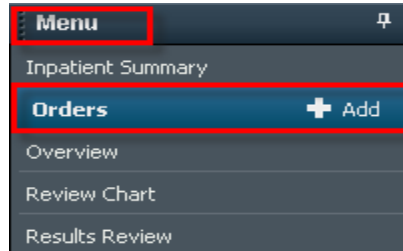


## Add an Order

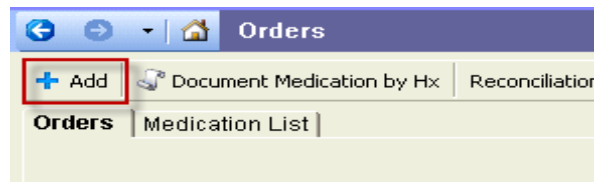
To place a single order:

1. Select the **+Add** button next to 'Orders' in the Menu

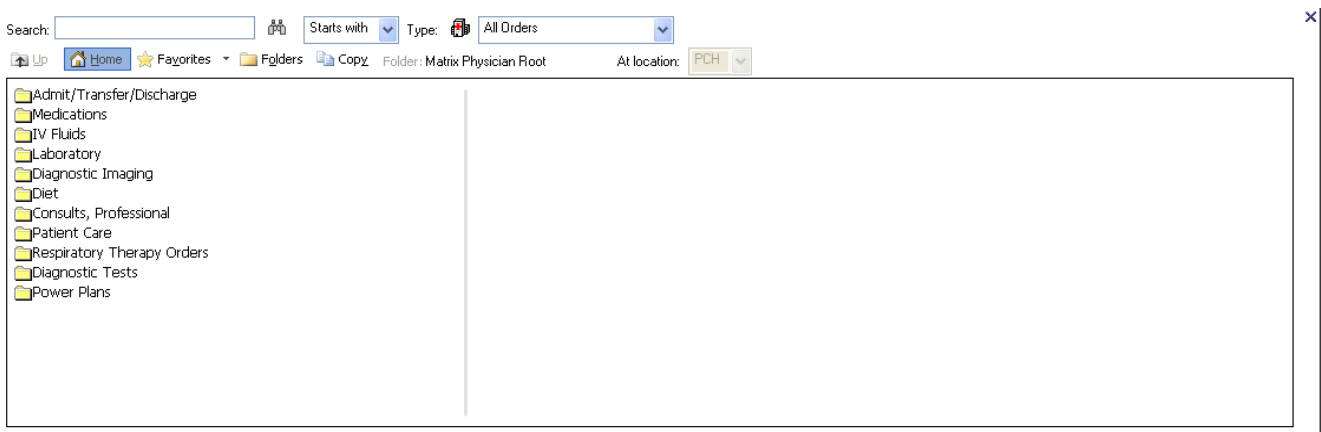


OR

2. Select **+Add** on the Orders page above the Orders tab



The Add Order window opens.

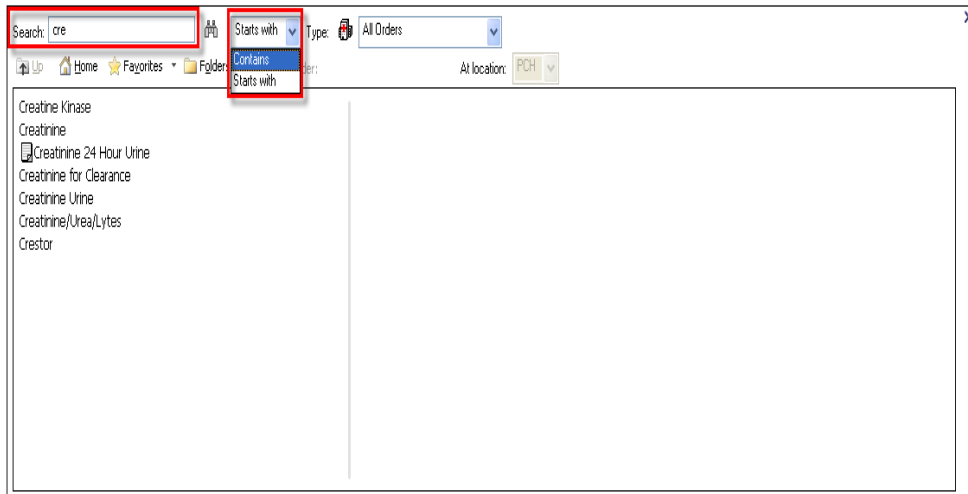


Note: The Type Field (above) is defaulted to All Orders

There are 2 ways to find a single order:

