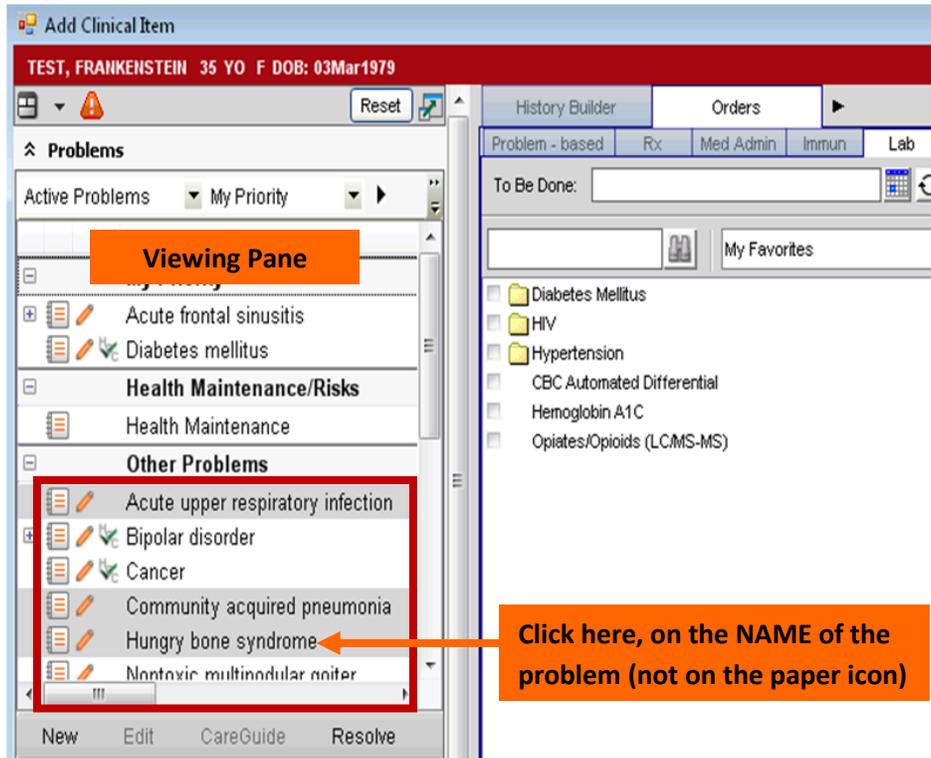


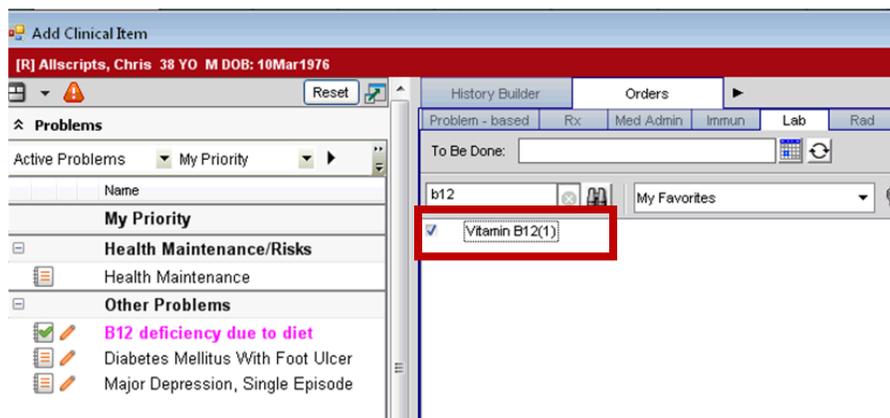
## Recommended Ordering Workflow for Faculty Physicians

Highlight the active problem in the viewing pane by clicking on the **name of the active problem**. (If you want to link it to multiple problems, you can press the **Ctrl** key and click on multiple problems to highlight them).

**Note:** Clicking on the piece of paper icon will allow you to link a single problem, but not multiple problems. Therefore, we recommend that you get in the habit of just clicking on the name of the problem, rather than on the paper icon.

