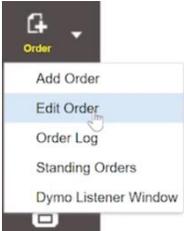




TO: OUR VALUED CLIENTS
FROM: ACULABS, INC.
RE: EDITING & DELETING ORDERS

Nursing staff may find that a physician has decided another test needs to be ordered for a particular resident. This may require that the order placed for a specific collection date now be edited to include the new tests.

To find your order, navigate to the left-hand sidebar and click "Order". From there, select "Edit Order" from the drop-down menu.

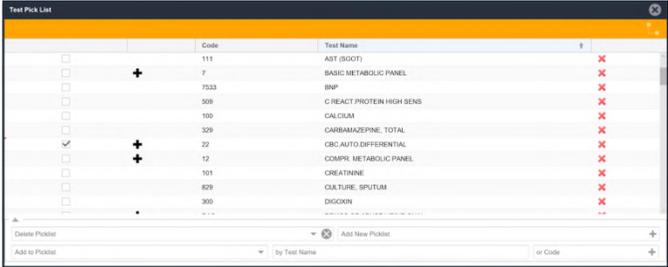


In the Order search menu, enter the resident's first name and last name. If you'd like to only look-up specific orders, enter additional criteria. When finished, click **Search** in the bottom-right hand corner.

NOTICE: Only orders designated as "uncompleted" will populate in the list.
Please see our Add-On Form under Lab Forms on how to add tests onto already collected specimen.

Double-click on the order you would like to edit.

To add the new test to the order selected, go to the "Tests Ordered" section of the Edit Order menu and enter the test. You may enter the test by entering its name or test code.



You may also click **Test List** to use the test pick-list to search through commonly ordered tests. You may also edit the Collection Date of an order through the edit menu.

If using the test pick-list, simply click the check box next to the test you are ordering and it will be added. You may then close out of the splash screen and then click the **Submit** button in the bottom right-hand corner. You must ensure that the diagnostic codes populated in the menu match for the new test, as well.

To delete a test from the order, click the **trash** icon to the right of that specific test/profile under "Tests Ordered".

To confirm the edit, you will be asked to enter your initials and click **Save**. Once confirmed, the system will open up the print queue with the updated Online Order Entry form reflecting the updated order. **You are asked to print the updated form and replace the old form in your unit's lab book with the updated form.**

To **delete an entire order**, you must follow the same steps to edit an order. When at the Edit Order menu that displays all of the tests currently part of the order, select the **Delete Order** button from the bottom right-hand corner.

Confirm the request and then remove the Online Order Entry form from your lab book.