

## 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 legacy order entry page appears, click the link in the banner at the top of the page.

**2** Do one of the following:

• **Retrieve an existing patient:**

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

• **Add a new patient:**

- Click *Add New Patient*.
- In the *Patient Information* area, complete at least the required information.

### Specify a Test

**1** In the *Tests* section, type at least two characters of the test name or order code, and then click the appropriate one in the list.

**2** If an *Additional Information* section appears, provide the required information.

## Complete the Order

- If the appropriate client does not appear in the *Client* box, type the first few characters of the client's name and click the appropriate one in the list.
- If the appropriate physician does not automatically appear in the *Physician* box, type the first few characters of the physician's last name, NPI, or UPIN, and click the appropriate one in the list (if required).
- Click in the *Draw On or After* box and then click the appropriate date on the calendar, or type the date that the specimen was collected.
- Complete any other required fields.
- At the bottom of the page, click *Finalize* to print the requisition and labels, or click *Hold* to save the order so you can complete it later.

For help, contact the Help Desk at 1.800.697.9302

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