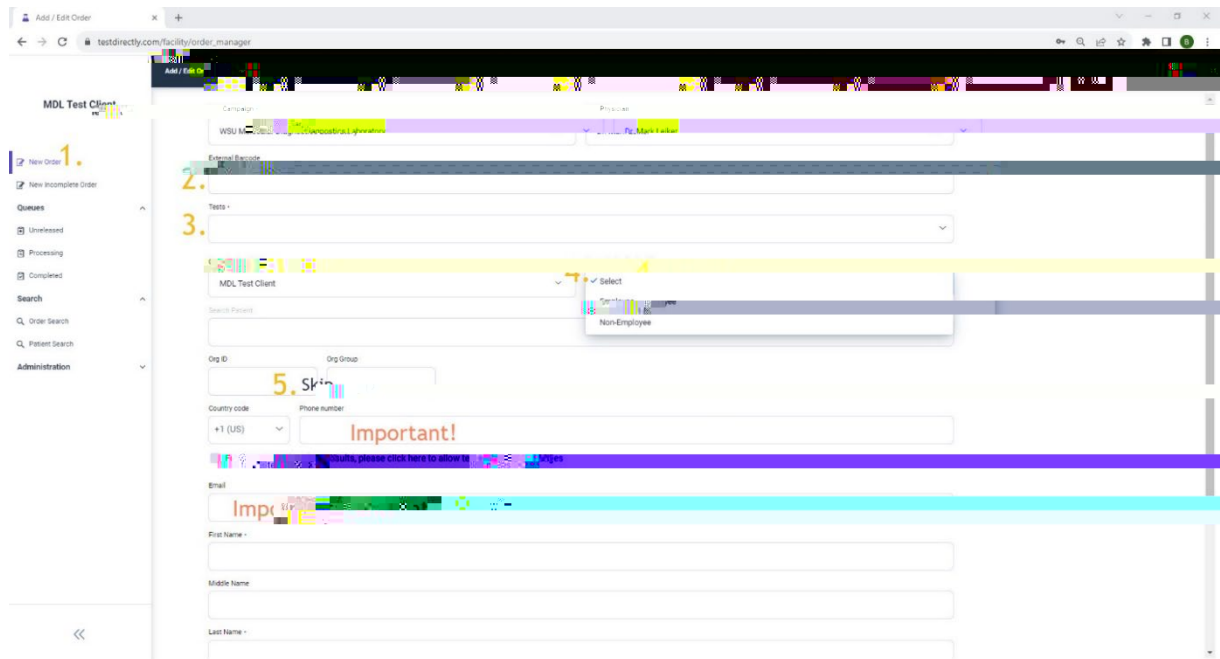<u>New Order</u>

1. Select "**New Order**" from the menu on the left.
2. Enter the barcode number from the sample tube by scanning or typing in the number.

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4. Select Patient Typ
   Employee: for
   Non-Employee

5. SKIP Org. ID and Group

IMPORTANT!

6. Enter all Patient Information:

> If the patient has tested with the organization previously, their name will be
> searchable in the Search Patient field.
> If the patient information (phone number or email) matches an exist7 ((beri1 abl)2m6z)- (,)-68900

Creating a Test for a Dependent:

This option is for creating a test order for a dependent. Continue filling 5 0onue fd   o .

9. Order Information
     Confirm the barcode by scanning or typing in the number.
     Select all symptoms the patient is experiencing.

     Select whether the patient has had any vaccines.
     Complete their Race and Ethnicity.

10. Save the Order
     This automatically sends the patient an email that an order has been created.
     This is still a draft; MDL does NOT yet have the order.
     The form will not save if:
          o   Required information is missing.
          o   Barcodes do not match.
          o   Barcodes are missing.
          o   Barcodes have been used before.

Queues

Unreleased

Search

Order Search

Additional Resources:

MDL Website: www.wichita.edu/mdl

MDL Training Videos: https://www.youtube.com/@WSUMDLTraining/videos