

This Quick Reference Guide (QRG) reviews the process for ordering a Dahl Chase specimen collection and printing labels.

### Common Buttons & Icons

	<b>Orders for Signature</b> icon
	<b>Missing Details</b> icon

### Document Dahl Chase Requisitions

➤ **From the Inpatient Quick Orders MPage:**

**STEP 1:** Type **dahl chase req** in the **Search New Order** field in the **New Order Entry** component.

**STEP 2:** Click **Dahl Chase Requisitions**.

**STEP 3:** Click the **Orders for Signature** icon.

**STEP 4:** Associate the appropriate diagnosis, if necessary.

**STEP 5:** Click **Modify Details**.

**STEP 6:** Select the check box(es) for the test(s) needed.

**STEP 7:** Right-click the order.

**STEP 8:** Click **Modify**.

**STEP 9:** Document the required fields.

**NOTE:** Make sure the specimen description matches what is written on the label.

**STEP 10:** Repeat steps 7-9 for each test, as needed.

**NOTE:** Once you place the order, you cannot modify or cancel it.

**STEP 11:** Click **Initiate Now**.

**NOTE:** If you are drawing more specimens, you could select additional orders and repeat the process.

**STEP 12:** Click **Orders For Signature**.

**STEP 13:** Click **Sign**.

**NOTE:** You can no longer modify or cancel the order. Once it's placed, the only way to cancel it is to call Dahl Chase and have them cancel it on their end.

### Print the Requisition

➤ **From the Inpatient Quick Orders MPage:**

**STEP 1:** Click the **New Order Entry** component header.

**STEP 2:** Right-click the Dahl Chase order.

**STEP 3:** Hover over **Print**.

**STEP 4:** Click **Reprint Requisition**.

**STEP 5:** Choose the appropriate printer.

**STEP 6:** Click **OK**.