



## EMR Quick Reference Guide

### Pathology - Add on Orders

An “add on” order is a request from pathology to add a test to a sample that has already been sent to the lab for processing.



**Remember:** Please contact the lab to ensure they have a sample **in the correct tube** to use for your add on test

1. Open the patient profile you wish to place the order against.
2. Click on **+Add** next to **Orders** in the Table of Contents (TOC) menu.
3. Type the name of the pathology order into the search field and select the appropriate test from the list
4. The **Clinical History** window displays. Type the reason for the test into the **Current Clinical History** pane. Click **OK**
5. The details window displays. The Collection Priority needs to be changed to “**collect now**”
6. Click “**yes**” for “**ADD ON (If Yes, Print Requisition)**”
7. Enter in your pager/number
8. Click **sign**



9. Enter your password to complete the order
10. The order status will show as **Processing** on your orders page. **Refresh the Page** and it will update to **Ordered (collected)**.
11. Right click on the order. **Select print, reprint requisition**
12. Select your printer
13. Collect your requisition from the printer and send it to pathology via path chute/fax/PSA.

▼ Details for **Full Blood Examination (FBE)**

Details | Order Comments | Diagnoses

\*Collection Priority: Collect Now

\*ADD ON (If Yes, Print Requisition):  Yes  No

\*Clinician Callback number:

