

eClinicalWorks Ambulatory EDUCATION

## **Standing Order Creation**

- 1. Navigate to the Manage Orders screen and select the Future Orders bar
- 2. Select the desired date for the first order in the Order Date field
- 3. Search for the lab test in the Lookup field
- 4. Select the lab test. The test should drop to the Future Orders section with the desired date
- 5. Click on the Add Standing Orders button
- 6. Fill in the Number of Standing Orders Required
- 7. Select how far apart the orders should be in the Select Standing Orders Duration
- 8. Select OK when complete

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