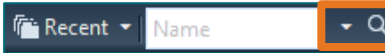**The following flyer outlines the process for ordering the WorkHealth NLH Emp COVID testing.**
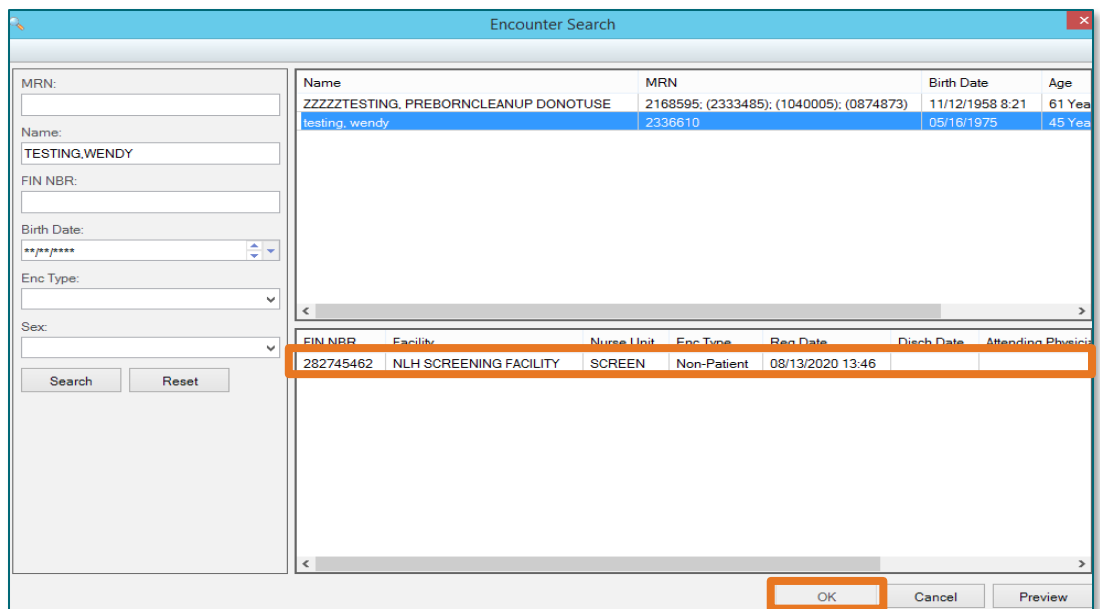
Create a Non-Patient Encounter

➢ **Non-Patient Encounter Creation Workflow**

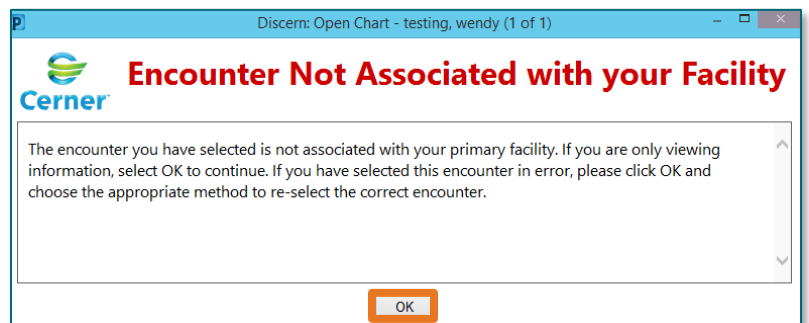## Log into in PowerChart

➢ **Searching for Patient in PowerChart**

- Login with your username and password. Click **OK**.

- Search for Patient

- Select the **NLH Screening Facility.** Click **OK**.

- If you get a pop-up warning, click OK.

➢ **Placing the Order:**

- Click the **+ Add** button next to **Orders** under **Menu**.
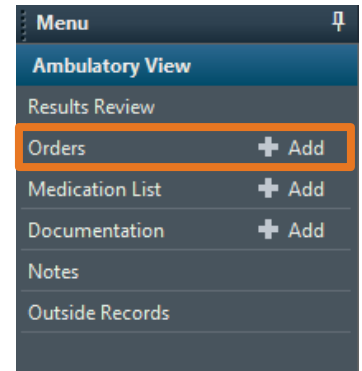
➢ **From the Order Profile Page**

- Click the **+ Add** button in the upper left of the window.
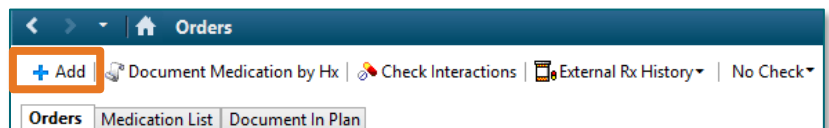
- An **Add Order** window will display.

- In the **Search** field, type **COVID**.

- Select the appropriate option from the results displayed.

  ▪ **WorkHealth NLH Emp COVID**

- After selecting the desired option, the **Ordering Provider** window will display.

- **Physician Name** field

  ▪ Enter Howard Jones, MD in the **Provider field.**

- **Order Date/Time** field

  ▪ Enter appropriate date/time or leave as defaulted for current date/time.

- **Communication Type** field

  ▪ Choose the Communication Type of **Administrative.**

  ▪ Click **OK.**

  ▪ The **Orders Scratchpad** will now display.
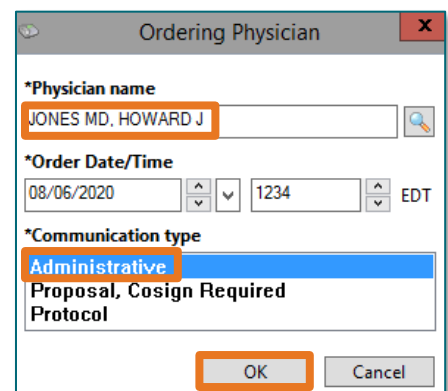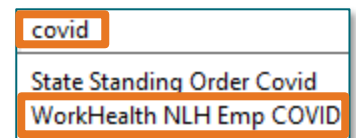
NOTE: Order can be saved to Favorites once in the Scratchpad. Right-click the Order and Add to Favorites.
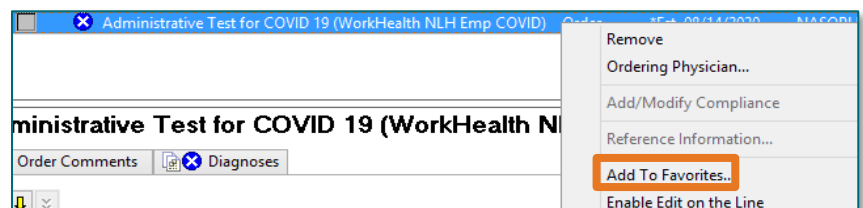
- From the **Order Scratchpad**, choose the appropriate option in the **Specimen Type** field.

  - All required fields must be completed prior to signing the order.

- From the **Order Scratchpad**, choose the appropriate option in the **Specimen Type** field.

  - All required fields must be completed prior to signing the order.

  - Be sure to enter in the **Special Instructions** field the consent was achieved or verbal consent was achieved.

- In the **Diagnoses** tab, enter (Z11.59).

- Once **Diagnoses** have been assigned, click the **Sign** button in the lower right to finalize the order.