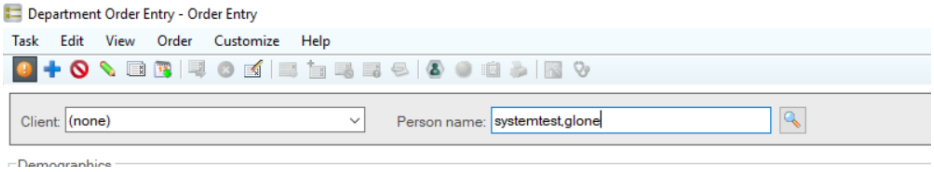
TIP SHEET

HOSPITAL INFORMATION SYSTEM (HIS)

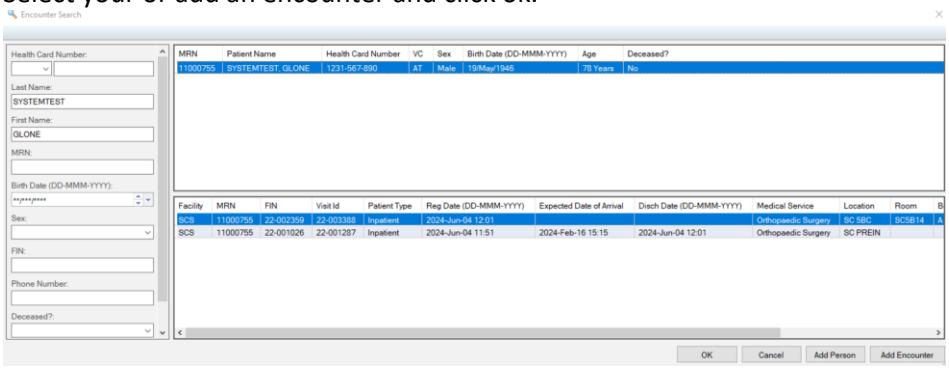
How to Order a Test in Department Order Entry

1. Click on Department Order Entry on App Bar.

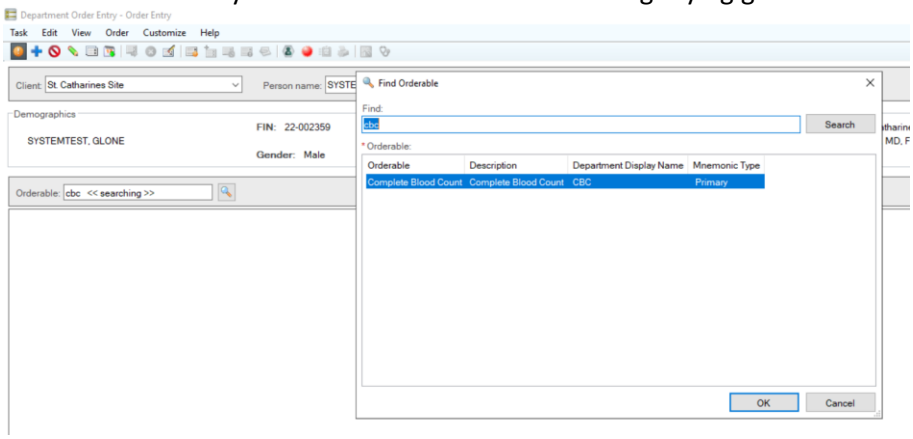
2. Search for a patient by name, MRN or FIN and click magnifying glass icon.



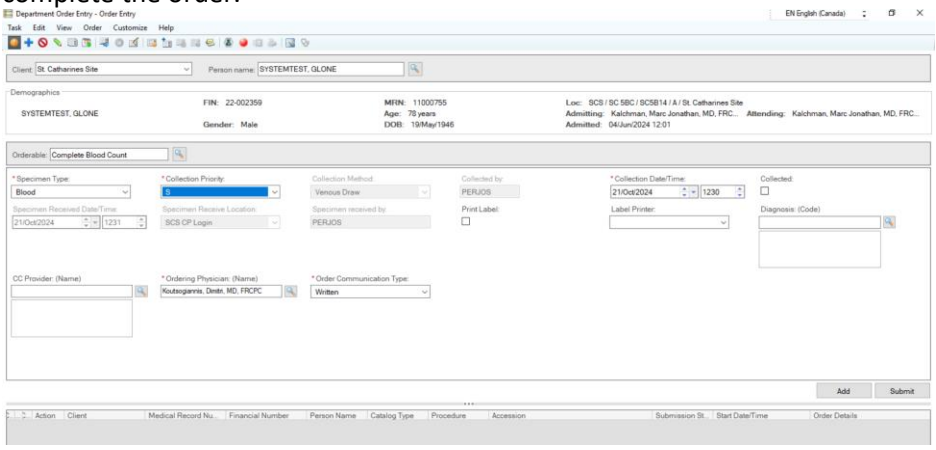
3. Select your or add an encounter and click ok.



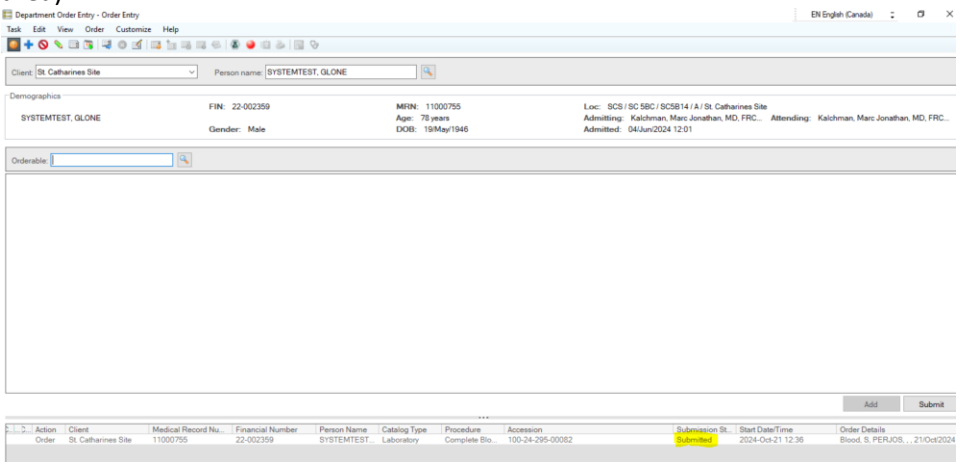
4. Search for the test you would like to add and click magnifying glass or enter.



5. Complete required fields (Collection Priority, Collection Date/Time and Ordering Physician). You can click the Add icon if you want to add multiple orders or you can click Submit icon to complete the order.



6. Click submit once all orders have been added and confirm order has submitted (see highlighted area).



7. Order is ready to be collected.

niagarahealth

Hotel Dieu Shaver
HEALTH AND REHABILITATION CENTRE