

This Quick Reference Guide (QRG) demonstrates the workflow for 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 checkbox.

STEP 12: Right-click the order.

STEP 13: Click **Modify**.

STEP 14: Click the **Case Priority** dropdown arrow.

STEP 15: Click the appropriate Priority.

STEP 16: Click the **Case Location** dropdown 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 dropdown 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**.