

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.

Health Card Number:	^	MRN	Patient N	lame	Health Ca	rd Number	VC	Sex	Birth Date (DD-MN	IM-YYYY)	Age	Deceased?						
~		11000755	SYSTEM	TEST, GLONE	1231-567	890	AT	Male	19/May/1946		78 Years	No						
Last Name:																		
SYSTEMTEST																		
First Name:																		
GLONE																		
MRN:																		
Birth Date (DD-MMM-YYYY):																		
••••••••		Facility 1	MRN	FIN	Visit Id	Patient Typ	e F	Reg Date	DD-MMM-YYYY)	Expected 0	Date of Arriva	Disch Dat	e (DD-MMM-YYYY)	Medica	Service	Location	Roor	m B
Sex:		SCS	11000755	22-002359	22-003388	Inpatient	2	024-Jun-	04 12:01					Orthop	sedic Surger;	SC 5BC	SC58	814 A
		SCS	11000755	22-001026	22-001287	Inpatient	2	024-Jun-	04 11:51	2024-Feb-	16 15:15	2024-Jun	-04 12:01	Orthop	edic Surger	SC PREI	N	
FIN:																		
Phone Number:																		
Deceased?:																		
×	~	<																>

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

Task Edit View Order Customize Help							
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Client St. Catharines Site	Person name: SYSTE	Find Orderable					×
Demographics	EIN: 22.002260	Find:				Search	-
SYSTEMTEST, GLONE	Condex Male	* Orderable:					MD,
	Gender: Male	Orderable	Description	Department Display Name	Mnemonic Type		
Orderable: cbc << searching >>		Complete Blood Count	Complete Blood Count	CBC	Primary		
					ОК	Cancel	





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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.

Ilent St. Catharines Site	Person name: SYSTEMTEST	T, GLONE	R.							
emographica SYSTEMTEST, GLONE	FIN: 22-002359 Gender: Male	MRN: Age: DOB:	11000755 78 years 19/May/1946		Loc: SCS Admitting Admitted	/ SC 5BC / SC5B14 / A / St. Ce Kalchman, Marc Jonathan, 04/Jun/2024 12:01	tharines Site MD, FRC Ar	tending: Kalchman, M	arc Jonatha	n, MD, FR
Inderable: Complete Blood Count										
Spectrane Type: Bood v Spectrane Relations Data/Turas (100x2024 2)/s[1231 2) S2 Presider: (Name)	*Collector Priority Speciment Resolve Location BCB CPL Capin • *Ordering Physician (Name) Rodrogares, Deels. HD, FRDC •	Collection Method Venous Draw Genomen researd by PERJOS *Order Communication Type: Written	C V	Collected by PERJOS Print Label		* Collection Date Time [21/0cr2024 []*] Label Printe:	1230	Collected Diagnosis: (Code)		
									Add	Subm

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

Task Edit View	try - Order Entry Order Customize H	lelp	2 🗐 🐇 💷 🍳	д							IN English (Canada)	: (×
Client: St. Catharines	Site	~ Pers	on name: SYSTEMTES	T, GLONE	٩								
Demographics SYSTEMTEST, GLI	DNE	FIN: Gend	22-002359 er: Male		MRN: 1 Age: 78 DOB: 19	1000755 years 9IMay/1946		Loc: SCS/S Admitting:) Admitted: 0	C 5BC / SC5B14 / A / St. Catha Kalchman, Marc Jonathan, M 4/Jun/2024 12:01	rines Site D, FRC Attending:	Kalchman, Marc Jor	athan, M	D, FRC
Orderable:		٩											
											Add		Submit
C. C. Action Clien Order St. Ci	t Med atharines Site 110	ical Record Nu 00755	Financial Number 22-002359	Person Name SYSTEMTEST	Catalog Type Laboratory	Procedure Complete Blo	Accession 100-24-295-00082		Submission St.	Start Date/Time 2024-Oct-21 12:36	Order Details Blood, S. PEF	JOS2	1/Oct/2024

7. Order is ready to be collected.



