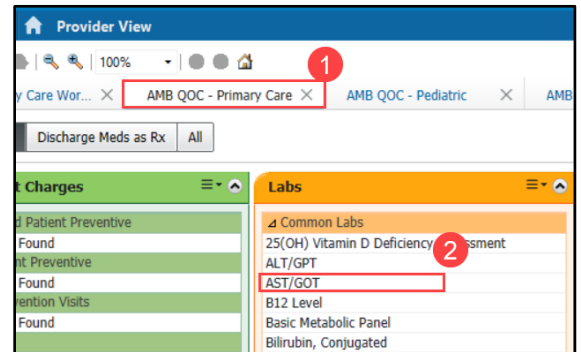# Order Entry Workflow for Providers and Clinical Staff

Summary: On order entry, additional order specifications (ex: future date range, recurring order, or PRN order) may be entered as needed.
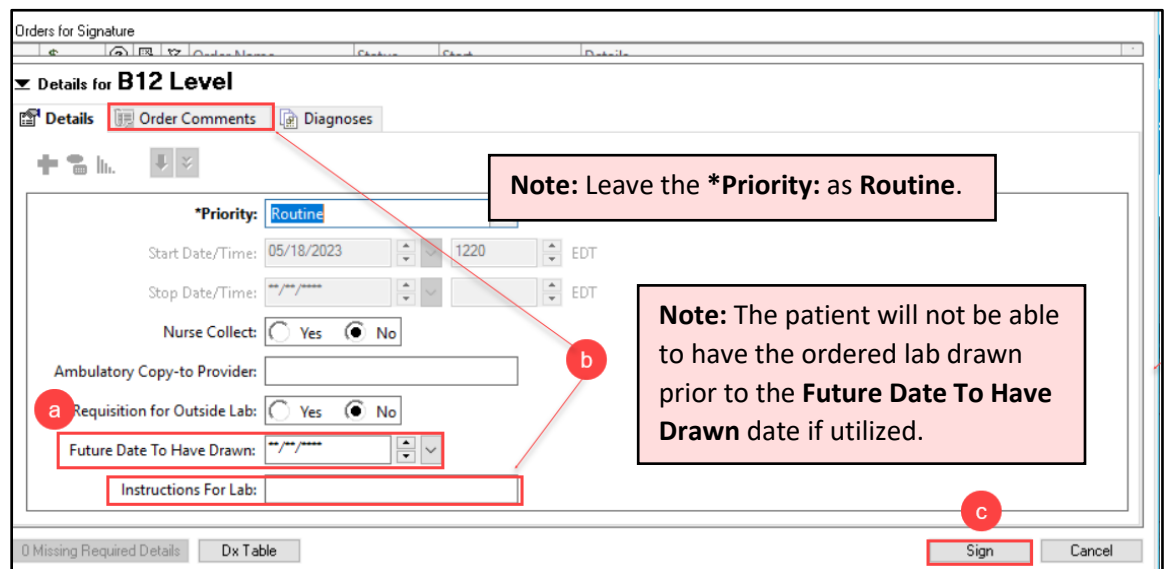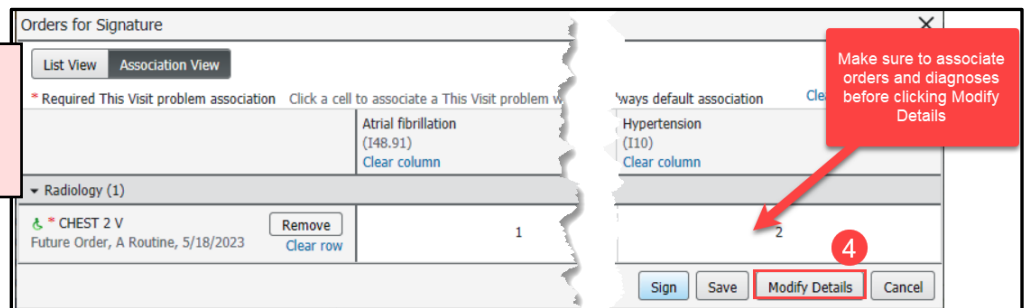
Support: Ambulatory Informatics at 231-392-0229

Lab Order Entry

1. While in a patient's chart, navigate to the AMB QOC MPage.
2. Click on the appropriate order.
3. Click on the Orders for Signature icon.
4. Click Modify Details (after associating the orders to the diagnosis via the Association View).
5. To place an order with additional specifications, either:
   a. Enter the **Future Date To Have Drawn** if the patient is going to the lab **on the specified date or after**. The future date is needed for Munson labs to ensure the correct lab draw date displays.
      OR
   b. Use the **Instructions For Lab** field and/or **Order Comments** tab to add the additional specification (ex: Draw in 6 weeks, 3-4 months).
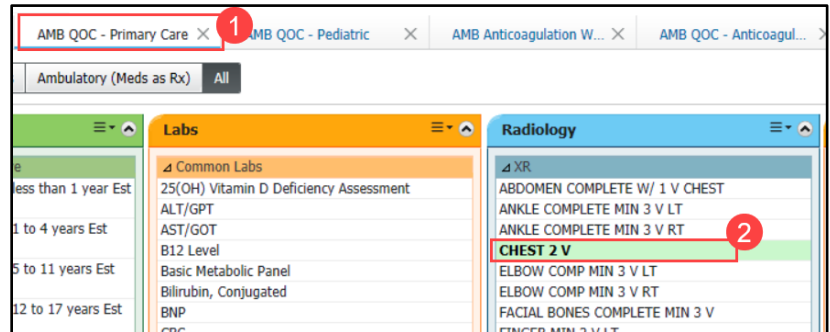6. Click **Sign**.

Entered **Order Comments** or **Instructions For Lab** will appear on the printed order.

Make sure to associate orders and diagnoses before clicking Modify Details

Note: Leave the *Priority: as **Routine**.

Note: The patient will not be able to have the ordered lab drawn prior to the **Future Date To Have Drawn** date if utilized.

Imaging Order Entry

1. While in the patient's chart, navigate to the AMB QOC MPage.
2. Click on the appropriate order.

3. Click on the Orders for Signature icon.

4. Click Modify Details (after associating the orders to the diagnosis via the association view).

5. To place an order with additional specifications by:
   a. Adding the order specification in the **Notes to Scheduler** field, Special Instructions field, or **Order Comments** (ex: 4-6 weeks).
6. Click **Sign**.