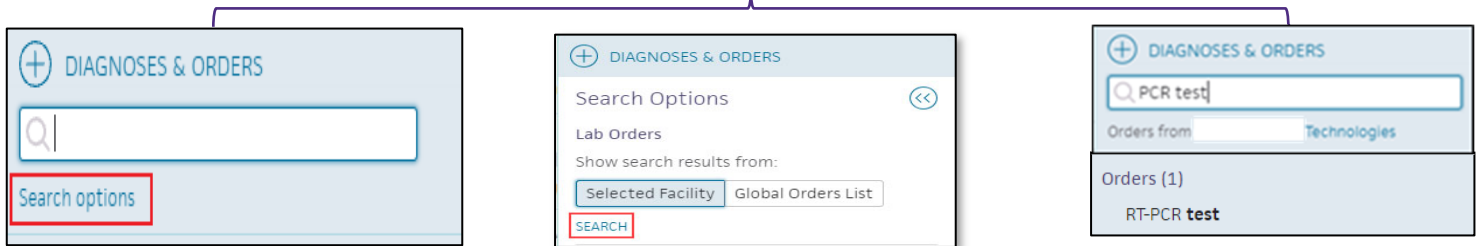


These are the recommended steps that will ensure that the correct orders are sent to the correct facility via interface

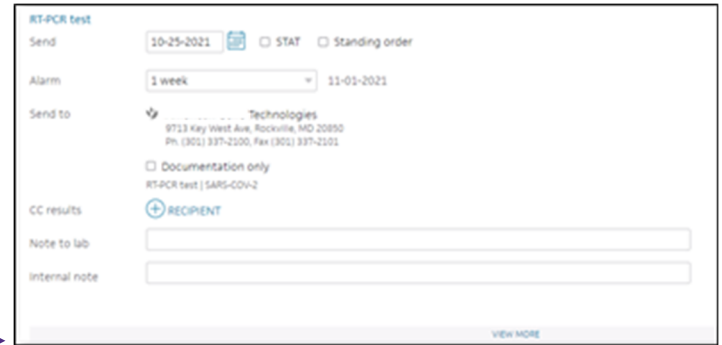
1. Navigate to **Diagnoses & Orders** and select “**Search options**” When searching for Lab Orders, click “**Selected Facility**” and then “**Search**”. Choose a facility that has the athenahealth olive branch next to it.
2. When the facility selected, it will replace “**Search Options**” and will display the facility name. This will ensure the orders that are chosen are within that facility’s compendium (offered at the selected facility).
3. Click on the **plus sign** to search for a diagnosis and then order.



4. Verify Order details. Click “**View More**” to set specimen collection location and fill required AOE question(s) that display in red.

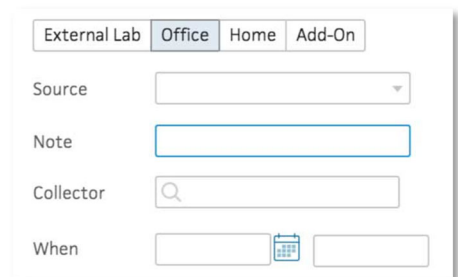
Specimen collection locations:

- a. Use External Lab:
  - i. Patient goes to a draw station, OR to a lab employed in-office phlebotomist
- b. Use Office:
  - i. Workflow depends on athena sending a task to staff to know when to collect and document the specimen.



Note, to document the specimen, you must select Office as the specimen location. Be sure to include a printed copy of the requisition with your specimen and add the Specimen Source and Collection Date/Time.

- Specimen is documented from the task created and the user must click “**Submit- With In-House Specimen Draw**” and hit “**Save**” to send the order electronically.



6. Click “**Sign Orders**” in the top right once you are ready to submit the order to the lab. Once the order has reached the final person before submission to the lab, click “**View Actions**” at the bottom of the order details and select “**Submit by Interface**” and the hit “**Save**” to send the order electronically.

**Sign Orders (1)**

7. If you would like a paper copy of the lab requisition after submitting by Interface, then Select “**Print**”.

