

# Order Entry

## Lab Orders (Once, Series & Timed)

1. Click the **Orders** button.
2. Enter the **Ordering Provider** name and an accurate **Order Source**.

3. Start typing your order name.
4. Click to check the box of the desired order.

Order	Category
CBC w/ Differential.	Laboratory
HH (Hemogram CBC without Diff)	Laboratory
Hemogram CBC without Diff	Laboratory

5. Click **Edit**.
6. Review and complete the order details including the fields with asterisks. (These are required.)

Series?	Y
Directions	LAB_DAILY
Stop Date	11/4/16
Stop Time	0600
Count	10

- a. Use the down arrows and free text to adjust the details including **Priority**, **Date**, and **Time**.
- b. For a series order, place your cursor in the **Series** field, type **Y**, and then press **Tab** to advance to the **Directions** field.
  - 1) Click the down arrow to select the desired frequency.
  - 2) Enter either a **Stop Date** and then press **Tab** or a **Count** number and press **Tab** to have the series details completed for you.
- c. For a timed order, click the **Priority** field and select **T (Timed)** and then enter the test time in the **Time** field.

7. Address the **Collected By Care Area** and **@Print Label Now** fields.
8. Click **Save** and choose a **File** option.

## Lab Orders - Specimen Collection Fields

MEDITECH requires nurses who enter lab orders to indicate when a specimen will be collected and by whom (Care Area or Lab).

Responses to the highlighted fields below determine and define the collection process.

Order Detail Example:

**Note:** **Collected By Care Area?** is a required field as indicated by the asterisk.

The following table indicates responses and implications:

Collected by Care Area?	@ Print Label Now?	What this pairing of responses means...
Y	Y	RN collects the specimen. The label for the specimen will print in the Care Area.
N		The order crosses to Lab and Lab collects the specimen.
Y	N	The specimen appears as Uncollected (Unc) on the Status Board in the Orders cell waiting for the RN to collect the specimen and print the label.