

Patients who present to a Quest Diagnostics draw station for specimen collection may have orders that require additional action for them to transmit to Quest.

Logging in to PowerChart

STEP 1: Click PowerChart icon.

STEP 2: Enter username and password and click OK.



Searching for the Patient

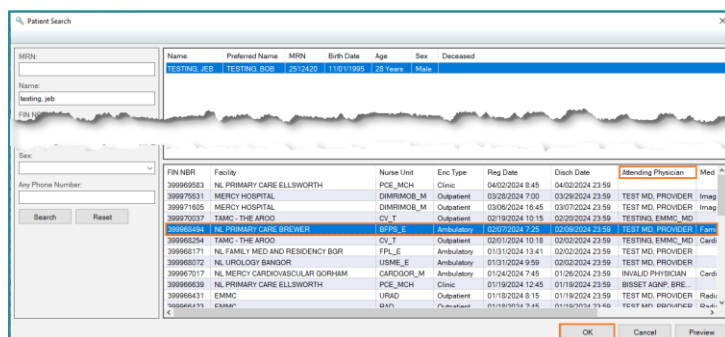
STEP 1: Navigate to the Patient Search bar and select the magnifying glass.



STEP 2: Within the Patient Search window, enter the patient's name and any other demographics necessary.

STEP 3: Locate the correct patient in the top portion of the Patient Search window.

NOTE: The process for searching for a patient is dependent on knowing the ordering provider and office location of that provider, obtain this information from the lab person calling the activation line.



STEP 4: Locate and select the most recent Ambulatory practice encounter for the ordering provider in the bottom portion of the search window.

- The encounter can be active or inactive.

NOTE: If no encounter found, inform Quest Lab Staff to have patient contact their provider's office to confirm the ordering provider's location.

STEP 5: Click OK to open the patient chart.

Reviewing an Order

			Last Updated	Start	Order Name	Ordering Physician	Status	Dose ...	Details
4	Laboratory								

STEP 1: Navigate to Orders.

STEP 2: Locate the order(s) applicable.

- Ensure that the orders are associated to the Ordering Physician necessary and the order status. Use these columns, as needed, to filter and locate orders.

STEP 3: Right-click and select Order Information.

STEP 4: Within the Order Information window, locate the **Routing Field**.

- If the Routing field indicates:
 - Quest: Proceed to printing the order.
 - NLH/NON-RLN: Proceed to modifying and activation steps.

STEP 5: Close the window and proceed with next steps.

Modifying an Order - Updating Performing Location

- If there is more than one order, hold down the ctrl key and click to select all the orderables.
- Use the Ordering Physician Column to identify and sort the ordering providers alphabetically.

STEP 1: Locate order(s) within the orders profile in the **Future (On Hold)** status for the ordering provider, right-click the order and select **Modify**.

- Recurring/Standing orders will appear with a caret to expand, displaying all instances of the order, known as child orders.
 - If Quest is not the performing location, modify the parent order to update the performing location to Quest.
- Activate the child order within desired timeframe indicated.

Laboratory			
	09/22/2025 15:24 EDT	*Est. 10/13/2025	Basic Metabolic Panel-Q
	09/22/2025 15:24 EDT	*Est. 10/13/2025	Basic Metabolic Panel-Q
	09/22/2025 15:24 EDT	*Est. 10/20/2025	Basic Metabolic Panel-Q
	09/22/2025 15:24 EDT	*Est. 10/27/2025	Basic Metabolic Panel-Q
	09/22/2025 15:24 EDT	*Est. 11/03/2025	Basic Metabolic Panel-Q
	09/22/2025 15:24 EDT	*Est. 11/10/2025	Basic Metabolic Panel-Q
	09/22/2025 14:37 EDT	09/22/2025 14:36 EDT	Fetal Fibronectin
	09/12/2025 10:24 EDT	09/12/2025 10:24 EDT	C-Reactive Protein High Sensitivity (CRP High Sensitivity)
	09/12/2025 10:24 EDT	*Est. 09/12/2025	CBC with Differential

STEP 2: Within the Ordering Physician window, enter the **ordering provider's name** and select **Administrative** for the **Communication Type** and click **OK**.

STEP 3: Update the **Performing Location (ARLN)** reflects **Quest Diagnostics**.

STEP 4: Click **Orders for Signature**.

STEP 5: Click **Sign**. Refresh the orders.

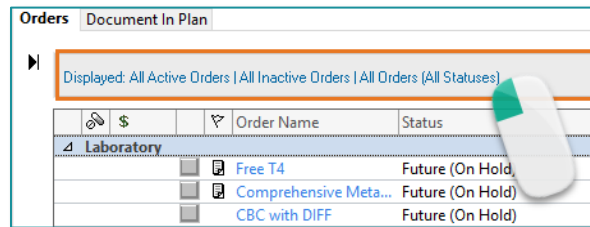
STEP 6: Right-click order(s) and select **Activate**.

STEP 7: Click **Orders For Signature** and then **Sign**.

Order Filters

Creating a Custom Orders Filter will assist with locating Future orders.

STEP 1: Select the light blue Display Order filters.



STEP 2: Unselect ALL Order Statuses EXCEPT:

- Ordered
- Future
- Discontinued
- Ambulatory (In Office) orders
- Show individual instances for continuing orders.

STEP 3: Select **Save As** and Enter **Activation Line** as a Filter Name.

STEP 4: Select **Save**.

