MANAGING EXPIRING ORDERS

Run Expiring Orders Report

Expiring Orders Report

Enter 31 day date range for upcoming month

Verify order is still current in resident’s chart
1) Go to the “Orders” tab, from the drop down list select Orders/Print Requisitions from drop down menu

2) Enter the last name of the patient’s order you want to review.

3) Check the orders you want to renew and click the RENEW ORDERS button.

   If the order you need to renew is not listed you must enter a New Order. This occurs if the last draw date has already passed and the order has dropped out of the system.

4) Confirm that you want to renew the orders in the box by clicking on the CONFIRM button.

5) You will see this confirmation that the orders were renewed

   ![All orders were renewed successfully.]

6) The Report now shows that the orders have been renewed for an additional 400 days from the day you renewed the order. The new End Date is now 6/20/2015.

7) Repeat this process for all orders you want to renew.