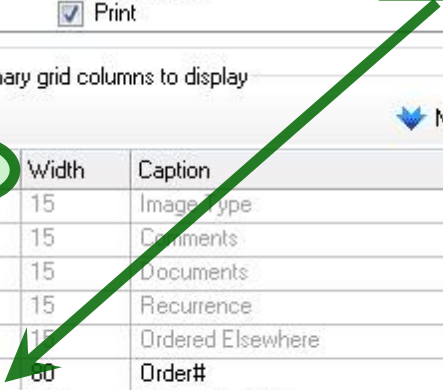
- New Delete Fax
 Refresh Release Send
 SignOff Stop Renew
 Update Reschedule
 Cancel Print

Select orders summary grid columns to display

Move Down Move Up

Position	Visible	Width	Caption
0	<input checked="" type="checkbox"/>	15	Image type
1	<input checked="" type="checkbox"/>	15	Comments
2	<input checked="" type="checkbox"/>	15	Documents
3	<input checked="" type="checkbox"/>	15	Recurrence
4	<input checked="" type="checkbox"/>	15	Ordered Elsewhere
5	<input checked="" type="checkbox"/>	60	Order#
6	<input type="checkbox"/>	140	Performing Entity
7	<input type="checkbox"/>	140	Create Date
8	<input checked="" type="checkbox"/>	140	Encounter Date
9	<input checked="" type="checkbox"/>	75	NextGen Status
10	<input checked="" type="checkbox"/>	75	Result Status
11	<input checked="" type="checkbox"/>	150	Provider Name
12	<input checked="" type="checkbox"/>	500	Description
13	<input type="checkbox"/>	125	Test Location
14	<input checked="" type="checkbox"/>	120	Sign-off Date
15	<input checked="" type="checkbox"/>	140	Sign-off By
16	<input type="checkbox"/>	140	Collection\Service Date
17	<input type="checkbox"/>	140	Next Due Date
18	<input type="checkbox"/>	140	Stop Date

Select/clear checkboxes to make your desired columns visible.



Make this practice filter

Save All & Apply

Apply

Cancel

Set Orders Summary Filters

Filter Name: Custom1

ToolTip:

Display: **Data**

Select order types: Immunization Lab Radiology

Select order status: Assigned Cancelled Complete New

Context: Custom

Enter order create date range:

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

Filter Name: Custom1

ToolTip:

Display: Data

Select order types

- Immunization
- Lab
- Radiology

Select order status

Assigned Ordered Sent

Cancelled Partial Sent Failed

Complete Pending Signed Off

New Release Failed

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.

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

Set Orders Summary Filters

Clear Filter

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 -

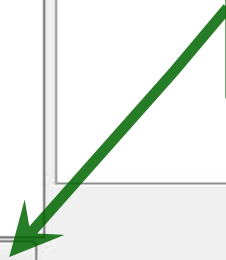
Start date: 11/22 2014 07:45 PM

End date: 11/22 2014 07:45 PM

Make this practice filter

Save All & Apply Apply Cancel

When done click
Save All & Apply.



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

Order Module x

Results Orders Summary Immunizations

Orders

All Labs Radiology Imm. Scheduled Expired Custom1 Manage Filters...

New... Refresh Sign-off... Update... Cancel... Delete Release Stop Reschedule Print Fax... Send Renew

Orders below are filtered.

Order#	Encounter Date	NextGen Status	Result Status	Provider Name	Description	Sign-off Date	Sign-off By
PR0409884	11/19/2014 08:45 AM	Signed Off	Final	LIU, GERALD	CBC With Differential/Platelet / Comp. Metabolic Panel (14) / TSH+Free T4	11/22/2014 05:56 PM	Duffy, Robert
PR070900	12/19/2013 03:45 PM	Signed-Off	Final	LIU, GERALD	Aerobic Bacterial Culture	12/19/2013 02:32 PM	Liu, Gerald
PR051269	05/29/2013 10:45 AM	Signed-Off	Final	REDDY, SHYLA	Urine Culture, Routine	05/31/2013 04:47 PM	Reddy, Shyla
PR046123	04/04/2013 01:30 PM	Signed-Off	Final	DUFFY, ROBERT LAMAR	Occult Blood, Fecal, IA	05/30/2013 12:57 PM	Duffy, Robert
PR042712	03/01/2013 09:00 AM	Signed-Off	Final	DUFFY, ROBERT LAMAR	CMP / Lipid Panel / Microalb/Creat Ratio, Randm Ur / Occult Blood, Fecal, IA	03/03/2013 11:25 AM	Duffy, Robert

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

This concludes the
NextGen xxxxxxxx demonstration.

Paddle faster! I hear banjo music.