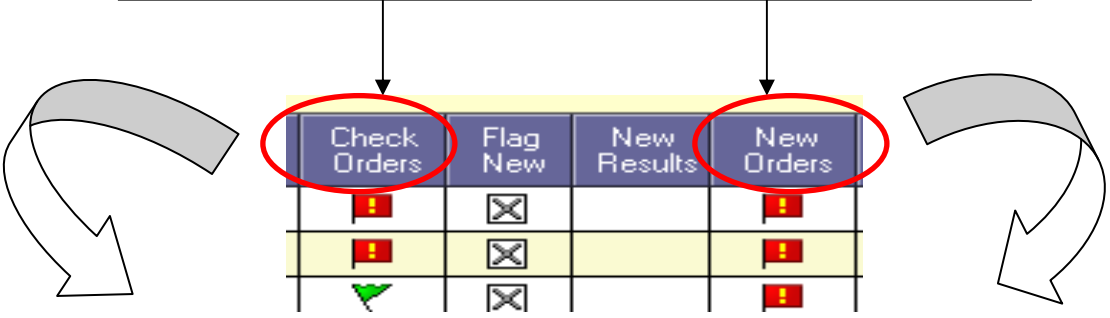


## New Orders Column vs Check Orders Column

**Order Entry Process**  
**Written Medication Orders scanned to Pharmacy.**  
**Non-Medication Orders entered into**  
**SCM-Order Management (OM).**  
 or  
**Physician enters all orders directly into SCM.**



**Check Orders** Flag appears on Patient List

- A triangular green flag indicates new orders have been entered that may require acknowledgment, review, or further actions.
- A rectangular red flag means at least one of these orders is STAT
- Acknowledging all the orders under the Check Order Flag will remove the flag for that patient and all subsequent users who view that patient’s chart.
- A new Check Order Flag will then appear when new orders are entered.

**New Orders** Flag appears on Patient List  
 (Ensure **Flag New** column is active)

- A triangular green flag indicates new orders were entered since you last cleared the New Order Flag
- A rectangular red flag means that at least one of these orders is STAT.
- This flag acts as a personal notification of new orders, and will only be cleared for that user.
- It is imperative that HUCs check this flag frequently to manage orders.
- A new order flag will NOT appear for the user entering the orders themselves.

To clear **Check Order** flag, double click on the flag icon – a box will pop up with the specific orders. Review and click on items as appropriate. Select acknowledge and close. **ALL inpatient medications must be “acknowledged” prior to medication administration.**

To clear **New Order** flag, double click on the flag icon – a box will pop up with the new orders. Review and select Clear Flag.