Pathology - Add on Orders

Digital Health
CONNECTING BEST CARE

Digital Health
Quick Reference Guide

This Quick Reference Guide will explain how to:

- 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.