

**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.



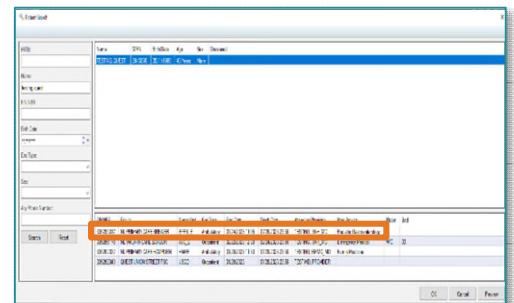
**STEP 2:** Click the magnifying glass.



**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

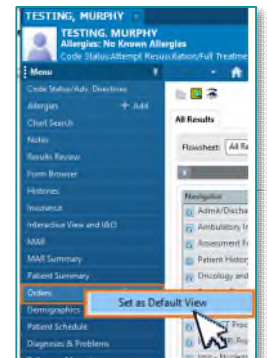
**STEP 1:** Locate Orders in the blue menu to the left and right-click.

**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.

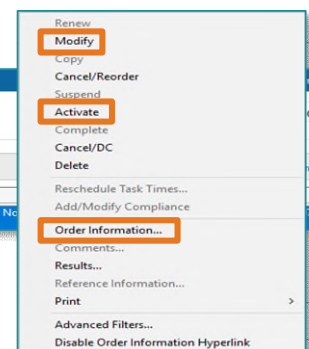
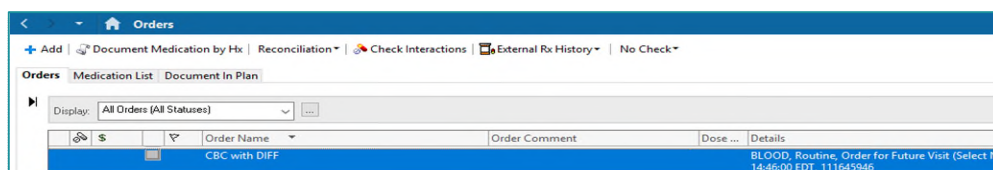


**STEP 4:** Locate the intended Order from the Laboratory View.

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

- Locate ordering Provider.
- Close Order Information box.

Original order entered and electronically signed by  
Written order by TEST MD, PROVIDER  
Laboratory Department  
CBC with DIFF (CBC (Includes Diff/P



**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**.

CBC with DIFF (CBC Includes Diff/Pit) (Qu...	Future (On Hold)	BLOOD, Routine, Order for Full
CBC with DIFF (CBC Includes Diff/Pit) (Qu...	Future (On Hold)	BLOOD, Routine, Order for Full
Comprehensive Metabolic Panel (CMP)	Future (On Hold)	BLOOD, Routine, Order for Full
COVID 19 Antibody Total	Ordered (Collected)	BLOOD, BLOOD, Routine, Star
Hemoglobin A1c POC	Ordered	06/30/23 8:52:00 EDT, Abnorm