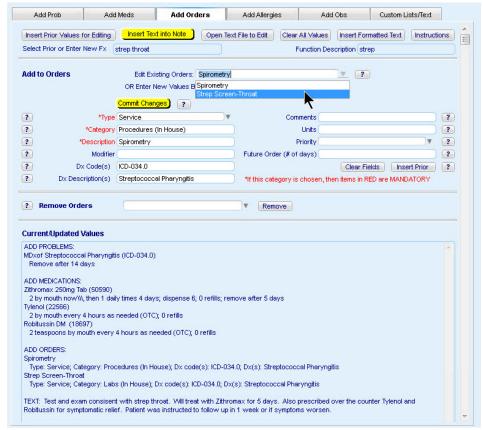## Add Orders tab

Enter information in the fields as appropriate:

- **Type** — This is a required field if an order is to be pushed to the Orders Module. Select **Test** or **Service** from the drop-down list.

  > Referral Orders may not be used in SimpleChart.

- **Category** — This is a required field if an order is to be pushed to the Orders Module. The category name entered in this field *must* match a category in the application setup.

- **Description** — This is a required field if an order is to be pushed to the Orders Module. The description name entered in this field *must* match a description in the category selected above. This field also determines the Order that will be seen in the **Edit Existing Orders** and **Remove Orders** drop-down lists.

  > To make sure the Category and Description are exact matches with the application setup, copy them from setup and paste into the SimpleChart builder.

- **Modifier** — This is an optional field. If desired, enter the order modifier.

- **Dx Code(s)** — This is an optional field. If this field is populated, an associated diagnosis description *must* also be populated in the Dx Description(s) field. The data entered *must* include either the ICD- or CPT-prefix. If more than one code is used, each code *must* be separated by a tilde (~).

- **Description(s)** — This is an optional field. If this field is populated, an associated diagnosis code *must* also be populated in the Dx Code(s) field. the data entered in this field represents the associated diagnosis description for the order. If more than one description is used, these *must* be separated by a tilde (~).

- **Comments** — This is an optional field. If desired, enter associated order comments.

- **Units** — This is an optional field. If desired, enter associated order units.

- **Priority** — This is an optional field. If desired, select the associated priority from the dropdown list.

- **Future Order (# of days)** — This is an optional field. If desired, enter a number in this field, which represents the number of days in the future the item is to be ordered.

Add Allergies tab