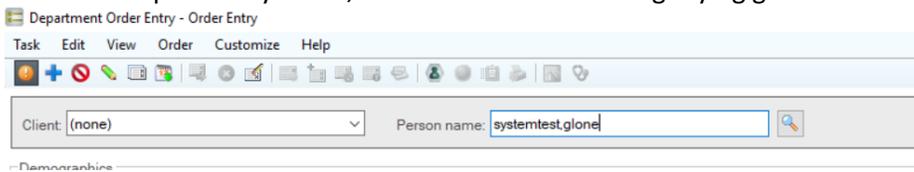


How to Order a Test in Department Order Entry

1. Click on Department Order Entry on App Bar.



2. Search for a patient by name, MRN or FIN and click magnifying glass icon.

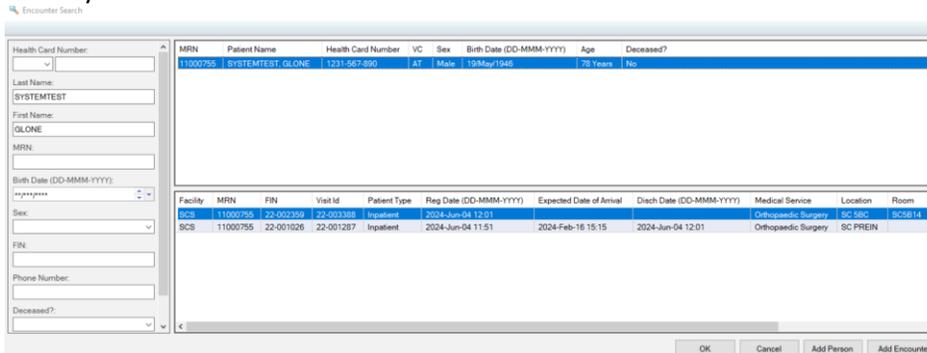


Department Order Entry - Order Entry

Task Edit View Order Customize Help

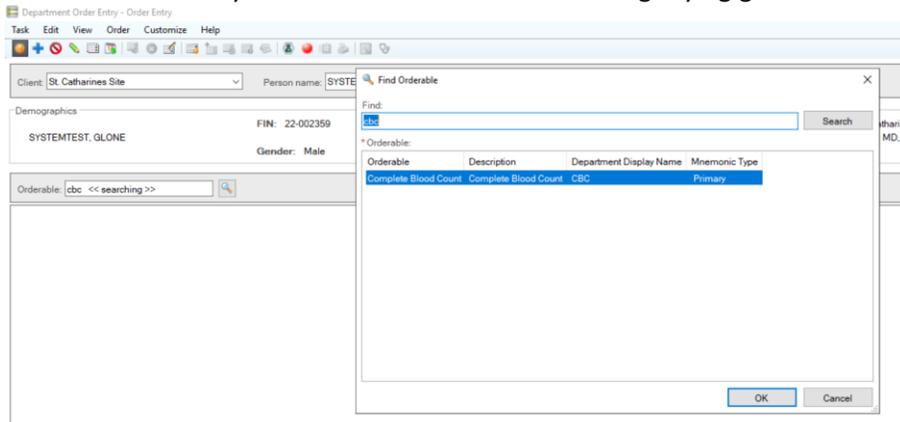
Client: (none) Person name: systemtest_glone

3. Select your or add an encounter and click ok.



Facility	MRN	FIN	Visit Id	Patient Type	Reg Date (DD-MMM-YYYY)	Expected Date of Arrival	Disch Date (DD-MMM-YYYY)	Medical Service	Location	Room
SCB	11000795	22-002359	22-001301	Inpatient	2024-Jun-04 11:51	2024-Feb-16 15:15	2024-Jun-04 12:01	Orthopaedic Surgery	SC PHEN	SC5614

