
This Quick Reference Guide (QRG) demonstrates the process for ordering a Dahl Chase specimen collection and printing labels.

Common Buttons & Icons

	Orders for Signature icon
	Missing Details icon

Document Dahl Chase Requisitions

➤ From the Inpatient Quick Orders MPage:

STEP 1: Type **dahl chase req** in the **Search New Order** field in the New Order Entry component.

STEP 2: Click **Dahl Chase Requisitions**.

STEP 3: Click the **Orders for Signature** icon.

STEP 4: Associate the appropriate diagnosis, if necessary.

STEP 5: Click **Modify Details**.

STEP 6: Select the checkbox(es) for the test(s) needed.

STEP 7: Right-click the order.

STEP 8: Click **Modify**.

STEP 9: Document the required fields.

NOTE: Make sure the specimen description matches what is written on the label.

STEP 10: Repeat steps 7-9 for each test, as needed.

NOTE: Once the order is placed, it cannot be modified or cancelled.

STEP 11: Click **Initiate Now**.

NOTE: If drawing more specimens, select additional orders and repeat the process.

STEP 12: Click **Orders For Signature**.

STEP 13: Click **Sign**.

NOTE: Modify and cancel are no longer an option. Once it is placed, the only way to cancel it is to call Dahl Chase and have them cancel it on their end.

Print the Requisition

➤ From the Inpatient Quick Orders MPage:

STEP 1: Click the **New Order Entry** component header.

STEP 2: Right-click the Dahl Chase order.

STEP 3: Hover over **Print**.

STEP 4: Click **Reprint Requisition**.

STEP 5: Choose the appropriate printer.

STEP 6: Click **OK**.