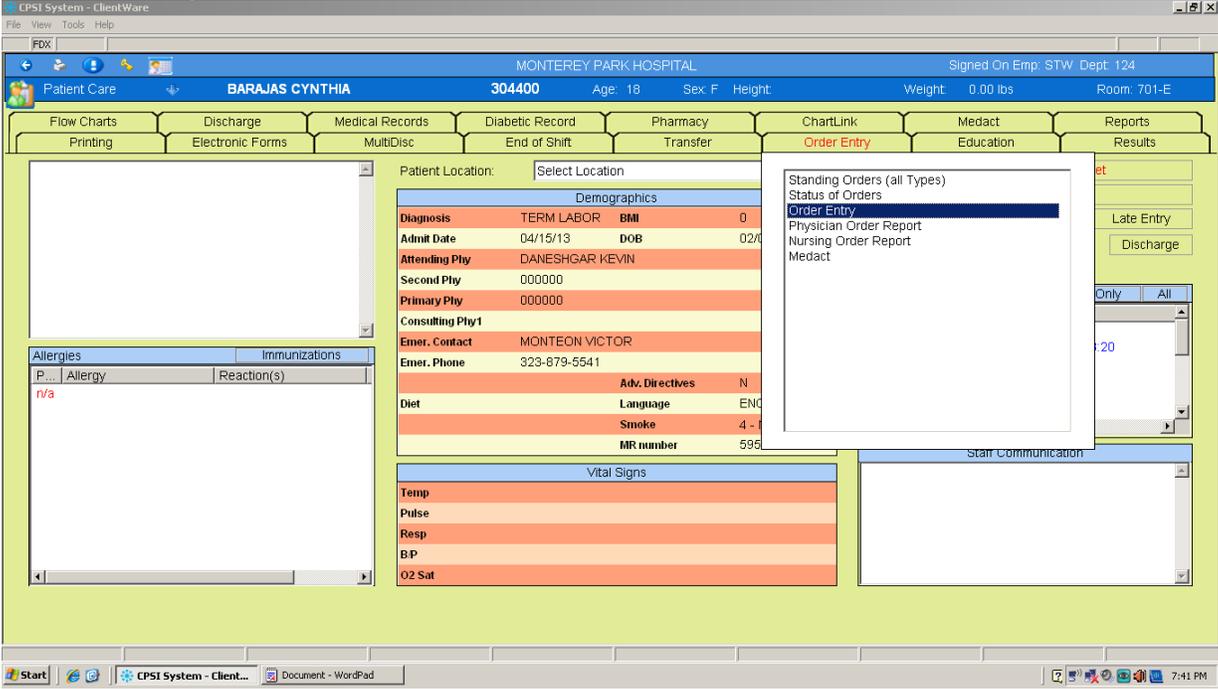
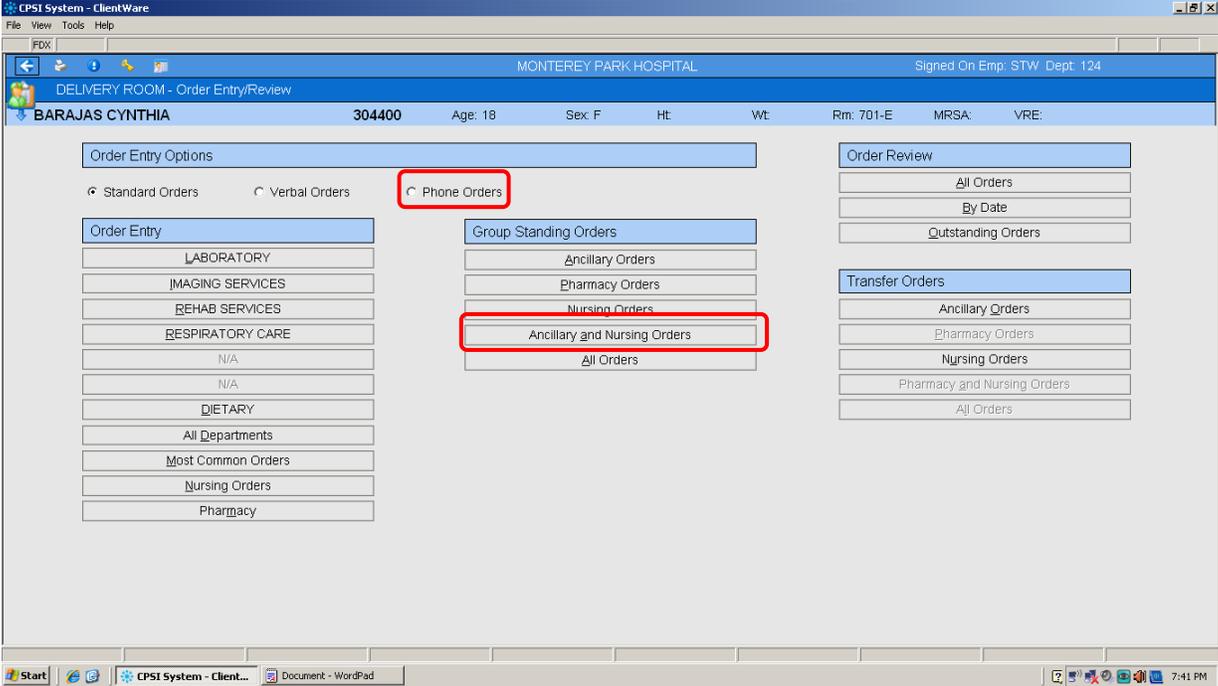


