

### Using the Additional Tab

1. If a test is not available on the eOrder form, or if it is normally not available for a patient because of gender or other factors, it is still possible to place the order, using the Additional tab.
2. In this case, we want to order a PSA test for a transgender patient.
3. On the Additional tab, in the search field, type a few letters of the test you require.
4. Then click on Search or press the enter key on your keyboard.

**Orderable Item Search**

Search for

Name	Code	Synonym
PSA	ORD-PSA	Total Prostatic Specific antigen

5. The eOrder form will show that the PSA test is available.
6. Click on the test name. It will then show in the Items Added section above.

**Items Added**

Name
<input checked="" type="checkbox"/> PSA

7. If you are not sure of the test code or precise name, type in a key word.

**Orderable Item Search**

Search for

Name	Code	Synonym
Measles Virus RNA	ORD-MEA	Measles PCR, Morbilli PCR
Morbilli Serology	ORD-MOR	Measles serology
Morbilli Serology	ORD-MOR	English measles
Rubella IgM	ORD-RBM	German measles

8. Then click on the Next button at the bottom right to continue to the draft order screen.
9. If the test you require is not listed on the eOrder web form, it will state 'No Matches Found' when you click on search.

**Orderable Item Search**

Search for

*No matches found.*

10. In the Search field, type misc (for miscellaneous) and press Enter.

**Orderable Item Search**

Search for

Name	Code	Synonym
Miscellaneous Test	ORD-MISC	Unknown test

11. The eOrder form will respond with Miscellaneous Test.
12. Click on 'Miscellaneous Test', then on the Next button.
13. The eOrder form will open to a new page with a free text field.
14. Type the name of the test you require into the Test Field.

Please review these order items

Item **Miscellaneous Test**

Only select this test if you can't locate the required test. Type test name below.

Test

15. Click on Next and then Place Order as usual.