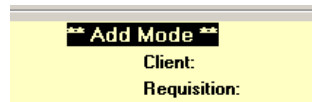
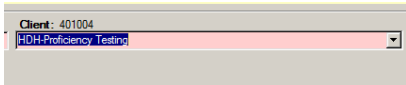


ORDERING PROFICIENCY TESTS OR ENVIRONMENTAL CULTURES IN CERNER



1. Choose the OSM Requisition Order Entry icon from the Appbar.
2. After it loads, the Customize window will appear. Customizing is only done the first time the user logs in to this app.
 - a. Under the General Tab, choose:
 - b. Order Location: HDH Micro Receiving
 - c. Startup Mode: ADD
 - d. All boxes are checked
 - e. Optional: If you do not want this box to appear everytime you log in, uncheck the box "Show this form each time the application starts?"
 - f. Under Labels tab, choose the specimen label printer
 - g. Under the Color tab, you can customize the colors you want for the Header and Required fields by clicking on the "..." box. A color chart window will open. Choose the desired color for each field and click OK.
 - h. Under the Orders tab, make sure the box is checked.
 - i. Under the Physicians Filter Defaults, highlight Name from the Available box and click Move. Name will move to the Selected box.
 - j. Highlight and move Alias and Filtered to the Selected box. When finished, click OK.
 - k. The Customize window will disappear and the Order Entry Window becomes available. Make sure it says ****Add Mode**** at the top of the demographics box.




3. Under Client, choose  HDH-Proficiency Testing or HDH-Environmental Studies from the drop down menu. Press Enter from the computer keyboard. It takes a bit for it to think.

4. The Search By window opens.

A screenshot of a search window with a light gray background. It features a label "Person Name:" followed by a large, empty text input field.

5. Use ZZZZTest for the last name and enter the first name of the patient to be the number of the proficiency sample (ie. "HDH F1-07" or "Pharmacy"). Press search. Choose the correct "patient."

12. The screen returns to the original ordering screen. Click the save icon at the top left.  Click

ORDERS
SUBMITTED ORDERS

on Submitted Orders at the bottom to get the accession number. Labels should automatically print.

Client	MRN	Patient Name	Procedure	Accession	
DH-Proficiency Testing			Strep Group A Antigen Test	40-15-350-00140 Not Required, ..

13. To order another Proficiency Test, click in the yellow “Add Mode” box and repeat the steps for any additional tests.

14. When finished, exit the application by choosing Task at the top left of the screen and then choosing Exit from the drop down menu.