

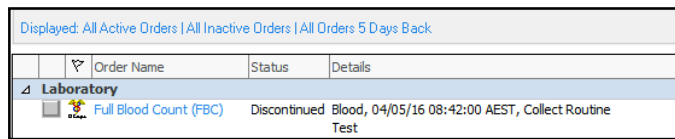
Viewing Detailed Order Information

Quick Reference Guide

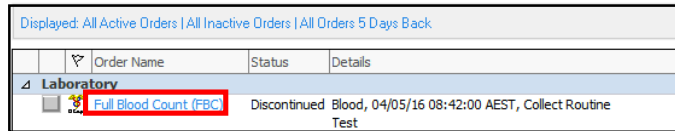
Order information and details are viewable in the *Orders* section of the *Patient Menu*. From the *Orders* screen you can view information about who placed the order, the details of the order, and any modifications or changes made to an order. This feature also allows you to view the *Accession* number for orders to reprint specimen labels if required.

Viewing Order Information

1. Enter the patient's medical record
2. Click on the *Orders* section of the *Patient Menu*
3. The *Orders* screen displays order information

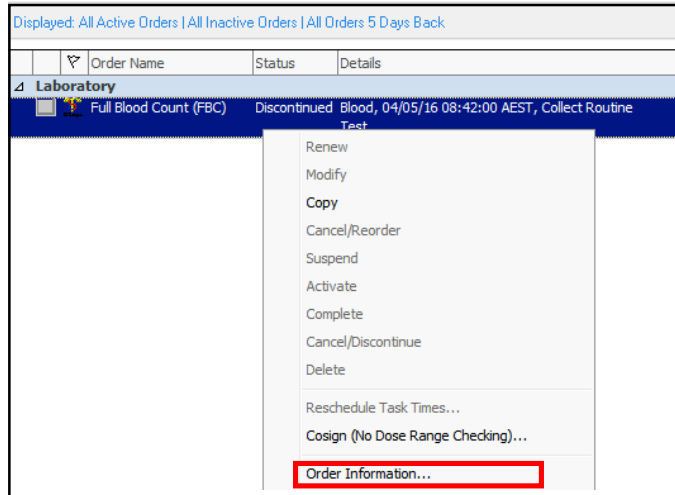


4. You can view more detailed order information by single clicking on the **blue text** of the relevant order

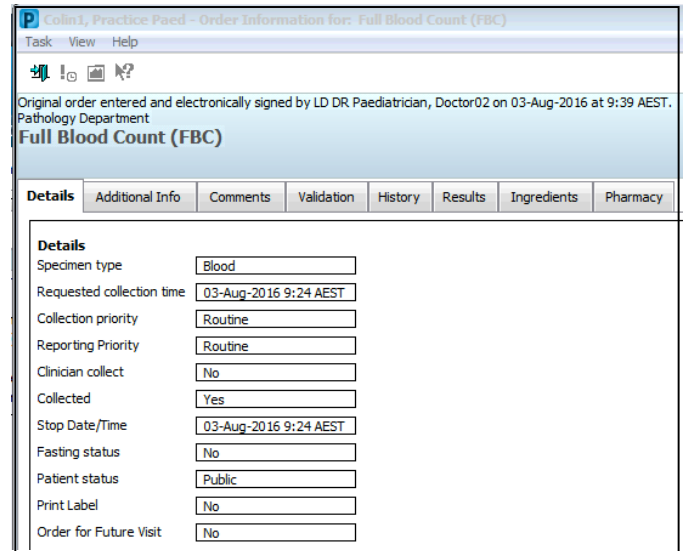


OR

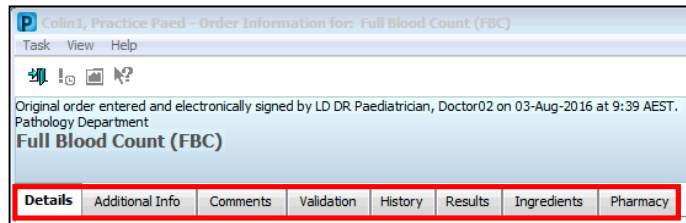
7. Right-click on the relevant order and select *Order Information*



8. The *Order Information* window will open



9. Displayed at the top of the window is information of the ordering clinician and the date and time it was placed. Use the tabs across the top to view information regarding the order. Click on a tab to view the details.



Content of Order Tabs

Tab Name	Information Displayed
Details	Specimen type Body site Requested collection time Collection priority Reporting Priority Clinician collect Collected Stop Date/Time Fasting status Patient status Requestor provider number Requestor contact phone/pager Print Label Order for Future Visit
Additional Info	Ordered As Start Date/Time Stop Date/Time Accession Number Order ID Department Status
Comments	Additional comments added into the comments tab
Validation	Displays information regarding any co-sign validation of a student placed order
History	<p>Also displays details of any modifications made to the order including discontinued and cancelled orders</p>
Results	Displays related results once they are available