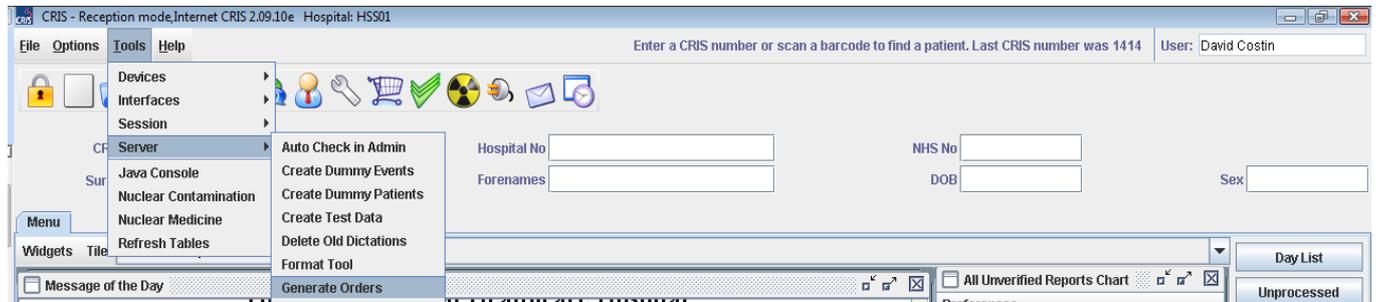


How to Generate CRIS Orders

The CRIS system incorporates utilities for use in Training and Testing including a 'Generate Orders' which enables the creation of dummy orders.

To access this function go to – TOOLS > SERVER > and select [GENERATE ORDERS].



GENERATE ORDER SCREEN

Use the following instructions to create Orders (Electronic Requests) for 'Specific Patients'.

Please note: Random Patients function is not recommended for CRIS Training Purposes.

SPECIFY PATIENTS SECTION

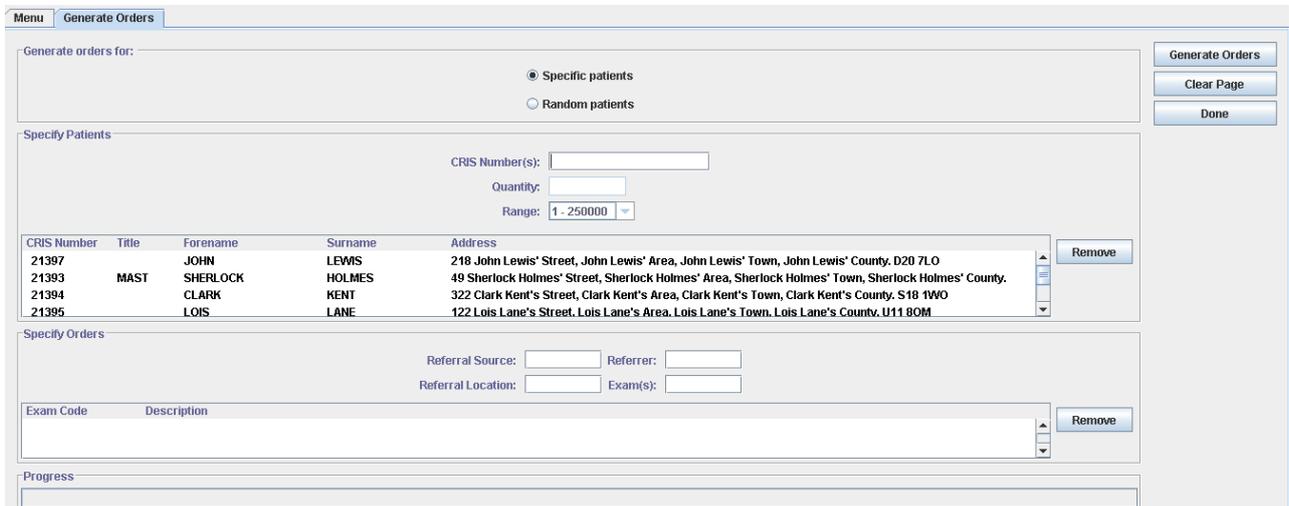
Click select 'Specific Patients' and enter the relevant CRIS numbers for all appropriate patients as follows:

CRIS Numbers (s) Enter CRIS numbers for each patient. When entering multiple patients CRIS numbers use a comma between CRIS numbers without a space - i.e. 1100467,1100468,1100469 etc.

Quantity Ignore

Range Ignore

Press [Enter] and patients' CRIS Number, Title, Forename, Surname and Address will appear in the 'Specify Patients' Box.



Generate orders for:

Specific patients
 Random patients

Specify Patients

CRIS Number(s):

Quantity:

Range: 1 - 250000

CRIS Number	Title	Forename	Surname	Address
21397		JOHN	LEWIS	218 John Lewis' Street, John Lewis' Area, John Lewis' Town, John Lewis' County. D20 7LO
21393	MAST	SHERLOCK	HOLMES	49 Sherlock Holmes' Street, Sherlock Holmes' Area, Sherlock Holmes' Town, Sherlock Holmes' County.
21394		CLARK	KENT	322 Clark Kent's Street, Clark Kent's Area, Clark Kent's Town, Clark Kent's County. S18 1WO
21395		LOIS	LANE	122 Lois Lane's Street, Lois Lane's Area, Lois Lane's Town, Lois Lane's County. U11 8OM

Specify Orders

Referral Source: Referrer:

Referral Location: Exam(s):

Exam Code	Description

Progress

Should you wish to remove any patients from the list - left click and highlight the patient you wish to remove and click the [Remove] button.