# How to Enter Telephone Order into CPSI (MCH ONLY)

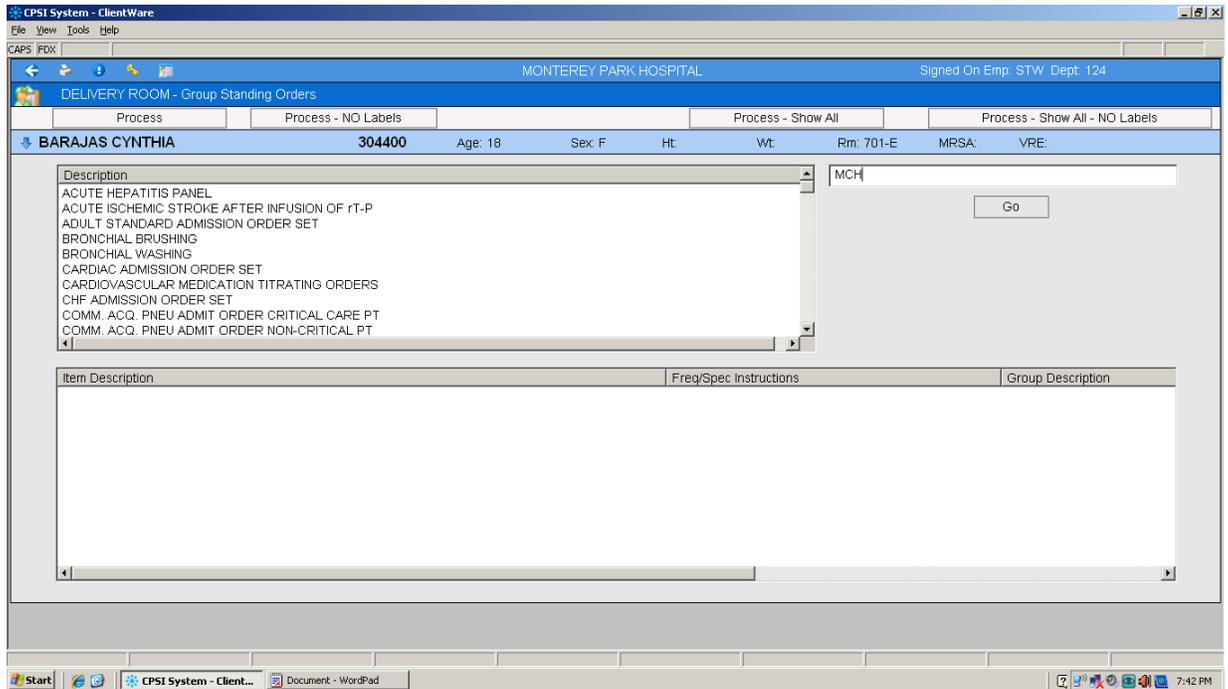
- 1. Select Patient > Click "Order Entry" Tab in the Virtual Chart > Click "Order Entry"



