



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

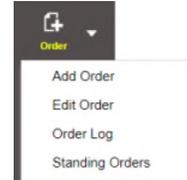
In an effort to increase efficiency and streamline the Standing Orders process, facilities will now be able to process and print standing orders via our online ordering system. Facilities will now have greater autonomy due to added capabilities, such as editing, adding, skipping, cancelling, and adjusting the collection dates as needed.

Facilities will no longer have a cutoff time to submit standing orders, or have to wait for the lab to send the order slips, as you will be able to print the order slips in a time frame that best suits your facility (weekly, bi-weekly, monthly, etc.).

As well, changes to future standing orders can be notated on the slip, as opposed to calling-in changes.

After being set up to process online, facilities must place the first instance of a standing order as an individual order. Enter the order and **Frequency** at which the order will reoccur. This initial order serves as a request for the department to enter the reoccurring order into the system, allowing for staff to process the order as reoccurring on their own.

New orders are available for processing 1-2 days after initial order is completed. Once in our system, clients may process standing orders on their own. Select "Orders" from the left-hand sidebar. Click "Standing Orders" from the drop-down menu.



In the "Acct Unit" field, select the unit you will be printing for. We suggest you print one unit at a time. You can then select the Date to generate when standing orders are due to be drawn, including in a custom range. Click [Search](#) .

The orders matching your criteria will appear. Select the ones you'd like to process. To select all of the orders listed, click the top left checkbox. Select [Process checked](#) at the bottom right and enter your initials to confirm.

You will process selected orders one-by-one. You must confirm that all patient demographics, tests, and diagnoses are correct, including selecting from previous diagnoses or adding new ones if missing. If correct, click Accept this order . This will then generate the **Collection Date & Time**. Confirm as correct and then click [Process and Proceed](#) .

If a resident will be at the hospital and will miss a day's draw, you can select Cancel/Skip this order and select the applicable Reason. Select "Process & Proceed" if the order is being skipped this one time. If the order is discontinued, repeat the same steps as you would for a missed order, but when printed, please write on the order form that the order is cancelled and fax a copy of the discontinued order to Standing Orders at (732) 839-1062.

Continue going through each order until all orders are processed. Once the final order is processed, the web portal will spool all the orders into one print job. Press the  icon to generate the print queue and print all the orders in one-go.

You must place the forms in the corresponding daily tabs within the lab book. Facilities can process standing orders every month, bi-weekly, or at any custom interval to their liking and place them into the binder as they go.