




EMR Quick Reference Guide

Pathology – Ordering for Outpatients

Ordering from an Inpatient Encounter

1. Navigate to **Orders**  and click +Add to request an investigation.
2. Search for the test(s) you wish to order
3. Complete the Current Clinical History field in the pop-up box and click OK
4. Complete the yellow mandatory fields, click 'Sign' and enter password to submit request.
5. Refresh screen.

Clinical History

Current Clinical History (Mandatory)

Details for **Thyroid Function Tests (TFT)**

*Collection Priority: Routine

*Collected: Yes No

*Clinician Callback number: 12345

Gestation(wks):

Copy Results to Dr1:

Copy Results to Dr2:

6. Right click on the order you have just placed. Select “Print” “Reprint Requisition”.
7. Collect the request form from the printer. Sign/Date ‘requesting Medical Officer’.
8. Give the signed form to your patient to take to Pathology

Renew

Modify

Copy

Cancel/Reorder

Suspend

Activate

Complete

Cancel/DC

Delete

Reschedule Task Times...

Document Intervention...

Add/Modify Compliance

Order Information...

Comments

Results...

Reference Information...

Print

Advanced Filters...

Disable Order Information Hyperlink

Reprint Order Sheet...

Reprint Requisition...

Reprint Consent Form...

then

Once the patient has been discharged from the encounter, all orders placed will be wiped. This is why all outpatient requisition forms must be printed and signed.

If the patient has pathology done at a Dorevitch lab, and radiology done at Western Health - the results will be available to review in ‘Results Review’ under the relevant tab. (Note – if you cannot find a result, check ‘Other Results’ tab.)