



TO: OUR VALUED CLIENTS
FROM: ACULABS, INC.
RE: PLACING ORDERS

Placing orders is one of the essential functions of the Aculabs web portal and allows for our Online Order Entry system to work seamlessly by enabling facilities to generate orders on the user-end to place into the lab book.

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



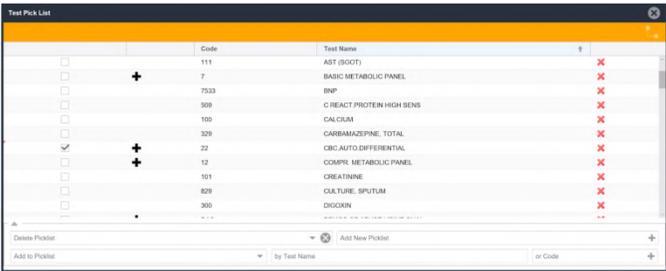
Enter at least the first 3 letters for the last name and first name to the matching fields, and then click the  icon. A list of matching residents will appear. Double-click on the resident to populate the fields with their patient demographics.

Once the info auto-populates, select the **Ordering Physician** from the Ord.Phy drop-down menu. If the physician is not listed, please contact your CSR or our IT team to have them added. To set the **Collection Date**, click  to pick a date with the calendar control. You must also set a **Collection Time** that will often be the time of your morning AM rounds. Please see our training guide on Processing Standing Orders if the order is a Standing Order based on **Frequency**.

Click **Fasting** or **STAT** if applicable to the order being entered; Aculabs asks that all STAT and fasting peak/trough orders also be called-in to our front-desk. Check the **Comments** box to enable a free text space to leave an additional comment. You may also use **Copy Report To** to add additional recipients of the results.

To add a test, go to the **Tests Ordered** section and enter the test. You may search by test name. If unable to find a test or are unsure of which to choose, please call your CSR.

You may also click  to use the test pick-list to search through commonly ordered tests to find the desired test. Clicking the **+** sign will expand profiles to reveal the test composition for that profile or panel.



If using the test pick-list, simply click the check box next to the test(s) you are ordering and they will be added.

Once all tests have been entered, enter the corresponding **Diagnostic Codes** that display medical necessity for the tests being ordered. Click  to use the Diagnostic Code pick-list. You can search for the appropriate diagnostic codes by category or through **Patient History** using this method. Test codes can also be entered manually by entering the code itself into the "Enter Diag. Code" text field.

To confirm the order, select the  button. Enter your initials and click . Once confirmed, the system will open up the print queue with the Online Order Entry form. Nursing staff are asked to ensure all information on the OOE form is correct before printing. If correct, print the form out and place it into lab book.

Important: We ask that your staff ensure all orders are in the lab book for early AM rounds by printing an order log.