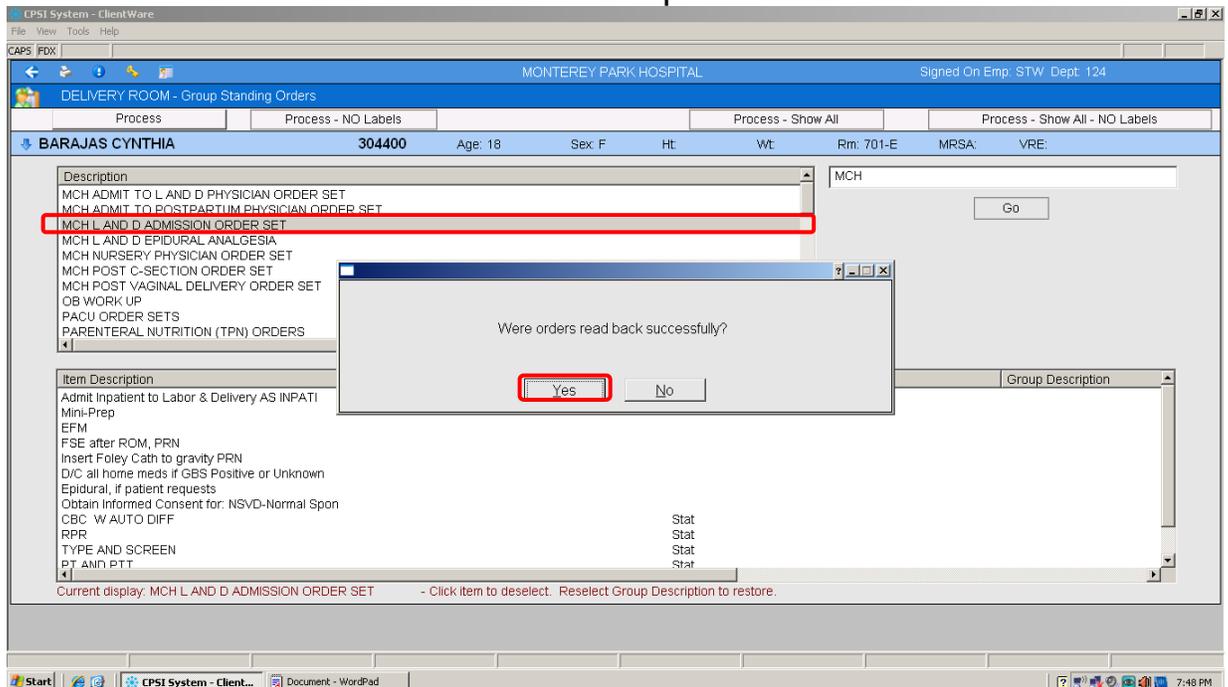
- 2. Click "Phone Orders" > Click the "Ancillary & Nursing Orders" button



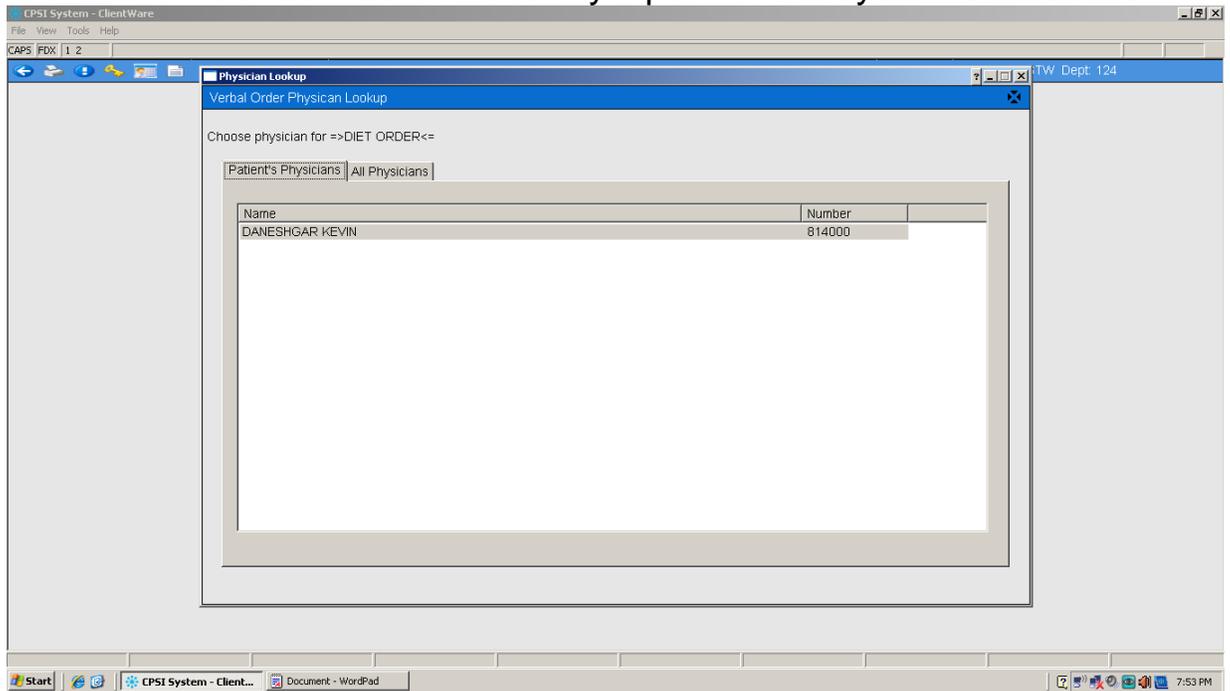
Type in "MCH" and Click the "Go" button.



3. All the order in the Order Set will be automatically populated in the menu at the bottom
4. Click to **deselect/remove** items that had not been ordered by the physician
5. Once finish deselecting, click the "Process" button
6. Click "Yes" to answer the "Read Back" question



- Double click on the name of the physician who gave the telephone order. Orders should be successfully input into the system at this time.



- Click "Medact" Tab > Select "Medact" to view order in MedAct

