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

Administrative	•	Registration Management Desktop
Ambulatory	Community Wide Scheduling	Bed Management Desktop
Info Systems	Degistration	Statistical Desktop
RVH Reports	Dick Management	Reports
Change Your User's PIN	Risk Management	Custom Reports
Enter/Edit Temporary Location		Miscellaneous

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

							Msg/Task
Fotal Visits		1		Insurance Order	CoPay	~	Worklist
nitial Visit Date	/Time	27/08/2021 12:04		Ontario Health Insrnc P.			Single Mode
Initial Location		Renal		Self Pay			
Initial Attending	Provider	Benjamin,Derek Scott					
Reason For Visit		Hemodialysis Offsite				\sim	
		Recu	rring Visits				
/isit Date/Time		Attending Provider	ing there	Location	Source		Revisit
7/08/2021 1	Benjami	Derek Scott	Renal	Location	CWS	~	
.,,00,2021 111	bergann	in borok book	reariar		00		Red Request
							Transfer
							LOA
							Outpatient Bed
						× -	Discharge
Revisit D * Attending * Location	ate/Time g Provider	27/08/2021 12:04 Benjamin,Derek S Renal	cott				Eait Fix Event Cancel Intrpt Stay View History Eorme/Cards
							Picture Scanning

- 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

Current Orders Transfer Orders Hold Queue History New Orders New Meds New Sets								
Current Orders	Category	G	Ordering Provider	Start	Stop	O 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.





- 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									
E 🕀 🛛 Current Orders Laboratory	Category V	æ	Ordering Provider	Start	Renew/Stop	Status			
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			