4. Search for the test you would like to add and click magnifying glass or enter.



Department Order Entry - Order Entry

Task Edit View Order Customize Help

Client: St Catharines Site Person name: SYSTEMEST_GLONE

Demographics: SYSTEMEST_GLONE FIN: 22-002359 Gender: Male

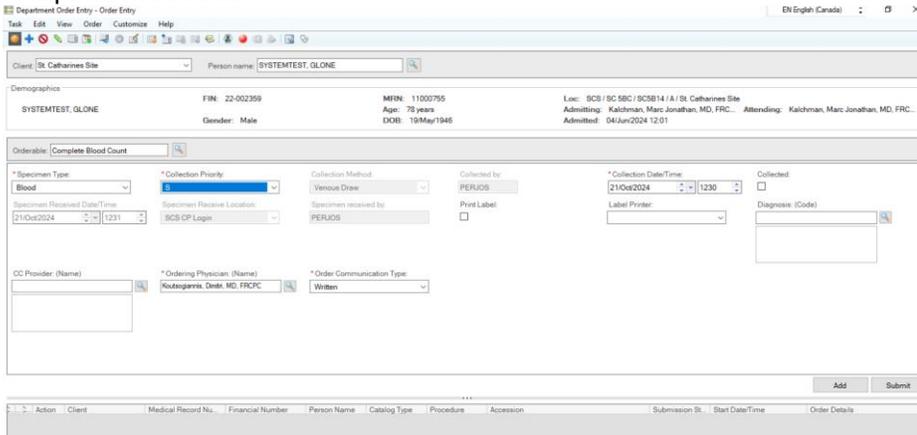
Orderable: cbc << searching >>

Find Orderable

Find: cbc

Orderable	Description	Department Display Name	Mnemonic Type
Complete Blood Count	Complete Blood Count	CBC	Primary

- Complete required fields (Collection Priority, Collection Date/Time and Ordering Physician). You can click the Add icon if you want to add multiple orders or you can click Submit icon to complete the order.



Department Order Entry - Order Entry

Client: St. Catharines Site | Person name: SYSTEMEST, GLONE

Demographics
 SYSTEMEST, GLONE | FIN: 22-002359 | MRN: 11000755 | Age: 78 years | DOB: 19May1946
 Gender: Male | Loc: SCS / SC SBC / SC5B14 / A / St. Catharines Site
 Admitting: Kalichman, Marc Jonathan, MD, FRC... | Attending: Kalichman, Marc Jonathan, MD, FRC...
 Admitted: 04Jun2024 12:01

Orderable: Complete Blood Count

*Specimen Type: Blood | *Collection Priority: [highlighted] | Collection Method: Venous Draw | Collected by: PERJOS
 *Collection Date/Time: 21-Oct-2024 12:30 | Collected:

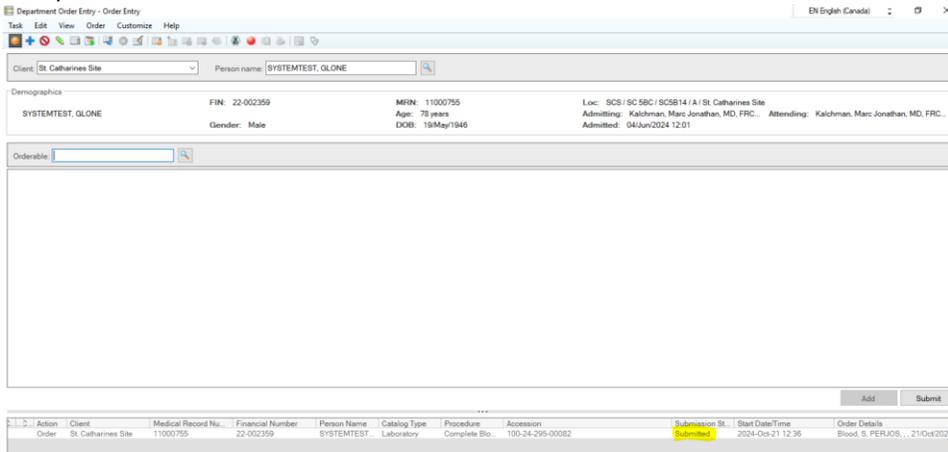
Specimen Received Date/Time: 21-Oct-2024 12:31 | Specimen Receive Location: SCS QP Login | Specimen received by: PERJOS | Print Label:

CC Provider (Name): | *Ordering Physician (Name): Koutagannis, Destr. MD, FRCPC | *Order Communication Type: Written

Buttons: Add, Submit

Footer: Action Client Medical Record No. Financial Number Person Name Catalog Type Procedure Accession Submission St. Start Date/Time Order Details

- Click submit once all orders have been added and confirm order has submitted (see highlighted area).



Department Order Entry - Order Entry

Client: St. Catharines Site | Person name: SYSTEMEST, GLONE

Demographics
 SYSTEMEST, GLONE | FIN: 22-002359 | MRN: 11000755 | Age: 78 years | DOB: 19May1946
 Gender: Male | Loc: SCS / SC SBC / SC5B14 / A / St. Catharines Site
 Admitting: Kalichman, Marc Jonathan, MD, FRC... | Attending: Kalichman, Marc Jonathan, MD, FRC...
 Admitted: 04Jun2024 12:01

Orderable: [empty]

Buttons: Add, Submit

Footer: Action Client Medical Record No. Financial Number Person Name Catalog Type Procedure Accession Submission St. Start Date/Time Order Details

Order	St. Catharines Site	11000755	22-002359	SYSTEMEST,	Laboratory	Complete Blo.	100-24-295-00082	Submitted	2024-Oct-21 12:36	Blood, S, PERJOS , 21Oct2024
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- Order is ready to be collected.