




This Quick Reference Guide (QRG) reviews the process of placing Dahl-Chase orders for specimens.

Common Buttons & Icons

	PowerPlan icon
	Magnifying Glass icon
	Initiate Now PowerPlan button

Ordering Dahl-Chase Specimens

➤ From the Orders page within a patient chart:

STEP 1: Click **Add**.

STEP 2: Click the Search field in the Add Order window.

STEP 3: Type dahl.

STEP 4: Click the **Dahl Chase Requisitions** PowerPlan.

STEP 5: Click the **Physician Name** field of the Ordering Physician window.

STEP 6: Type in the name of the provider.

NOTE: To search for a provider, click the Magnifying Glass icon.

STEP 7: Review that date and time are accurate.

NOTE: If a change is needed, click the field, and type the information or use the Arrow icons to alter what is currently listed.

STEP 8: Click to select the appropriate **Communication** type.

STEP 9: Click **OK** for the Ordering Physician window.

STEP 10: Click **Done** in the Add Order window.

STEP 11: Select the appropriate Dahl Chase order check box.

STEP 12: Right-click the order.

STEP 13: Click **Modify**.

STEP 14: Click the **Case Priority** drop-down arrow.

STEP 15: Click the appropriate Priority.

STEP 16: Click the **Case Location** drop-down arrow.

- STEP 17: Click the appropriate location.
- STEP 18: Scroll down to the Procedure field.
- STEP 19: Enter the procedure name.
- STEP 20: Click the **Pre-Op Diagnosis** field and enter the required information.
- STEP 21: Scroll down to the Specimen 1 field and click the drop-down arrow.
- STEP 22: Click to select the correct specimen information.
- STEP 23: Click the **Specimen 1 Description** field and enter the required information.
- STEP 24: Document additional fields as appropriate.
- STEP 25: Click the **Initiate Now** button.
- STEP 26: Click **Orders for Signature** .
- STEP 27: Click **Sign**.

Print Requisitions from the Dahl Chase PowerPlan

- From the Orders page within a patient chart from the selected powerplan:

- STEP 1: Right-click the selected laboratory order.
- STEP 2: Click the **Print** expand arrow.
- STEP 3: Click **Reprint Requisition** .
- STEP 4: Select the needed printer.
- STEP 5: Click **OK**.