


Order Entry

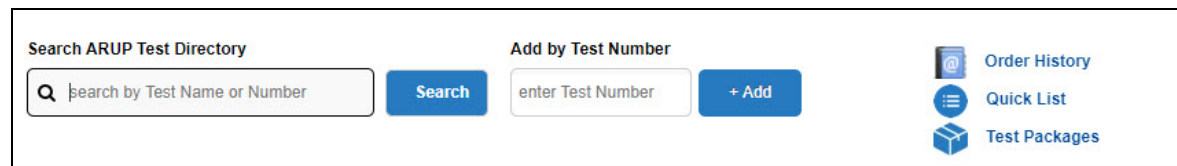
To access Order Entry, go to **Order Management > Order Entry**. Before you can order tests, you must search for the patient to avoid duplication in the system.

Search for a patient and order tests


1. On the **Test Order Information** tab, use the search fields (or use Advanced Search) to search for a patient, and select **Search**.
Note: If your search has no results, a form appears for registering the new patient. Complete the form, and select **Save Patient**. Skip to the **Add tests** section below.
2. Locate the patient in the list.
Note: If the patient isn't in the list, you can select **New Patient** at the bottom to register the patient. Complete the form, and select **Save Patient**. Skip to the **Add tests** section below.
3. When you've located the patient in the list, select **New Order**  in the Actions column.
4. Complete the form, and select **Save**. Next you will add test(s) to the order.
Note: The visit number you enter on the form should be unique. A patient should have one Medical Record Number but may have multiple visit numbers in the system. Your system may auto-generate the visit number.

Add tests

After completing the new order or new patient form, the **Search ARUP Test Directory** and **Add by Test Number** fields appear.



The screenshot shows a section of the ARUP Order Entry interface. On the left, under the heading "Search ARUP Test Directory", there is a search input field with a magnifying glass icon and the placeholder text "search by Test Name or Number", followed by a blue "Search" button. To the right of this, under the heading "Add by Test Number", there is an input field with the placeholder text "enter Test Number" and a blue "+ Add" button. On the far right, there are three vertically stacked icons with corresponding labels: a document icon for "Order History", a list icon for "Quick List", and a box icon for "Test Packages".

1. In the **Search by ARUP Test Directory** field, enter the test name or number, and select **Search**. The system displays a list of tests that meet the search criteria.
2. Select the **Add** links  to add tests, and then select **Close**.
Note: You can also use the **Add by Test Number** field by entering the full test number and selecting **+Add**.
3. Enter the specimen collection information for each test.
4. Select **Save**.

Transmit orders and generate packing lists

1. Go to the **Packing List** tab.
2. Select the checkboxes for the tests you want to include.
Note: To print an order checklist to help you verify your specimens before you transmit, select **Download Order Checklist**. After orders are transmitted, they may not be edited, and they are removed from the packing list window.
3. Select **Transmit Order(s) & Generate Packing List(s)**. A PDF file is created that you can download and print. The orders are transmitted to ARUP.

For detailed instructions, see [Order Entry Help](#).