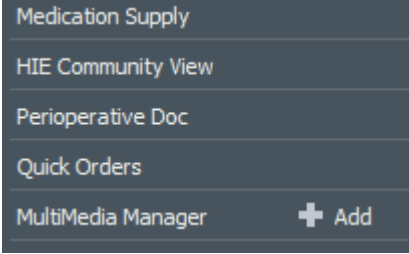
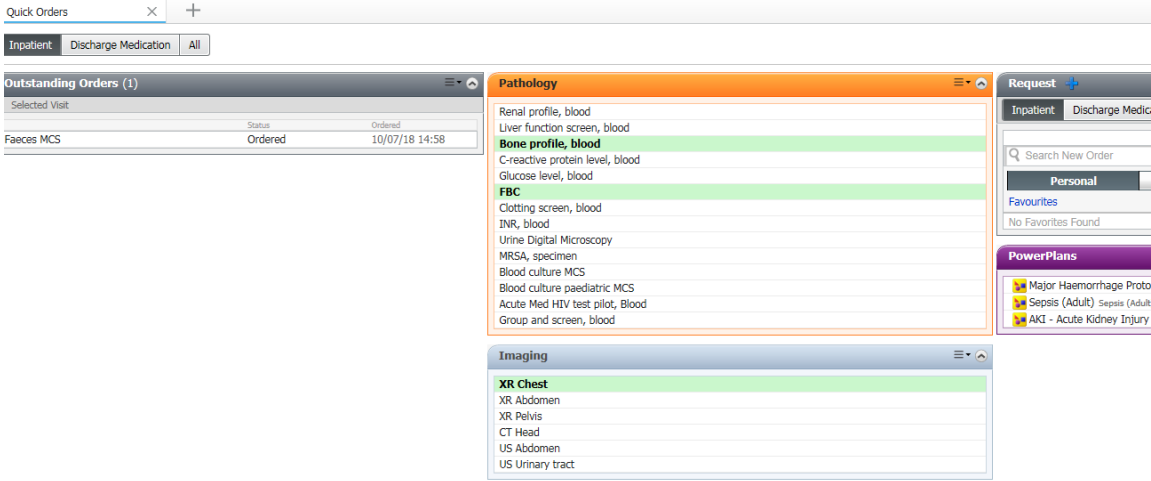
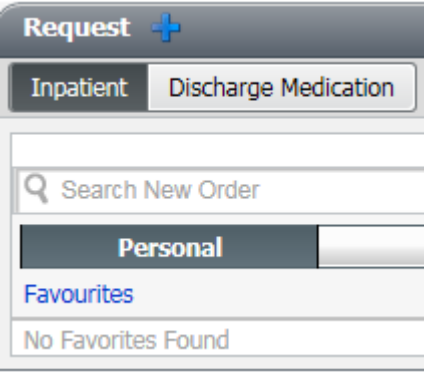

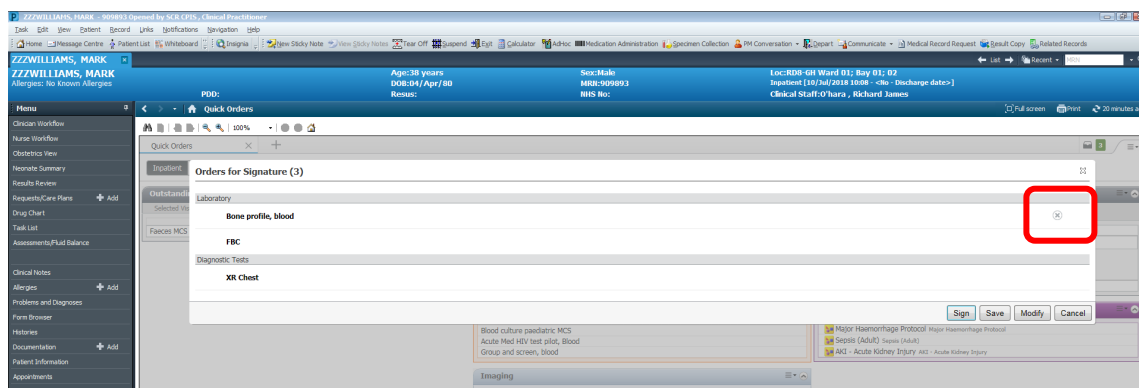


## QUICK ORDERS

<p>1.</p>	<p>From within your patient record. Select 'Quick Orders' from the left hand side main menu.</p> 
<p>2.</p>	<p>Click on the tests you wish to order, this will highlight them in green.</p> 
<p>3.</p>	<p>If your test is not visible, you can search for the order 'Search New Order' or use your Favourites folder.</p> 
<p>4.</p>	<p>Navigate to the green icon  With the number of tests that have been ordered, from the top right hand side window.</p>

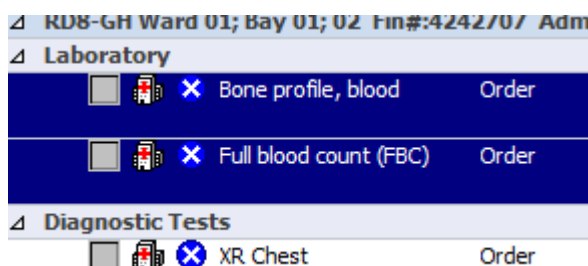
5. Should you have made a mistake at this stage you can hover over the order and click on the x to remove



6. Click on the tab at the bottom of the window 'Sign'

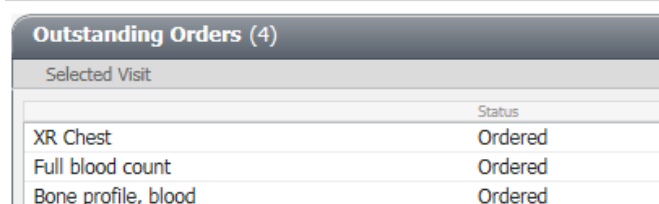
7. Ordering Clinician window will pop up to complete if your role does not allow you to order under your own privileges. Complete this and click OK.

8. If you have ordered multiple Laboratory test. Hold down the Ctrl key, select them all, and complete the mandatory (yellow) fields. This will be; less data to input, combine the tests into one specimen collection and give the test the same Laboratory number for ease of processing in the Pathology Department.



9. Click Sign, window returns to the Quick Orders page.

10. The orders are listed in the 'Outstanding orders' section as ordered. These change to completed when the results have returned to the patient record.



For Specimen Collection refer to the QRG, ref 238.