SPECIFY ORDERS SECTION

Enter all fields using only CODES and CAPITALS, or select using the coded field help prompt [F4].

Specify Orders

Referral Source: Referrer:

Referral Location: Exam(s):

Exam Code	Description
XCHES	XR Chest
XABDO	XR Abdomen

Progress

EXAMPLE ONE: CREATING A&E REQUESTS (Based at Site HSS01)

Referral Source: HSS01
 Referral Location: HSS01AED
 Referrer: C999
 Exams: XCHES, XABDO – For multiple exams enter the examination codes followed by a comma.
 Do not use spaces between codes.

Press [Enter] and the Exam Code and Exam Description of each Order will be displayed.

Should you wish to remove any exam codes from the list - left click and highlight any Exams that need to be deleted by clicking the button [Remove].

GENERATING ORDERS ON CRIS

Click the [GENERATE ORDERS] button to begin the process. You can monitor the progress of the Order(s) programme via the [Progress] bar at the bottom of the screen. When the orders have been successfully created a message will appear to confirm the number of 'Orders' that have been generated.

In the case of Example One: This will create an Accident and Emergency Electronic Request (Order) by Dr Clooney (Referrer Code C999) for a Plain Chest and Abdomen as follows:

The orders will appear on the [Orders List] and [Vetting List] and via the patient's record via the Events Screen.

HospNo	Surname	Forenames	DOB	Date	Time	Site	ReqNo	RefLoc	Referrer	Examinations
	KENT	CLARK	17/05/1935	04/11/2014	1200	HSS01	OC 5	HSS01AED	C999	XABDO
	SAVAGE-MADY	EMMA	16/04/1976	12/01/2015	1200	HSS01	OC 5	HSS01AED	C999	XCHES
	SAVAGE-MADY	EMMA	16/04/1976	12/01/2015	1200	HSS01	OC 5	HSS01AED	C999	XABDO
	EDWARDS	LEIGH	20/02/1977	19/01/2015	1200	HSS01	OC 5	HSS01OPD	C912	FBAEN
	LEWIS	JOHN PHILIP	07/01/1956	19/01/2015	1200	HSS01	OC 5	HSS01OPD	C915	UABPE
	EDWARDS	LEIGH	20/02/1977	19/01/2015	1200	HSS01	OC 5	HSS01OPD	C917	NBONW
45192HSS	BOO	BETTY	10/08/1992	26/01/2015	1200	HSS01	OC 5	HSS01OPD	C911	CABDO
	LANE	LOIS	20/12/1953	26/01/2015	1200	HSS01	OC 5	HSS01OPD	C911	CABDO
45220HSS	RABBIT	JESSICA	13/05/1980	26/01/2015	1200	HSS01	OC 5	HSS01OPD	C911	CABDO
45327HSS	WHITE	SNOW	06/07/2002	26/01/2015	1200	HSS01	OC 5	HSS01OPD	C911	CABDO
45221HSS	ROGERS	BUCK	03/09/1972	26/01/2015	1200	HSS01	OC 5	HSS01OPD	C911	CABDO

KENT, Clark ()						Born 17/05/1935 (79y 9m) Sex Male NH	
Address 322 Clark Kent's Street, Clark Kent's Area, Clark Kent's Town, Clark Ken...				Contact 8823 182251	Ward Outpatient Department/DR WHO 28/01/2015		CRIS 21394
Menu		Outstanding Orders		Patient Details		Events	
				Event Info		Event Details	
Date	Time	Site	ReqNo	RefLoc	Referrer	Examinations	
26/01/2015	1200	HSS01	OC 5	HSS01OPD	C914	CSKUH	
04/11/2014	1200	HSS01	OC 5	HSS01AED	C999	XABDO	
04/11/2014	1200	HSS01	OC 5	HSS01AED	C999	XCHES	

Click the [CLEAR PAGE] button to clear the screen, then click 'Random Patients' followed by 'Specific Patients' to enable you to enter the new order details as follows:

EXAMPLE TWO: CREATING WARD REQUESTS (Based at Site HSS01)

Referral Source: HSS01
 Referral Location: HSS01WARD
 Referrer: C911
 Exams: UABDO

Click the [GENERATE ORDERS] button again and once completed either click [Clear] to repeat the process for 'Example Three' or alternatively click the [DONE] button to exit the Generate Orders function.

EXAMPLE THREE: CREATING OUTPATIENT REQUESTS (Based at Site HSS01)

Referral Source: HSS01
 Referral Location: HSS01OPD
 Referrer: C912
 Exams: CABDO

Click the [GENERATE ORDERS] button again and once completed click the [DONE] button to exit the Generate Orders function.

Security Access Settings

The security setting GENERAL > CREATE_ORDERS is required via SETUP TABLES > PEOPLE > STAFF > SECURITY SETTINGS in order to access the Generate Orders utility.

Document Control

Title	How To Create Fake Orders		
Owner	HSS Training Manager	Date Created	18/06/2014
File Ref.	CRIS_CRIB_CM_287_How_To_Create_Fake_Orders_V2.0.doc		
CRIS Version	2.09.10p		
Change History			
Issue	Date	Author / Editor	Details of Change
D1.0	18/06/2014	Elena Azzini	Draft Issue
V2.0	15/03/2015	Emma Savage-Mady	Release for 2.09.10p
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