Patients that require recurring visits to the lab to have tests performed, the feature of recurring labs is available within the order details of the lab order.

Placing a Recurring Order

STEP 1:   Place the order from the **Quick Orders** page or **New Order entry** window and modify the details.

STEP 2:   Within the Order details, select the calendar icon within the **Order for Future Visit** field.

STEP 3:   Select **Recurring Order**.

STEP 4:   Enter the recurring details appropriate for your patient and select **OK**.

STEP 5:   If all order details for all other orders that are being placed are complete, select **Sign** to submit the orders.

Viewing the order on the order profile

➢ Parent orders will display with subsequent child orders for the recurring dates selected within the **Recurring Order Details** when placing the order.

- The information can be expanded and/or collapsed to see more or less information. The carrot will expand these details to see the child orders.

Canceling orders

➢ If the parent order is in the future state, meaning no orders have been collected/dispatched, all orders are cancelled.

➢ If the parent order is in the ordered state and there have been orders collected and activated, that order will cancel along with the others that have not been collected/dispatched.

➢ Orders that have been collected/dispatched stay in that status. Expanding the details of the parent order would identify these statuses.

STEP 1:   Right-click the **parent order**.

STEP 2:   Select **Cancel/DC**.

STEP 3:   Select **Sign**.

   ▪ Clinical staff will receive an **Ordering Physician** window, enter the ordering provider and appropriate communication type.

STEP 4:   Once all details are entered, select **OK**.