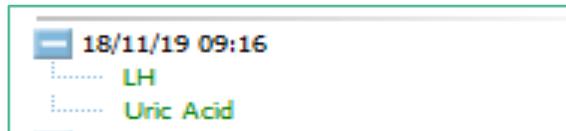


How to ADD to or AMEND an eOrder before the patient presents

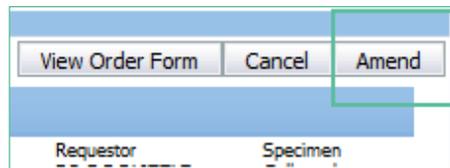
1. The **original** order **must** be an eOrder.
2. With the patient selected, open the eOrder web form.
3. Click on the View Results tab in the bottom left hand corner.



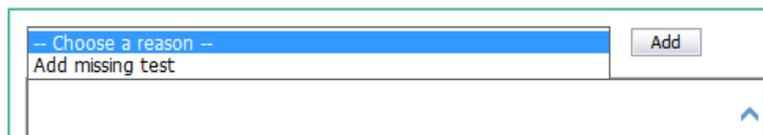
4. In the Results list, check that the order is in green (showing that the patient has not yet presented.)
5. Click on the date or any of the tests.



6. In the right hand panel at the top right corner, the eOrder form will then display three tabs.
7. Click on the Amend Tab.



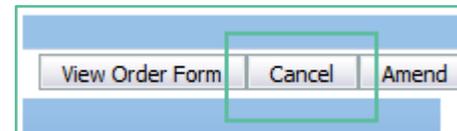
8. The eOrder form will open a screen displaying the tests currently in the order.
9. To ADD another test or tests, click on the Drop Down and select Add Missing Test.



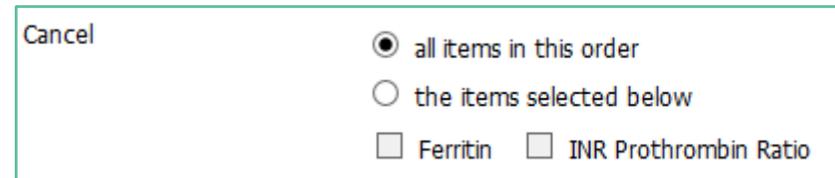
10. If you prefer, you can type a different reason into the text field and click on Add.
11. Click on Submit at the bottom right.
12. The form will open the Tests chooser screen.
13. Tick the additional test or tests you require.
14. Then click on Next and Place Order as usual.
15. The eOrder will be updated with your additional tests.



16. To REMOVE a test you had requested, open the View Results tab as before.
17. Click on the order and then on the Cancel button.



18. In the next screen, tick the test or tests you wish to cancel.



19. Choose or add a reason.
20. Click on Continue at the bottom right of the screen. Exit eOrder.

How to Request Additional Testing after Results are received

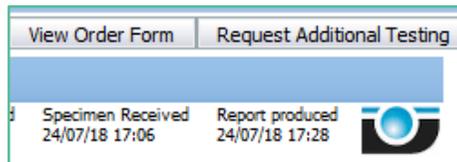
1. The **original** order **must** be an eOrder.
2. If the entire sample is no longer viable, or the **original order was not electronic**, the Request Additional Testing tab will not be shown.
3. With patient selected, open the Eorder webform and click on the View Results tab in the bottom left hand corner.



4. In the Results list, check that the order is in black, red or orange (showing that it has been processed by the laboratory), then click on it.



5. On the top right, the eOrder form will then display the Request Additional Testing Tab.

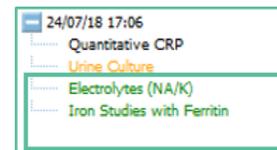


6. Click on the Request Additional Testing tab to open the Test Chooser screen.
7. Points to note:
 - The eOrder form will ONLY permit you to select tests for which the existing sample is valid.
 - If the sample type is not suitable or is out of date, the test will be greyed out and you will not be able to select it.

- If a test is required urgently, you should phone the request through to the laboratory.



8. Tick the Additional Tests you require, then click on Next as usual.
9. The Draft Order will be displayed as usual for you to check.
10. Click on Place Order to finish.
11. The Additional Test request is emailed automatically to the laboratory.
12. The Additional Tests will show in the eOrder form as usual.



13. Additional tests can be requested by a doctor who did not place the original order.
14. Such tests will show the name of the doctor who **added** the extra tests.