


Add On Orders

Quick Reference Guide

If you have already placed an order for *Pathology* you can order an *Add On* pathology request to a sample which is already in the laboratory. This prevents placing a new order to have more samples taken from the patient.

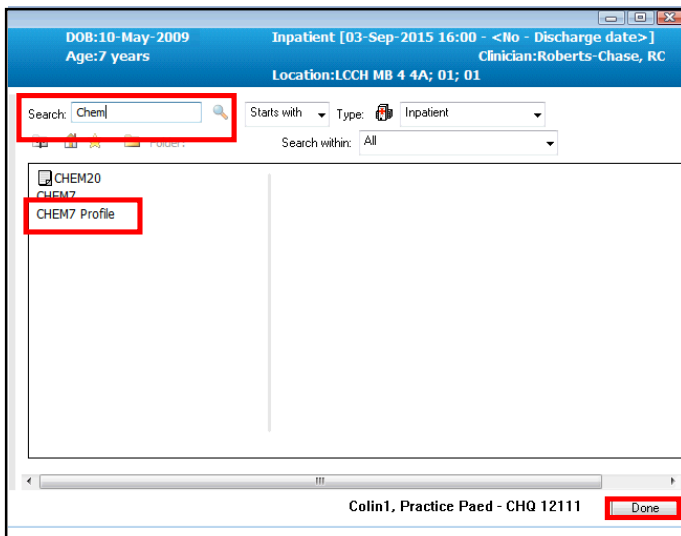
How To Add On To An Existing Pathology Sample


While in the patient's chart, select *Orders* from the patient *Menu*. The *Orders* profile page will display.

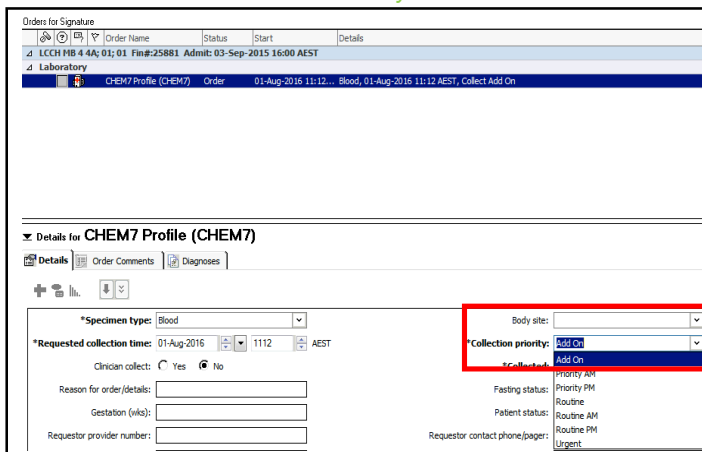
1. Click the *Add*  icon in the top left of the *Orders* profile page.
Or, click *Add* in the patient *Menu* next to *Orders*.



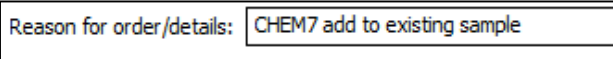
2. Enter the name of the order into the *search field*, press *enter* and select the pathology order you would like to add on to an already collected sample.



3. Click *Done*  when you've finished adding orders.
4. Click on the order, then in the *Details* section select *Add On* from the **Collection Priority* field.



5. In the *Reason for order/details*: field you can add any additional information.




6. Select *Yes* in the **Collected* field.

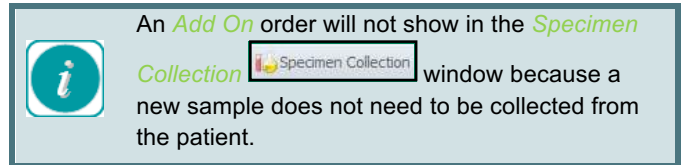


7. Select *Clinician collect Yes*



8. Complete any other details that may be required and click *Sign*  to finalise your *Add On* order.

9. The *Add On* order will now be sent to *Pathology* to be processed. The order will show as *Ordered (Collected)* in the orders screen.



10. If you have clicked *Collected: No* in the details screen, you will receive this pop up when clicking *Sign*. You will need to follow steps 1-9 to place the order, and ensure to click *Collected: Yes* in the order details.