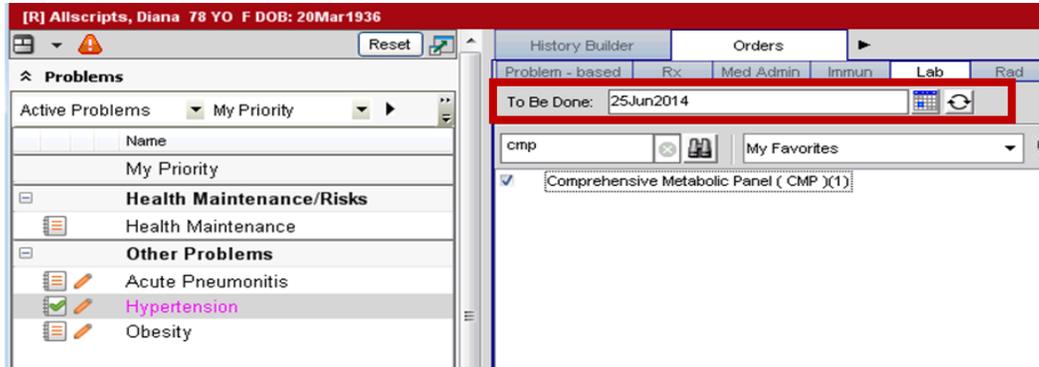


Search for and click the lab that you want to order. When you check the box next to the lab, a small (1) will appear next to it, and the details screen will NOT open. You can just click OK and commit and your order will be sent to the lab.



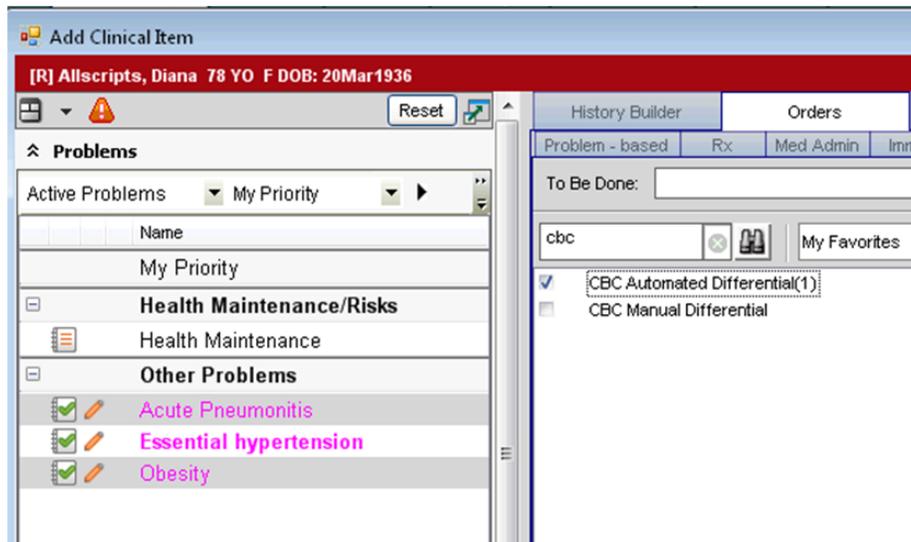
## To Enter a Date for a Future Lab Appt

You can fill out the **To Be Done** field (by clicking on the calendar icon) before clicking on the lab. This ensures that the correct date will be entered on the Order Details screen.



## To Order Another Lab with a Different Diagnosis

Click on the new diagnosis (if there are multiple diagnoses, hold down the Ctrl key and click), then click the box next to the new lab.



The previous problem that was linked to a lab (essential hypertension) is still in pink, and has the green checkmark; however, it is not highlighted. The two dx that are being linked to the CBC (Acute Pneumonitis and Obesity) are highlighted. As soon as the CBC box was checked, it turned them magenta and checked the paper icon. The lab has been linked to these two dx.



Remember, if you need to change the performing location, you will need to right click and edit, in order to open the Order Details screen.

