

How do I reprint a completed lab order?

Last Modified on 04/04/2018 11:57 am EDT

After a lab requisition status is set to Complete, it cannot be printed. The requisition status must be changed to Pending to reprint the lab order. You can change the status back to Complete after you have reprinted the lab order. To reprint a lab order that has already been completed:

1. Open the patient chart (click the **Chart** button).
2. Search for and select the patient, if the patient is not already selected.
3. Select the **Diagnostic Tests** tab.
4. Click the **Requisition/Results** tab if it is not already selected.
5. Locate the completed lab order you wish to reprint.
6. Select the **Status** dropdown for the lab order and choose **Pending**.
7. Click the **Printer** icon button to the right of the lab orders.
8. Print the lab order.
9. Select the **Status** dropdown and change the status back to **Completed**.