



**TO:** OUR VALUED CLIENTS  
**FROM:** ACULABS, INC.  
**RE:** ORDER LOG COMPLIANCE

Facilities are asked to follow essential protocols when using any of Aculabs’ clinical diagnostic services. This includes placing an order log within your unit’s lab book for our mobile phlebotomists to reference.

Each unit should place an order log in front of each corresponding day’s online order entry form print-outs. To print the order log, go to the Aculabs web portal.

Select **“Order”** from the left sidebar and then **“Order Log”**.

You will be taken to the following form:

**Last Name:**

**First Name:**

**Patient Id:**

Order Date  Today

Collection Date SELECT **“COLLECTION DATE”**  Yesterday

AND **“RANGE”**

Range

**Order #:**

**Test Code:**

**Acct. Unit:** CHOOSE YOUR UNIT AND ONLY YOUR UNIT.

**Start Date:** 10/25/2019 CHOOSE A *START DATE & END DATE* - THEY SHOULD BE THE SAME.

**End Date:** 10/25/2019

CLICK THE BLUE **“SEARCH”** BUTTON AND THE ORDER LOG WILL GENERATE.

**Make sure all orders that appear in the list are also in your unit’s lab book.** If any orders are not in the lab book, select the  box next to the order and select  to print their order form and place the form(s) in the book. Once the order log and orders in the lab book match, click  and then . Print in landscape if more legible.

Nursing staff may find it most convenient to have night staff print the order log and place it in the lab book ahead of early am routine rounds. Those on overnights, typically 11 PM – 7 AM, should select **“TODAY”** if **after midnight**. Those working the mid-day shift, typically 3 PM – 11 PM, use **“RANGE”** with tomorrow’s date.

Failure to print an order log negatively impacts techs’ ability to ensure they’ve completed all requested orders.