Registration Management Desktop
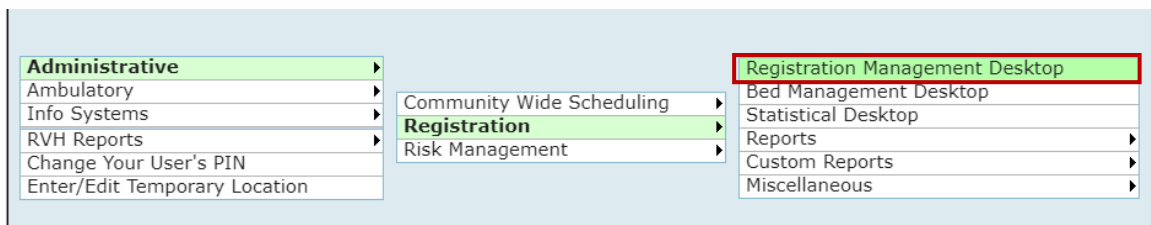## How to place Orders (Lab)

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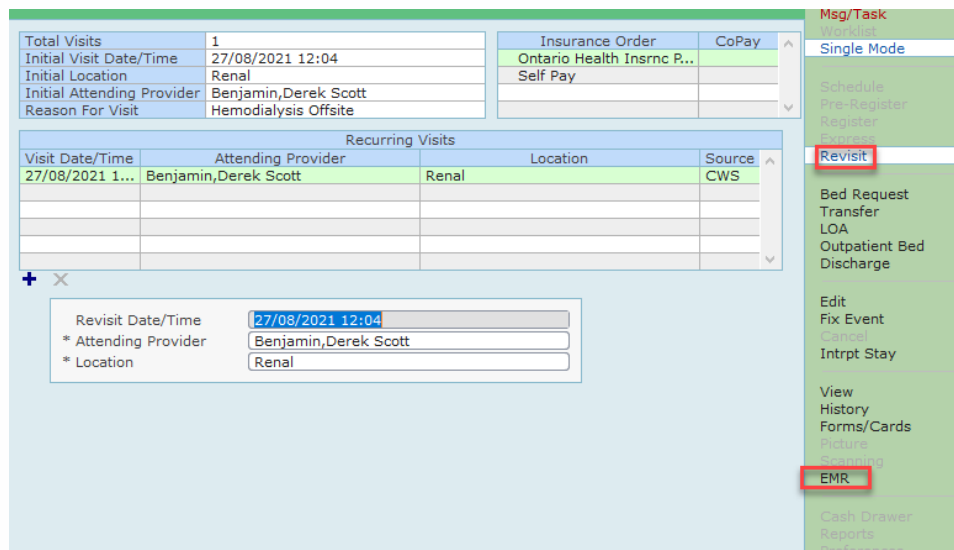
- Click on **EMR** from the right-hand column to enter the EMR
- Click on **Orders** from the right-hand column to enter the Orders routine.

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

- 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)

- 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.

- 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.