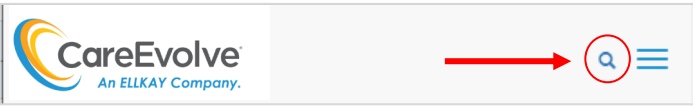


Quick Reference Guide: Order Entry

Patient Search

To begin searching for a patient, you can either click the magnifying glass at the top right-hand corner of the page or go to **"Patients"** and click **"Search Patients"**

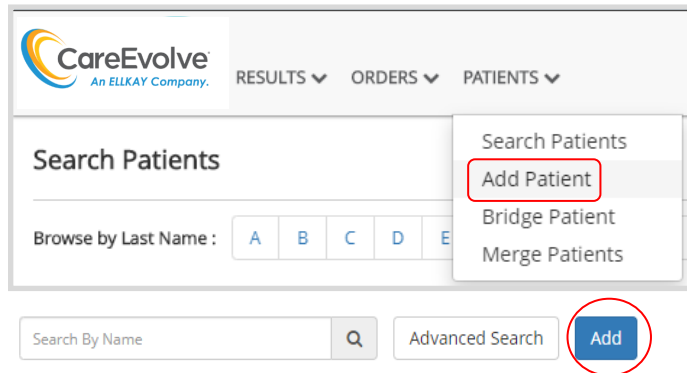


Select the patient from the returned list.

Name ↑	Office Id
Lake, Betty	OH5DNR4
Lake, Donna	FP64Z23
LAST, JEREMY	TEST 1

Add Patient

If the patient does not exist, use the **Add Patient** button or **Add Patient** page under the Patients



Enter the patient's demographics information.

Click Save, **Save & Place Order** or **Cancel**



Ordering

PATIENT TAB

1. Use the dropdowns to select:

- **Order Type** - Draw Now
- **Bill Type** - Client
- **Order Information** - Select Ordering Provider

2. Confirm Patient Demographics and enter any missing required information.

TESTS TAB

Use the search field to locate test or select from prefilled list; then click **"Next"**.

DIAGNOSIS TAB

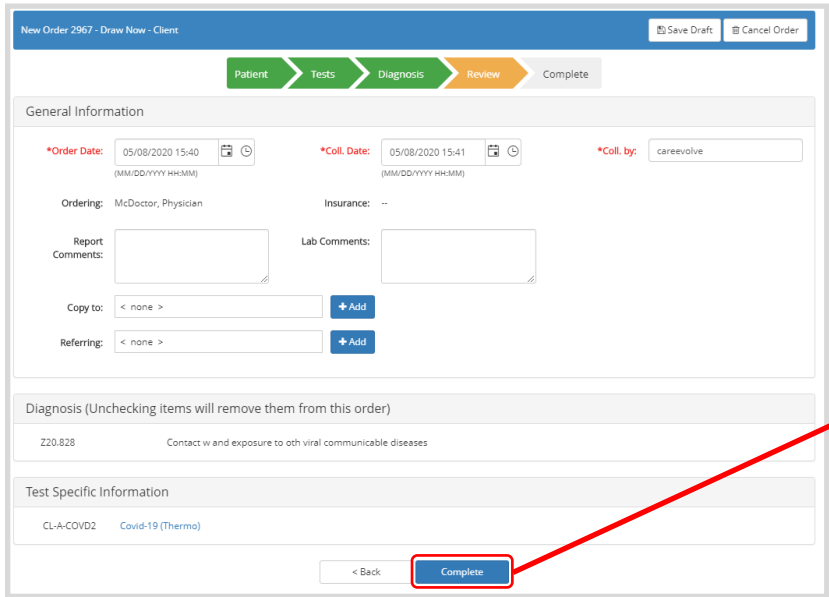
Use the search field to locate diagnosis or select from prefilled list; then click **"Next"**.

Quick Reference Guide: Order Entry

Ordering (continued)

REVIEW TAB

Complete ***required fields** and other available fields, as needed. Click the **Complete** button to view and print the order requisition and label.



New Order 2967 - Draw Now - Client [Save Draft] [Cancel Order]

Patient Tests Diagnosis **Review** Complete

General Information

*Order Date: 05/08/2020 15:40 (MM/DD/YYYY HH:MM) *Coll. Date: 05/08/2020 15:41 (MM/DD/YYYY HH:MM) *Coll. by: careevolve

Ordering: McDoctor, Physician Insurance: --

Report Comments: [Text Area] Lab Comments: [Text Area]

Copy to: < none > [Add]

Referring: < none > [Add]

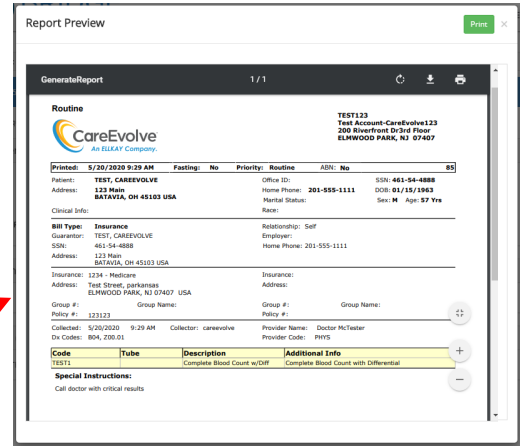
Diagnosis (Unchecking items will remove them from this order)

Z20.828 Contact w and exposure to oth viral communicable diseases

Test Specific Information

CL-A-COVID2 Covid-19 (Thermo)

< Back **Complete**



Report Preview [Print]

Generate Report 1 / 1

Routine

CareEvolve An ELKAY Company

TEST123 Test Account-CareEvolve123 200 Riverfront Dr 3rd Floor ELWOOD PARK, NJ 07407

Printed: 5/20/2020 9:29 AM Fasting: No Priority: Routine ABR: No SSN: 461-64-4888 BS

Patient: TEST, CAREEVOLVE Office ID: Home Phone: 201-555-1111 DOB: 01/15/1963

Address: 123 Main MATHEVA, OH 45103 USA Marital Status: None Sex: M Age: 57 Yrs

Clinical Info: Relationship: Self

Bill Type: Insurance Guarantor: TEST, CAREEVOLVE Employer: Home Phone: 201-555-1111

SSN: 461-64-4888

Address: 123 Main MATHEVA, OH 45103 USA

Insurance: 1234 - Medicare Insurance: Address: Test Street, parkings ELWOOD PARK, NJ 07407 USA

Group #: 123123 Group Name: Policy #: Group #: Group Name:

Collected: 5/20/2020 9:29 AM Collector: careevolve Provider Name: Doctor McTeaser

Dr Code: 804, 200.03 Provider Code: 9105

Code	Tube	Description	Additional Info
TEST1		Complete Blood Count w/DIFF	Complete Blood Count with Differential

Special Instructions: Call doctor with critical results

NOTES:
