Quanum®
eLabs

Placing Lab Orders

The *Order Entry* page enables you to file a complete lab order. Before you can file an order, you must provide at least all of the required information, indicated with an asterisk (*).

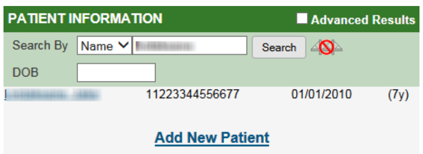
Note: For more information, refer to the online help.

Retrieve or Add a Patient

1 In the menu bar, click *Order Entry*.
If the streamlined order entry page appears, click the *Go to Legacy Order Entry* link at the bottom of the page.

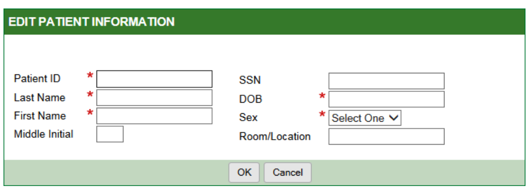
2 In the *Patient Information* area, do one of the following:

- **Retrieve an existing patient:**



  a In the *Search By* list, click *Name*, *PID*, or *SSN*.
  b If you clicked *Name* or *SSN*, type at least the first three characters of the patient's last name or Social Security Number (SSN) in the adjacent box. If you clicked *PID*, type at least the first character of the patient ID.
  c Click *Search*.
  d Click the appropriate patient in the search results list.

- **Add a new patient:**

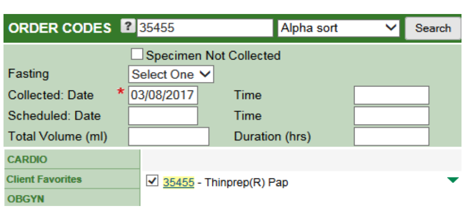


  a Click *Add New Patient*.
  b Complete at least the required patient demographic information and click *OK*.
  c If the *Additional Information* area appears, complete any required fields.

3 If a physician is required, at *Physician*, type the first few characters of the physician's last name and click the physician in the displayed list.

Specify a Test

1 In the *Order Codes* box, type a test name or order code and click *Search*.



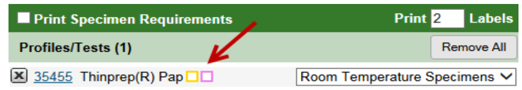
2 In the search results list, select the appropriate check box.

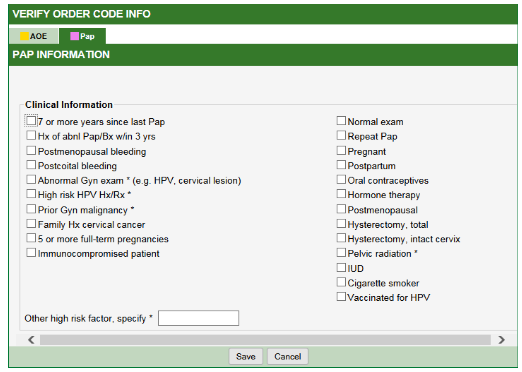
3 In the *Collected Date* box, type the collection date if it does not already appear.

4 Complete any other required fields.

5 In the *Profiles/Tests* area, if a colored box appears, click the box, respond to the prompts, and then click *Save*.

Colored boxes indicate additional information that must be provided prior to submitting the order, such as: AOE questions, template information, Pap information, specimen type, Medicare Limited Coverage Policy, or insurance coverage rules.





Complete the Order

1 Click *File* to complete the order or *Hold* to save it for later.

2 On the *Verify Order* page, click *Save*.

3 Print the requisition and labels, as appropriate.

For help, contact the Help Desk at 1.800.697.9302

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