

Registration Management Desktop

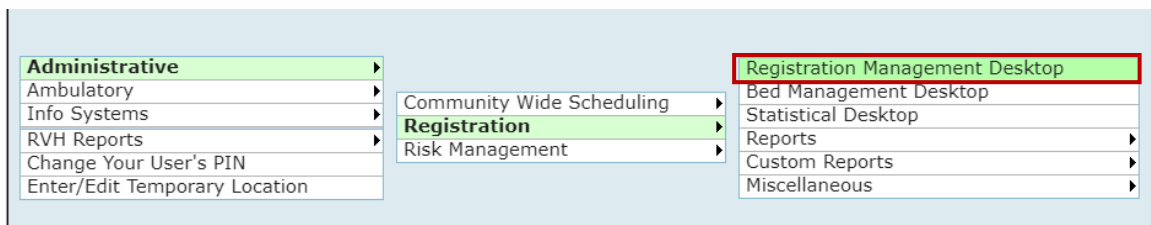
How to place Orders (Lab)

Overview

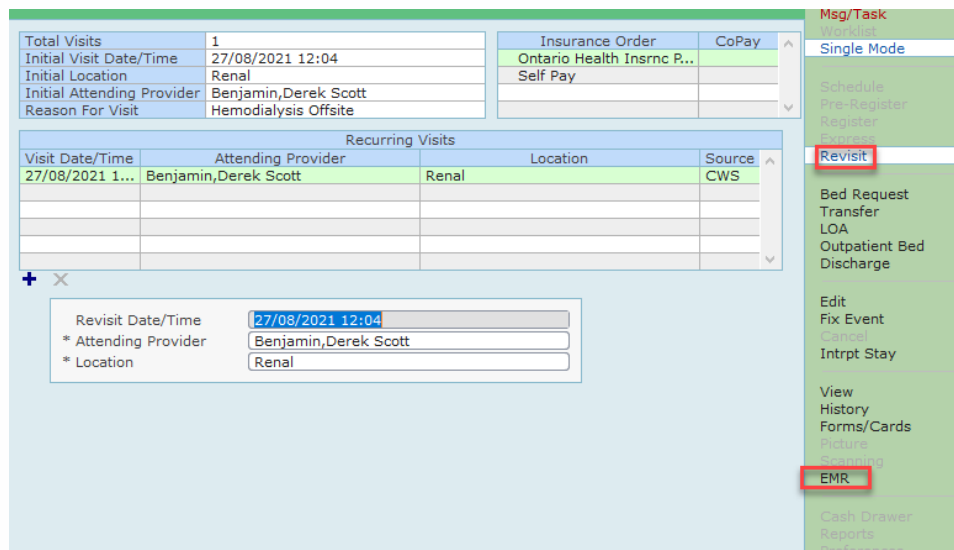
This document provides instructions on how to place lab orders from within the Registration Management Desktop by clerks.

How to Place New Lab Orders

- Log into EXPANSE WPL TEST
- Open the Registration Management Desktop



- Clerk will enter their revisit information in the Revisit Routine on the right-hand column to initiate the EMR routine.



- Click on **EMR** from the right-hand column to enter the EMR
- Click on **Orders** from the right-hand column to enter the Orders routine.

Current Orders Transfer Orders Hold Queue History

New Orders New Meds New Sets 0 Queued

Favorites Category Name

Orders by Name

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
1	2	3	4	5	6	7	8	9	0	-	=	[]	\	/	.	,	'	;	`					List

Del Clear Shift Starts With Any Word

Order

Note: You may get a pop-up screen that indicates Allergies, Height, and Weight have not been entered. Best practice suggests Nursing should enter these before orders are placed.

- Click **OK**
- Click New Orders

Current Orders Transfer Orders Hold Queue History

New Orders New Meds New Sets

Current Orders	Category	Ordering Provider	Start	Stop	Status

- If the ordering provider has not defaulted click on the carrot next to **Other Provider**, type the last name in the search field (for training ZZTemplate, InDoctors)

Enter Default Provider and Source

Provider	Source
Audet,Rico	Conditional
Provider Group	Medical Directive
Other Provider	Preference Card
	Telephone Read Back (e-Sign)
	Therapeutic Assess/Protocol
	Verbal Order (e-Sign)
	Written Order

- Select **Written Order** in the Source Section. And Click **OK**
- Click **Name**, and then click in the green box next to **Order** and type the name of the test you are ordering.
- Type **CBC**, click in the box next to the correct item. If there are more tests to order click in the order box again, and type in the next order, **lytes**.

Note: there will be a number in the Queued box that matches the number of orders you have requested.

[Current Orders](#) | [Transfer Orders](#) | [Hold Queue](#) | [History](#)
[New Orders](#) | [New Meds](#) | [New Sets](#) | **1 Queued**
[Favorites](#) | [Category](#) | [Name](#)

Orders by Name

a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z
1	2	3	4	5	6	7	8	9	0	-	=	[]	\	/	.	,	'	;	*					List

Order

Lytes [Electrolytes]

- Click in the box next to Lytes, click **next**. Ensure the urgency is correct and then click Submit. Enter your PIN and click enter.
- Current orders will then display with the orders entered with a status of ordered.

[Current Orders](#) | [Transfer Orders](#) | [Hold Queue](#) | [History](#)
[New Orders](#) | [New Meds](#) | [New Sets](#)

Current Orders	Category	Ordering Provider	Start	Renew/Stop	Status
Laboratory					
Complete Blood Cou...	Lab	Guest, Tim, MD	17/08/2021 15:02		Ordered
Lytes [Electrolytes] ...	Lab	Guest, Tim, MD	17/08/2021 15:02		Ordered