





This Quick Reference Guide (QRG) reviews how to Use Order Results Viewer

Common Buttons & Icons

	Google icon (always identify “icon” or “button” in the table)
	Word icon (Bold the name of the icon or button, but not the word “icon” or “button”)
	Excel icon
	Captivate icon
	Snag-It icon
	Press [Tab] to create additional table rows.

Perform a Patient Order Inquiry

➤ From the AppBar:

STEP 1: Click the **Order Result Viewer** icon.

STEP 2: Search for your patient using the available Patient or Accession Number fields.

NOTE: When searching by name, you can enter part of their last name, asterisk, comma, part of their first name, asterisk to perform a wider search.

STEP 3: Select the appropriate Patient.

STEP 4: Click OK.

NOTES: Before confirming the information for the Order Result Viewer, it’s important to verify the date range details at the bottom of the window. If you don’t have the correct date range defined in these fields, the orders or results you’re looking for may not populate.

The All orders option will pull up everything on the patient. If you want to check for orders in the future, such as scheduled AM draws, you can select a future date in the bottom date field.

STEP 5: Double-click an order to view completed results.

NOTES: You can review the patient’s previous results by clicking a line and selecting Previous. If the status shows as “Autoverified”, the result came directly from an instrument.

STEP 6: Click Close.

Customize the Order Inquiry Window

➤ From the Order Result Viewer:

STEP 1: Click **View**.

STEP 2: Click **Customize**.

STEP 3: Click **Orders List**.

STEP 4: Perform any desired changes.

NOTES: You can rearrange the order of columns using the associated **Left** and **Right** buttons.
Columns can be added or removed using the check boxes above each section.

STEP 5: Click **OK**.

Send a Result

➤ **From the Order Result Viewer:**

STEP 1: Click the appropriate order.

STEP 2: Click the **Manual Expedite** icon.

STEP 3: Select either the **Printer or Fax** option.

STEP 4: Select the appropriate destination.

STEP 5: Click the **Report Template** drop-down arrow.

STEP 6: Select the appropriate lab location template.

STEP 7: Click **Submit**.

Cancel an Order

➤ **From the Order Result Viewer:**

STEP 1: Click the appropriate order.

STEP 2: Click the **Cancel** icon.

STEP 3: Click the **Cancel Reason** drop-down arrow.

STEP 4: Select the appropriate reason.

STEP 5: Click **Yes** to confirm your cancellation.

Add Order Comments

➤ **From the Order Result Viewer:**

STEP 1: Click the appropriate order.

STEP 2: Click the **Comments** icon.

STEP 3: Add the comment details in the free-text field.

STEP 4: Click OK.

NOTE: Once comments have been placed on an order, you can review this information using the Comment Viewer icon.

Use the Flowsheet View

➤ From the Order Result Viewer:

STEP 1: Click Mode.

STEP 2: Click Flowsheet.

NOTE: The view updates to show the patient's results as they appear in PowerChart.

View Result Comments

➤ From the Order Result Viewer:

STEP 1: Right-click the appropriate order.

NOTE: Results with comments will display a "c" in the result cell.

STEP 2: Click View Details .

STEP 3: Click the Comments icon.

NOTE: You can see and review the result history for the patient's commented result. This will also happen if a result is corrected in the system.

STEP 4: Click Close.

Customize the Flowsheet View

➤ From the Flowsheet View:

STEP 1: Click View.

STEP 2: Click Customize .

STEP 3: Click Flowsheet.

STEP 4: Perform any desired changes.

NOTES: You can display the information chronologically or reverse chronologically, as well as modify the orientation.

STEP 5: Click OK.

Return to Order List View

➤ **From the Flowsheet View:**

STEP 1: Click **Mode**.

STEP 2: Click **Order List**.