

How to Enter a COPIA Lab Order

1. Logon to COPIA
2. Enter PATIENT NAME with format LAST, FIRST. A pop-up screen will appear after 3 characters are entered. Entering additional characters narrows the list
3. Enter ORDER PROVIDER. A pop-up screen will appear after 3 characters are entered. Entering additional characters narrows the list
4. Enter Collection Date/Time.
 - For Stat orders – click NOW to populate the current date and time
 - For routine orders – enter the collection date and time
 - For future orders – enter the collection date. Enter collection time as 0400
- BILLING TYPE – clicking into the field shows the available choices.
5. Enter ROOM NUMBER if required
6. Search for Order Choice – Type test name desired. A pop-up screen will appear after 3 characters are entered. Entering additional characters narrows the list. Check the SELECT box next to test.
7. Additional tests may be entered by typing test name into the search field. When all tests have been selected, click ADD SELECTED ITEMS
8. Designate PRIORITY of draw by choosing STAT OR ROUTINE. STAT orders should be entered on a separate order from routine orders.
9. CANCEL: Prior to save, click the X to remove the test from the order. (Use for wrong test chosen or order changes)
10. Review all information on screen. Click SAVE to save lab order.

New Order Find Patient

Please Select a Patient

Order ID: NEW ORDER Status: NEW ORDER Entered by: Chambers, Bri

Patient* Billing Type*

Ordering Location* Patient Class*

Ordering Provider* Room Number

Collection Location:

Collect Date/Time: * / / : AM

Standing Order

Order Choice Search

Priority	Order Choice	Status	Alternate Sample Collection	Collection Information	Cancel	Order Choice Comments
Please select an ordering location.						

HOW TO NAVIGATE TO THE NEW ORDER SCREEN



Norman Regional
LABORATORY SERVICE

Manage Orders



1. Click on **MANAGE ORDERS**

Order Patient Samples



Click on **ORDER PATIENT SAMPLES**

Order Choice Catalog

Pending Orders

Manage Samples

View Results

Patient Info

This Location

My Preferences

Reports

+ Administration

Quick Links

Order Patient Samples

Pending Orders

Location Inbox

NRLS Website

NSH, USER, LPN

**NORMAN SPECIALTY
HOSPITAL**

Current activity in COPIA must be saved or discarded before menu is active

Clicking as shown above will redirect user to **NEW ORDER** page, as seen above