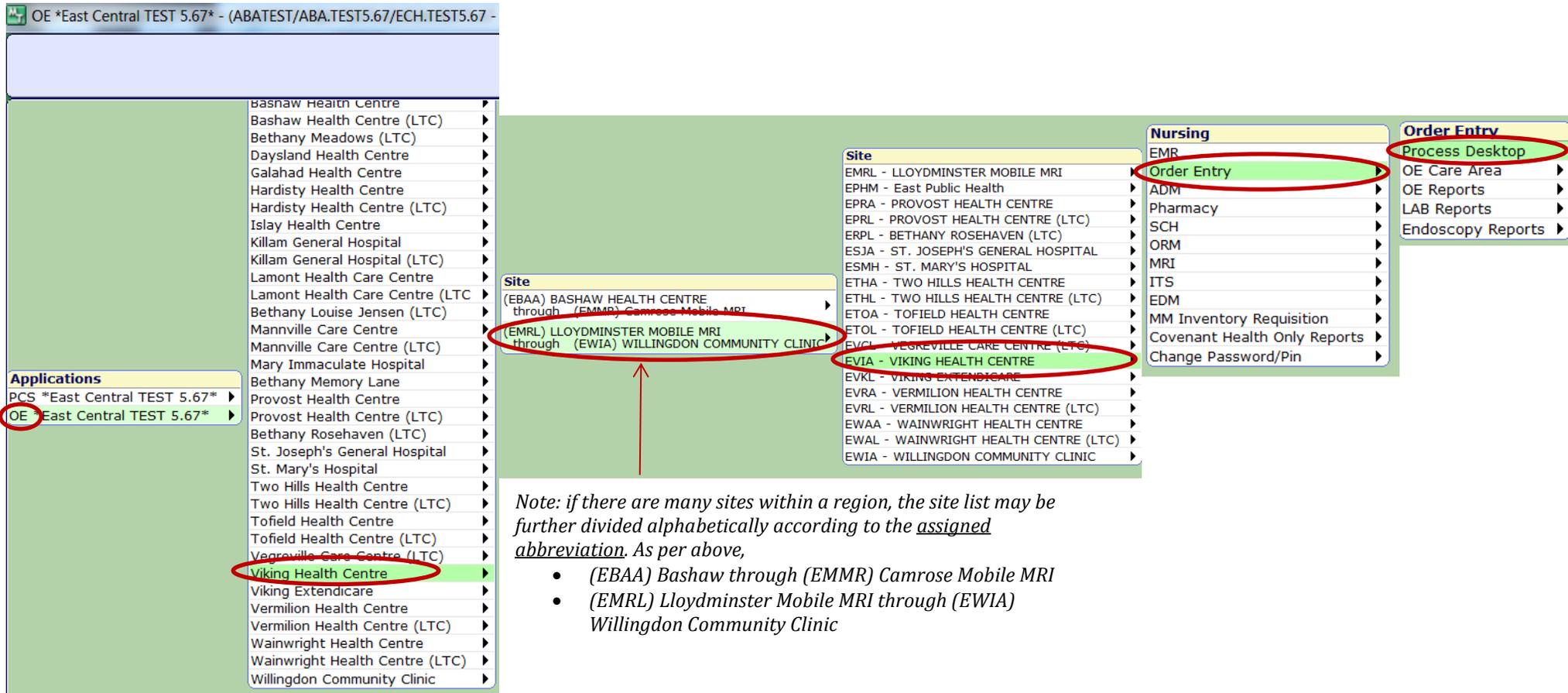


## Accessing Order Entry (OE)

Once user is logged onto Meditech, complete the following steps to access Order Entry:

1. Select *OE*
2. Select your facility & site (see note below)
3. Select *Order Entry*
4. Select *Process Desktop*



The screenshot shows the Meditech interface with the following elements:

- Applications:** A list of applications on the left, with 'OE \*East Central TEST 5.67\*' circled in red.
- Facility List:** A list of facilities on the left, with 'Viking Health Centre' circled in red.
- Site List:** A list of sites in the center, with '(EMRL) LLOYDMINSTER MOBILE MRI through (EWIA) WILLINGDON COMMUNITY CLINIC' circled in red. An arrow points from this site to the note below.
- Nursing Menu:** A menu on the right with 'Order Entry' circled in red.
- Order Entry Menu:** A sub-menu on the right with 'Process Desktop' circled in red.

**Note:** if there are many sites within a region, the site list may be further divided alphabetically according to the assigned abbreviation. As per above,

- (EBAA) Bashaw through (EMMR) Camrose Mobile MRI
- (EMRL) Lloydminster Mobile MRI through (EWIA) Willingdon Community Clinic

After Process Desktop is accessed, the top reference bar will indicate your region and site by the associated abbreviation.

