

## Add Tests to an Existing Order

1. Find and select patient
2. Go to "Order History"
3. Select correct order to add test
4. Select "Review Order"
5. Order screen will pull up. Add additional tests and diagnosis in appropriate fields.
6. Click "Save"
7. Because you will not be prompted to print requisition, return to "Order History"
8. Select correct order
9. Click "Requisition"
10. Requisition will be pulled up on screen. Click the "Printer" symbol on the page to print copy (copies)

## Delete Tests or Orders

Tests may be cancelled individually or as an entire order.

1. Click the box below the "Cancel" option

2. You will be taken to a page to give reason of cancellation. Document reason, initials, date and time.

Reason:

patient discharged per James, LPN  
MIE14934 6/6/2012 1:33 AM

3. Cancelled test(s) will show up in Order History

Order ID	Order Choice Abbreviations	Order Date	Ordering Pr
<a href="#">2266-RK-12147</a>	cancel test (R), BMP (R)	06/04/2012 4:00AM	Plusquellec,
<a href="#">2187-RK-12138</a>	BMP (R)	05/21/2012 11:28AM	Plusquellec,