Northern Light Health℠

This Quick Reference Guide (QRG) reviews how to Manage Pathology orders

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Common Buttons & Icons

	Order Result Viewer icon
	Department Order Entry icon
	Search icon
X	**X Close** button
	Refresh icon

Document an Add-On Order

From the AppBar:

STEP 1:   Click the **Order Result Viewer** icon. The Find Orders window displays.

STEP 2:   Enter and select your patient from the **Name** field.

STEP 3:   Click **OK**.

NOTE: **You can place add-on orders if the status of the order is In-Lab or Dispatched.**

STEP 4:   Click the order you wish to add on to.

STEP 5:   Click the **Department Order Entry** icon in the toolbar. The Department Order Entry window displays.

STEP 6:   Enter the order you wish to add in the **Orderable** field.

STEP 7:   Click the **Search** icon. The Find Orderable window displays.

STEP 8:   Click the desired order.

STEP 9:   Click **OK**. The Select Container window displays.

STEP 10:   Verify that the selected container matches the recommended container.

NOTE: **If the selected container does not match, complete the following steps:**
- **Clear the selected container check box.**
- **Select the Create New Containers check box.**
- **Select the check box for the recommended container.**

STEP 11:   Click **OK**.

STEP 12:   Click the **Label Printer** drop-down arrow.

STEP 13:   Click the appropriate printer.

STEP 14:   Click **Add**.

STEP 15:   Click **Submit**.

STEP 16:   Click the **X Close** button to close Department Order Entry. You return to Order Result Viewer.

STEP 17:   Click the **Refresh** icon to bring in the latest order info.