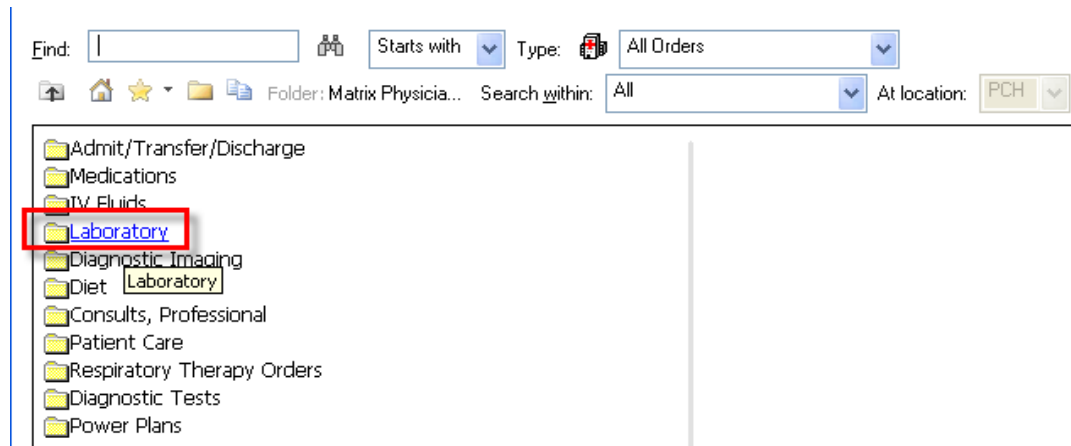
1. Search the order in the Search field.
  - Enter at least the first three letters of the order in the Search field.
  - You will be presented with a list of orders that start with those letters.
  - The more letters you type the more refined your search will be.

