Quick Tip

EXTERNAL LABCORP ORDERS

Changing Class During Ordering Process

If your clinic has been setup to send orders electronically to LabCorp, follow the steps below to place orders. If your clinic has not been setup you will receive a hard stop order validation message when you go to sign the order. If you would like to explore this option for your clinic, open a SERVICE NOW - GET IT Request.

1. To place order, type in the test name of the order you would like to place in the ADD ORDERS box at bottom of screen.

2. The system will open on the PREFERENCE LIST tab if any matches are found on the Labcorp facility list or on user’s personal/favorite list. **It is important to select orders from the DUHS AMB FACILITY LABCORP list.**

3. If test is defined on our LabCorp system list they will appear with the word “LabCorp” at the end of the order name. Select the desired lab and then click **Accept.**
4. Click the blue summary sentence to open order details.

5. Update the Order Class to External LabCorp (it is very important you do this step). Click on the magnifying class and select External LabCorp.

6. If you have multiple orders, you can use Edit Multiples to change class for all.
   a. Click on Edit Multiple.
   b. Select the orders you want to apply the change.
   c. Click on magnifying glass in CLASS field and select External LabCorp.
7. You can leave as Normal status even in Order Only like encounters.
8. Adjust any additional order details as necessary. When finished, sign the order in the usual manner.

Create favorites on preference list

Saving these orders with the External LabCorp class would be beneficial if you are planning to order these frequently.

2. Select your ORDERS OUTPATIENT List.
3. Create a new section. Click on New Section, Enter a Display Name and Click on Accept.
4. Click on New Item, enter the test you are looking to add.

5. Open up the CLASS and change to External LabCorp.
6. When ordering you can click on the search bar next to ADD ORDER box, this will bring up the BROWSE tab for order search. Click on your new preference list section and then click on the labs present.
LabCorp Orders