Patients who show up at a Quest Diagnostics draw station who initially were intended to go to the Hospital or Outside Lab draw station will need to have the order activated.

Searching for the Patient

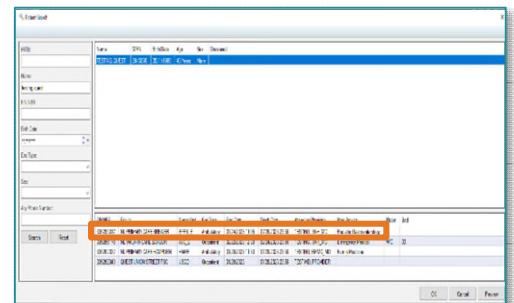**STEP 1:**   Sign into **PowerChart**.

STEP 2:   Click the **magnifying glass**.

STEP 3:   Using **Search,** search for the patient's name.

STEP 4:   **Locate the most recent practice encounter** and select that **FIN**.

- If no encounter found, inform Quest Lab Staff to have patient contact their providers office to confirm the ordering providers location.

STEP 5:   Click **OK** to open the patient chart.
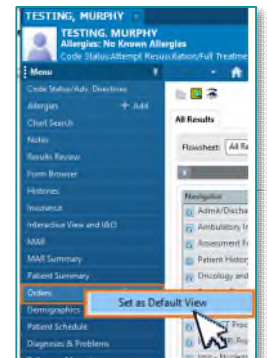
Locating Ordering Provider Name

STEP 1:   Locate **Orders** in the blue menu to the left and right-click.

STEP 2:   Select **Set as Default View**.

- Next time a patient's chart is entered, it will default open to Orders.

STEP 3:   Click **Orders** link in the blue menu.
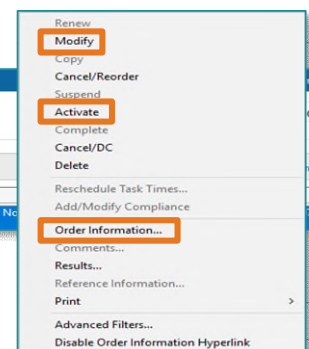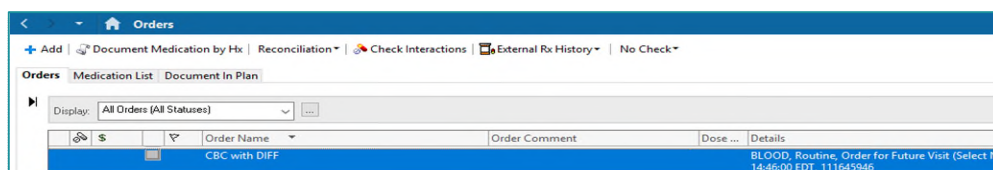
- Orders Profile page opens.

STEP 4:   Locate the intended Order from the Laboratory View.

STEP 5:   Locate the order, right-click, and select **Order Information**.

- Locate ordering **Provider**.

- Close Order Information box.

> **NOTE:** If unable to locate the order, inform the Quest Lab Staff to have patient contact their providers office to confirm the order(s) have been placed.

Modifying and Activating the Order

STEP 1: Locate order in the Order Profile page, right-click order, and select **Modify.**

STEP 2: Enter the **ordering provider's name** and select **Administrative** for the **Communication Type.**

STEP 3: Change **Performing Location (ARLN)** to **Quest Diagnostics.**

STEP 4: Click **Orders for Signature.**

STEP 5: Click **Sign.**

STEP 6: Right-click the order and select **Activate.**

STEP 7: Click **Orders for Signature.**

STEP 8: Click **Sign.**