**Note:** The search is defaulted to **Starts with**; you could also search by **Contains** to expand your search.

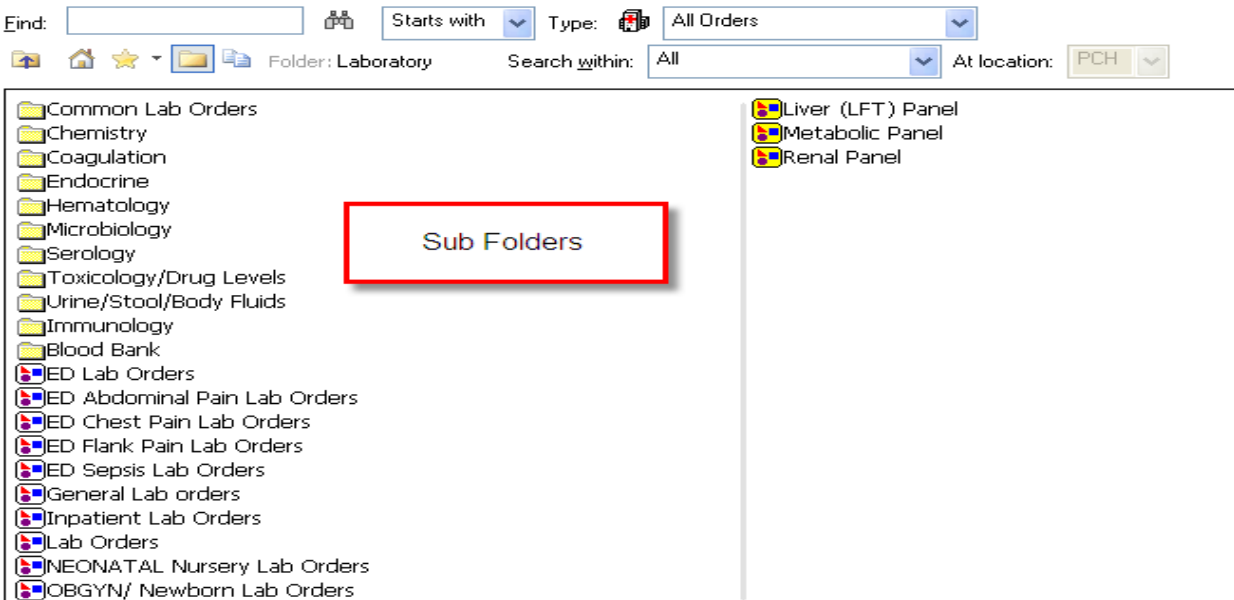


**OR**

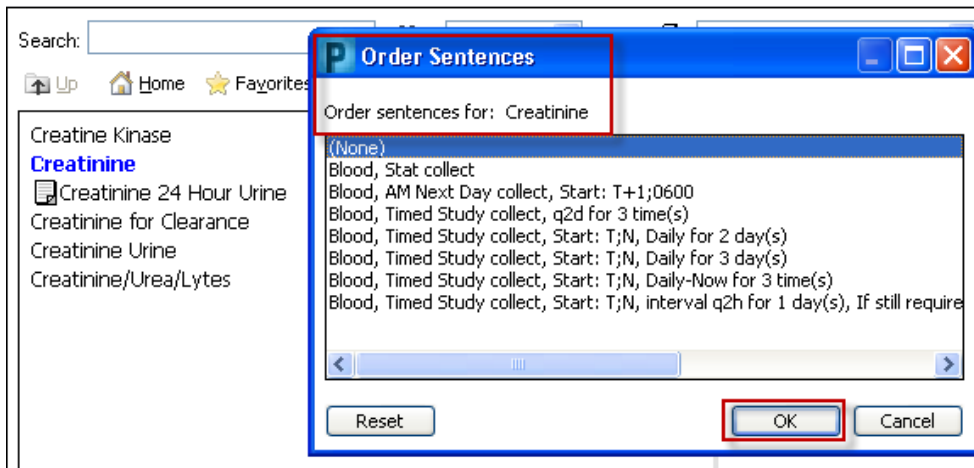
2. Use the folders created to search for your order.
  - For this example of Creatinine, select the Laboratory folder.



1. Select the appropriate subfolders until you have narrowed your search to find the desired order.



2. Single click the Order
3. If the order has associated order sentences, a box opens listing them.
4. Select the order sentence closest to what you would like to order and click OK.



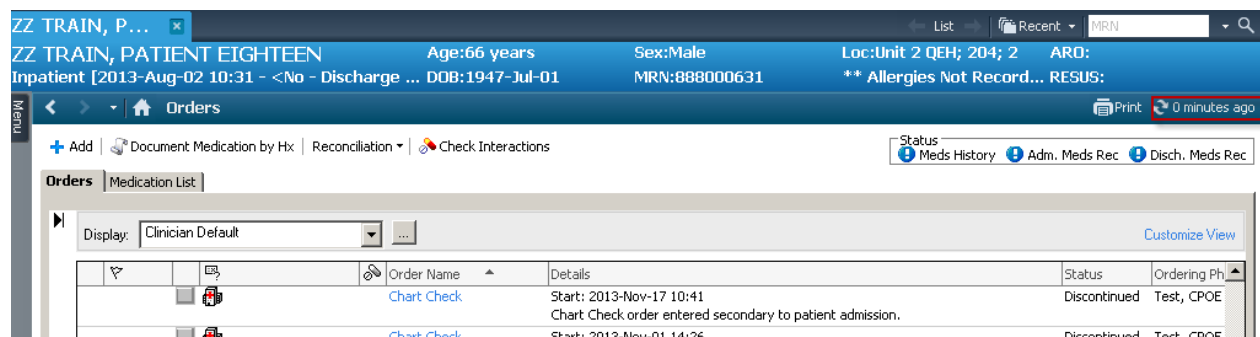
**Note:** Once the order is selected it turns bold

**Note:** Your desired order sentence is most likely displayed. If not, then select the closest one and make modifications to the order Details.

Medication orders (exception: Continuous Infusions) do not have “(None)” as an option. The Option of None will allow you to enter all details



5. Review your order and **Sign** in the lower right hand corner..

**Note:** Remember to refresh your screen in the top right hand corner.



## Orders- More About Searching

### Tips

- The Up Arrow  takes you up the next folder level.
- The House icon  will take you to your home folders of the Add Order window

- When a DI order is placed in CIS, a requisition will print in the DI area alerting the DI staff to the new order.
- All micro orders can be found by typing “culture”
- If the end-user is placing a Lab order that **cannot** be found in system, enter “Chemistry Other”, “Urine Other” “Hematology Other” and enter the name of the test in the “Order Comments”
- Add on Lab Orders require a phone call to the Lab.