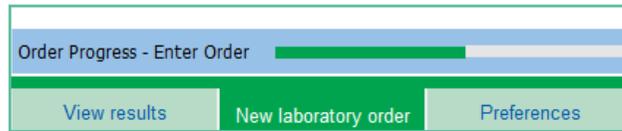


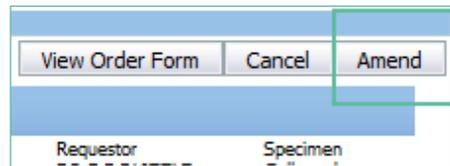
Reprinting and Repeating an eOrder

To Reprint

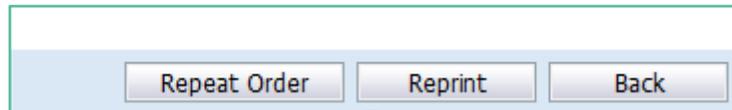
1. Open the patient record.
2. Open the eOrder web form.
3. Click on View Results in the bottom left hand corner.



4. In the Results tree on the left, click on the order you need to reprint.
5. In the top right hand corner, click on the View Order Form button.



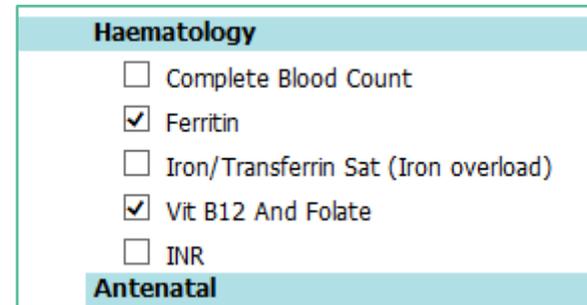
6. The order form will display.
7. At the bottom right of the order three buttons will be displayed.



8. Click on the Reprint button.
9. This will generate an exact copy of the original order.
10. Click Print to finish.

To Repeat an Order

1. The key difference between Re-printing and Repeating an order, is that the Repeat process will
 - a. Open the Tests Chooser window so that you can add anything you wish, or un-tick tests previously ordered.
 - b. Update the date and time.
2. Start by following steps 1 -7 on the left.
3. When the three buttons display, click on Repeat Order.
4. The Test Chooser screen will open.
5. Items already selected on this order are ticked.



6. Un-tick any unwanted items and tick any you wish to add.
7. Click on the Next button on the bottom right.
8. Click on Place Order.
9. Then choose to print or not as appropriate.
10. The order will be transmitted as usual with the current date and time.