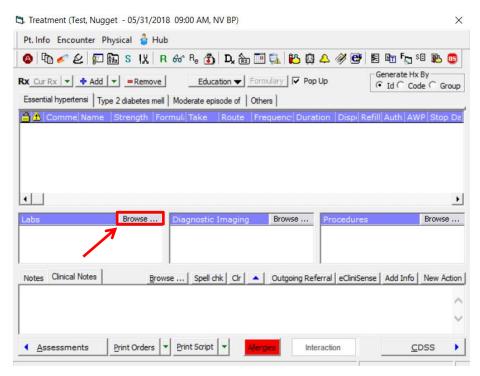
## 2—Ordering Labs (from the Treatment Screen)

## **Lab Ordering Policy:**

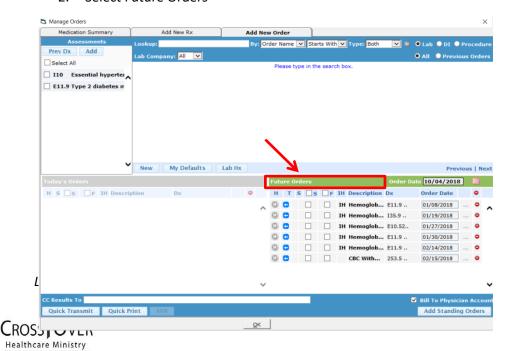
ALL labs should be ordered as FUTURE ORDERS (even if the hope is that they can be done same day).

The exception to this is that In-house orders that are being performed the same day should be put in as same day.

1. Click the "Browse" button next to Labs.

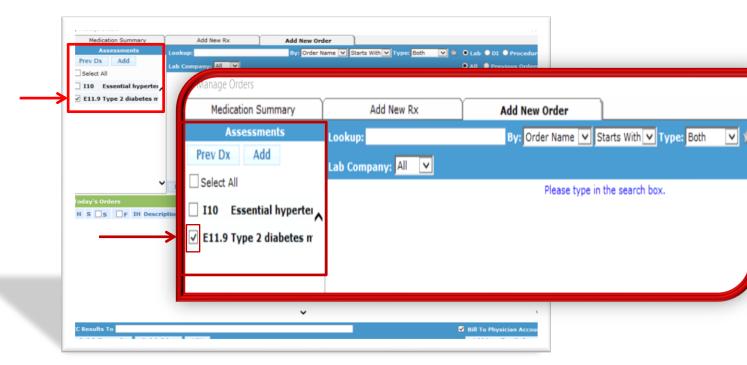


2. Select Future Orders

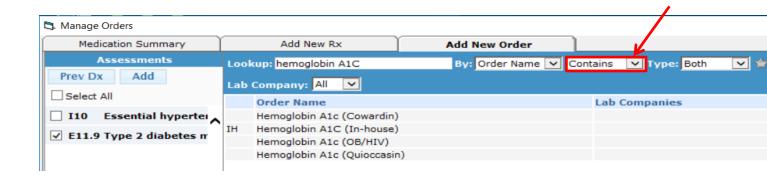


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3. \*\*\*IMPORTANT: Check off the box next to the Assessment/Dx code for which you are ordering.



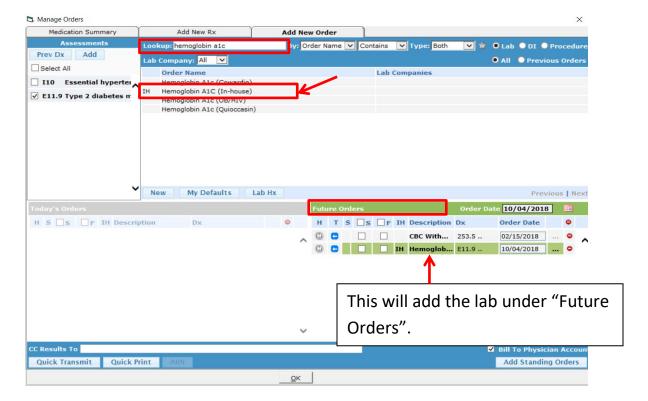
4. Change the search criteria from "Starts with" to "Contains" (this makes the lab easier to find).





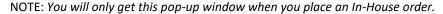
- 5. Type the name of the lab into the "Lookup" field. Select the lab by clicking on it. Select the In-House option if one exists, otherwise:
- If you are at the **Henrico Clinic**: choose the **"Quioccasin"** option.
- If you are at the **Cowardin Clinic**: choose the **"Cowardin"** option.

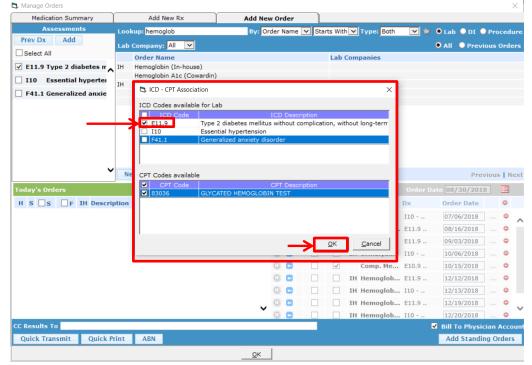
If both an In-House and location option exist, choose the In-House option.



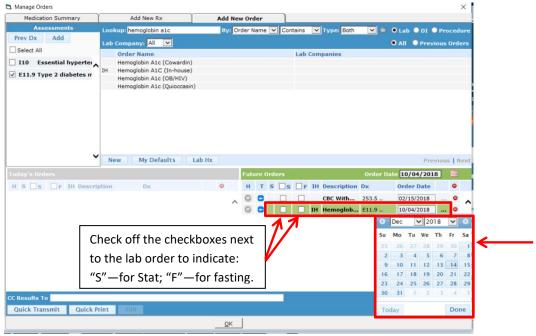


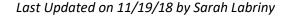
6. The ICD-CPT Association box will appear. Check off the box next to the ICD-10 code for which you are placing the order. (If applicable, check off more than one.) Then, press Ok.





7. Next, click on the date in the order date column and then use the calendar to select when you would like the patient to come back in for their lab.







8. Click "Ok" at the bottom to return to the Treatment screen.

