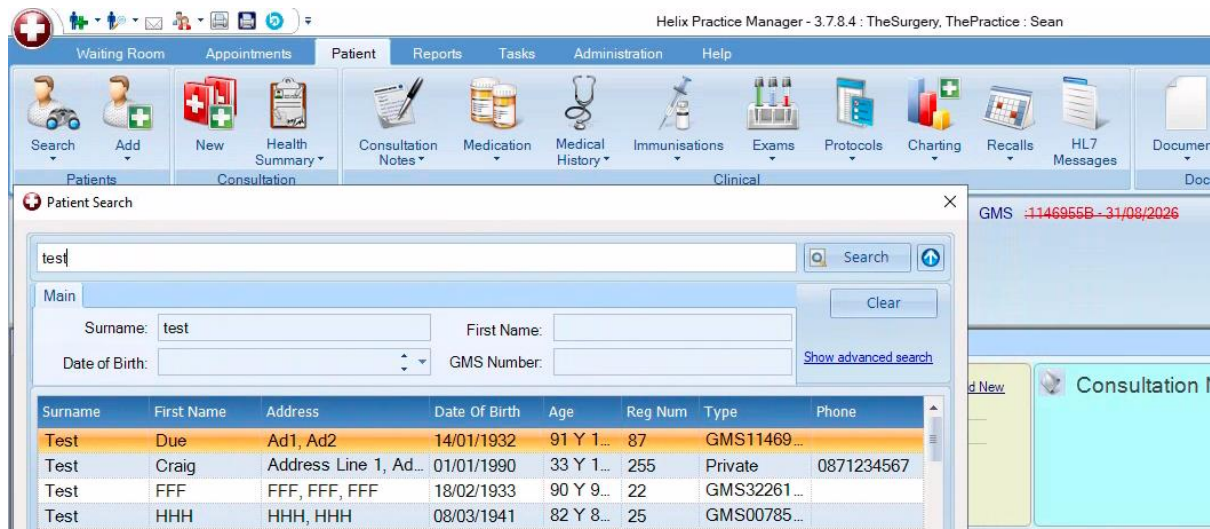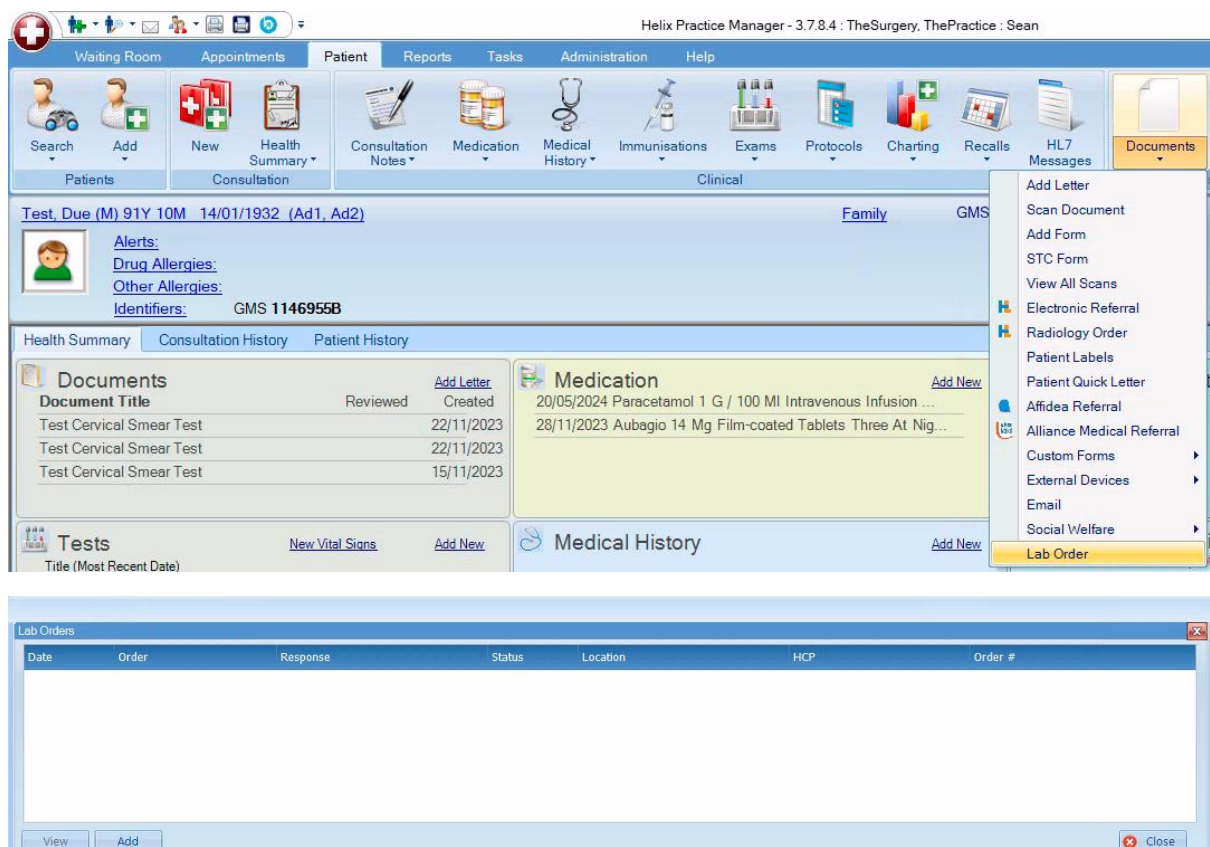# Helix Practice Manager – Lab Order

1. Click Consultation to open a patient's chart

Use the Search toolbar button to locate a patients chart, enter their name or DOB and double click on the correct patient to open their chart.

2. Under the Patient Tab, on the Documents Menu select Lab Order and click Add on the bottom left of the Lab Orders screen to make a new order

3. The Lab Order request form appears. Public will be selected by default. Select the Hospital Lab to place the order with.

4. It's likely that the following dialog box will appear, the user can just ignore/click OK on this.

5. Click Next to add specimens to the order

6. The Lab Order screen will load. Ensure Clinical Details are added and the Emergency Phone Number is Correct. From this screen select the specimens that you wish to add to your Lab Order.

7. Add tests. Any tests that have been added to the order appear at the top and the name of the test is highlighted in orange. Remove any tests on the order by clicking 'remove' to the left hand side of the test name. Once all tests have been added, click Review.

8. Click Commit Order to submit the Lab Order

9. Once the Lab Order is submitted, a dialog box will advise what specimens need to be sent to the lab. Click OK.

10. The Lab Order print window displays, with the details of the Order. Click Print to print the completed Lab Order form. The form must be inserted into the package with the specimens.

11. On the Lab Order screen on the patient's chart in Helix Practice Manager a record of the order will be retained.