Orders and Workflow Diagnostic Tests Tab
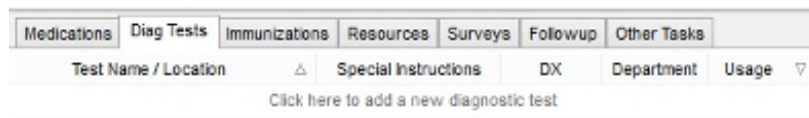
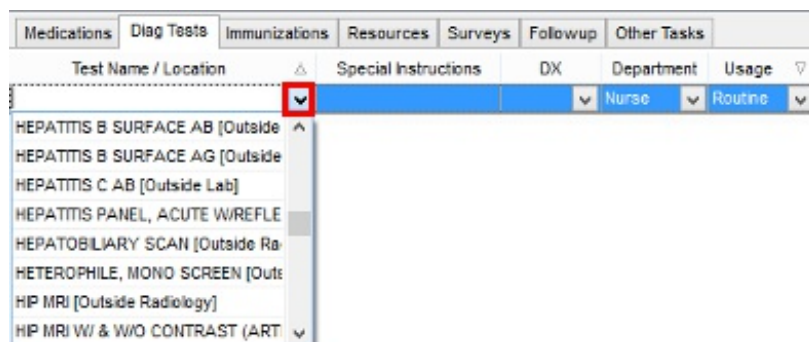Last Modified on 03/19/2020 12:21 pm EDT

Version 14.19

Overview

This section of template design demonstrates the edit or addition of diagnostic tests associated to a template.

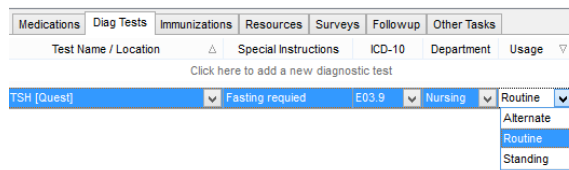## To review the Diag Tests tab:

1. Click the **Diag Tests** tab.

2. To add a diagnostic test, click the**Add** button.
3. Select a **diagnostic test** from the drop-down menu. All labs will are displayed in the drop-down menu, both in-house and send out.

📌 **Note**: If selecting multiple diagnostic tests, separate tasks will be created for each. The tasks will be grouped according to the facility.

4. Enter instructions for the lab test in the Special Instructions field (*optional*). The Special instructions do not transfer to the lab requisition, if required on the printed lab slip, the instructions would need to be retyped.

5. If adding a diagnosis code, click the drop-down in the ICD-10 field. The diagnosis search window displays (*optional*).

   - Enter a code or description and click the **Search** button.
   - Double-click - OR - highlight the code and click the **Select** button.

6. Click the drop-down arrow and select a Department.

7. Click the drop-down arrow and select a Usage.

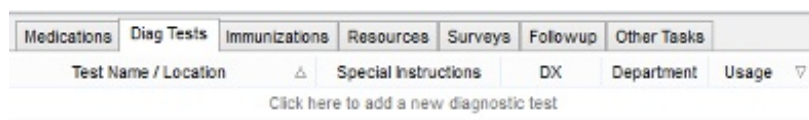| Usage	Definition
Alternate	Will show the item in the task window. An alternate item needs to be selected at time of charting.
Routine	Will show the item in the task window. A routine item means that the checkmark will already be selected for task submission at time of charting.
Standing	A standing order is submitted as a task to the selected department when the template is used at time of charting.

8. Click the **Save** button.

Version 14.10

Overview

This section of template design demonstrates the edit or addition of diagnostic tests associated to a template.
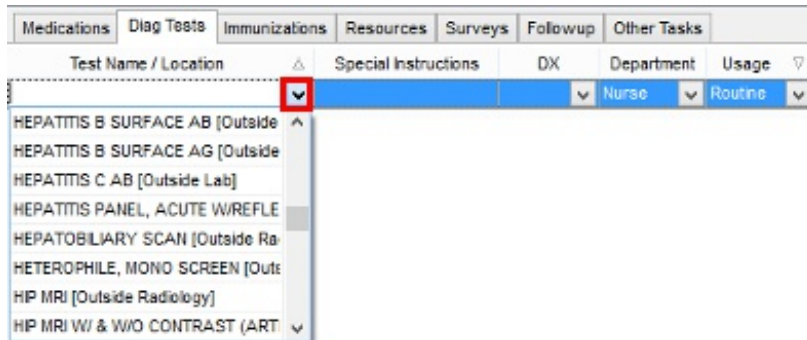
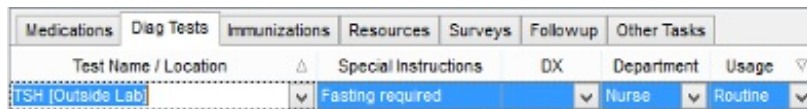## To review the Diag Tests tab:

1. Click the **Diag Tests** tab.

2. To add a diagnostic test, click the **Insert Record** button .

3. Click the dropdown arrow and select a diagnostic test. All labs will appear in this dropdown, both in-house and send out.
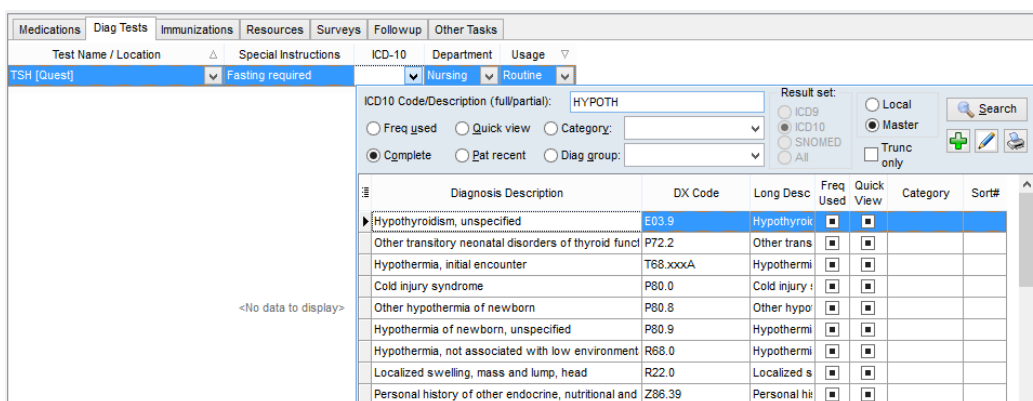
✅ **Note**: If selecting multiple diagnostic tests, separate tasks will be created for each. The tasks will be grouped according to the facility.

4. Type instructions for the lab test in the Special Instructions field. (optional) . This will need to be re-written on the requisition prior to printing.

5. Click the **dropdown arrow** and select a diagnosis code. The diagnosis search window displays (optional).

   - Type a code or description and click the **Search** button.
   - Double-click - OR - highlight and click the **Select** button.

6. Click the **dropdown arrow** and select a Department.

7. Click the **dropdown arrow** and select a Usage.

Usage	Definition
Alternate	Will show the item in the task window. An alternate item needs to be selected at time of charting.
Routine	Will show the item in the task window. A routine item means that the checkmark will already be selected for task submission at time of charting.
Standing	A standing order is submitted as a task to the selected department when the template is used at time of charting.

8. Click the **Post edit** button ✓ .