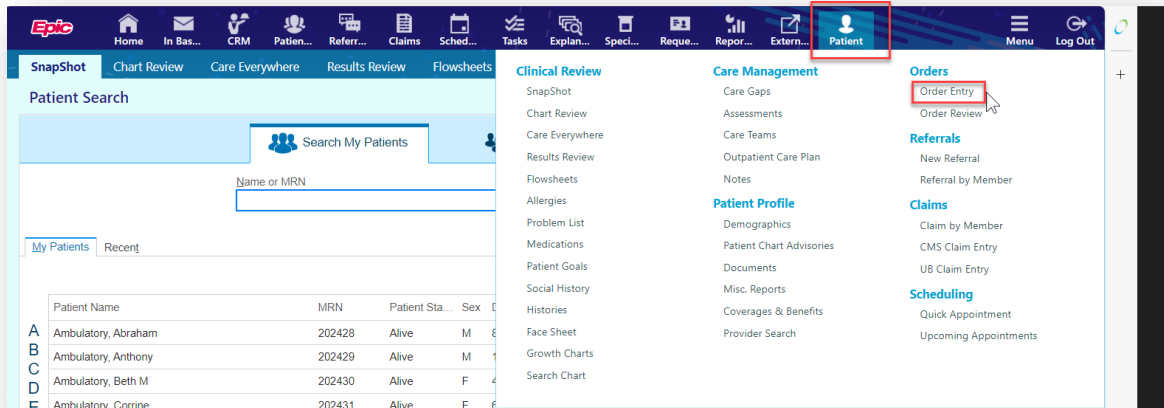# Sharp Link: Laboratory Orders Workflow

Follow the steps below to enter a Lab order in Sharp Link.
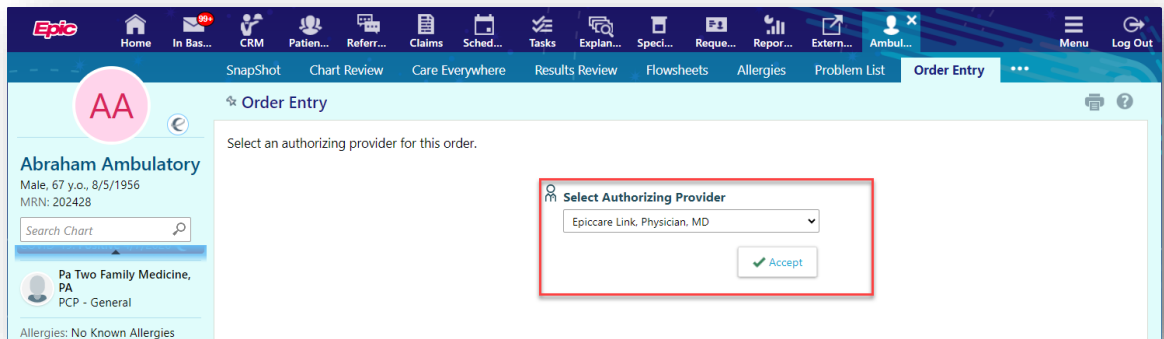
Try It Out

Place a new Lab order

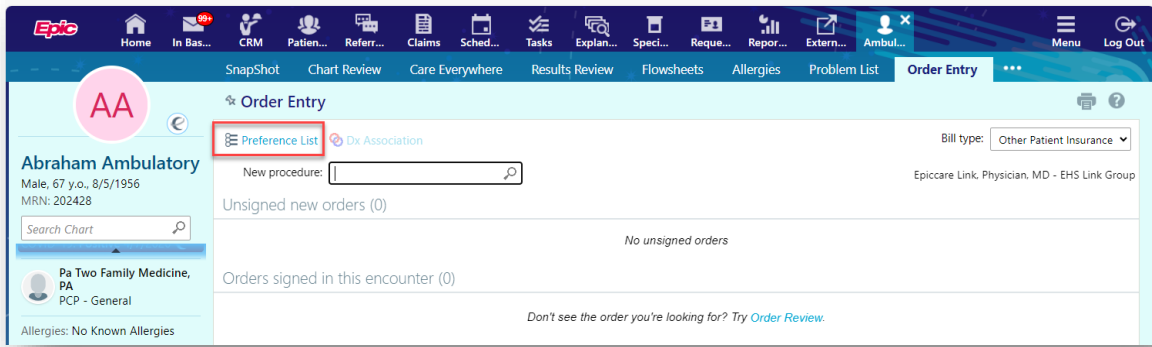1. Select the Patient tab and click Order Entry. ***Select a patient if one is not already in context.

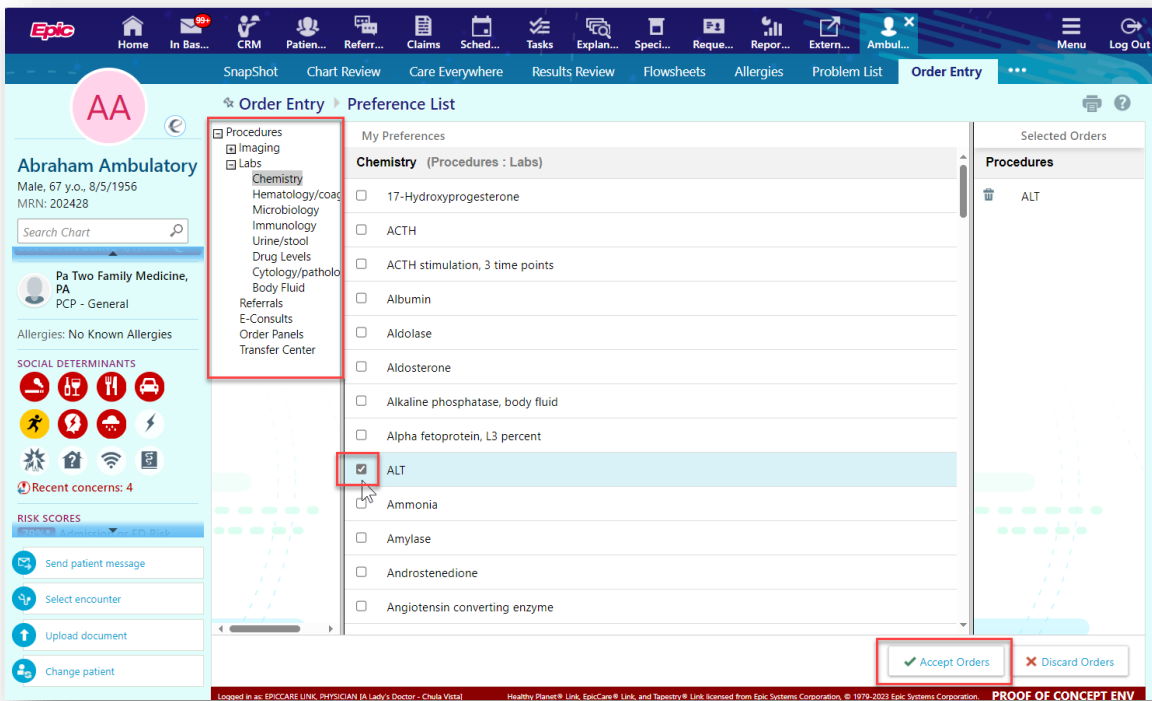2. Select an ordering clinic and authorizing provider and click Accept.

3. Click Preference List to see a list of available orders.
   ***If you don't see a Preference List available, just Search for a Lab order by clicking in the New Procedure field.
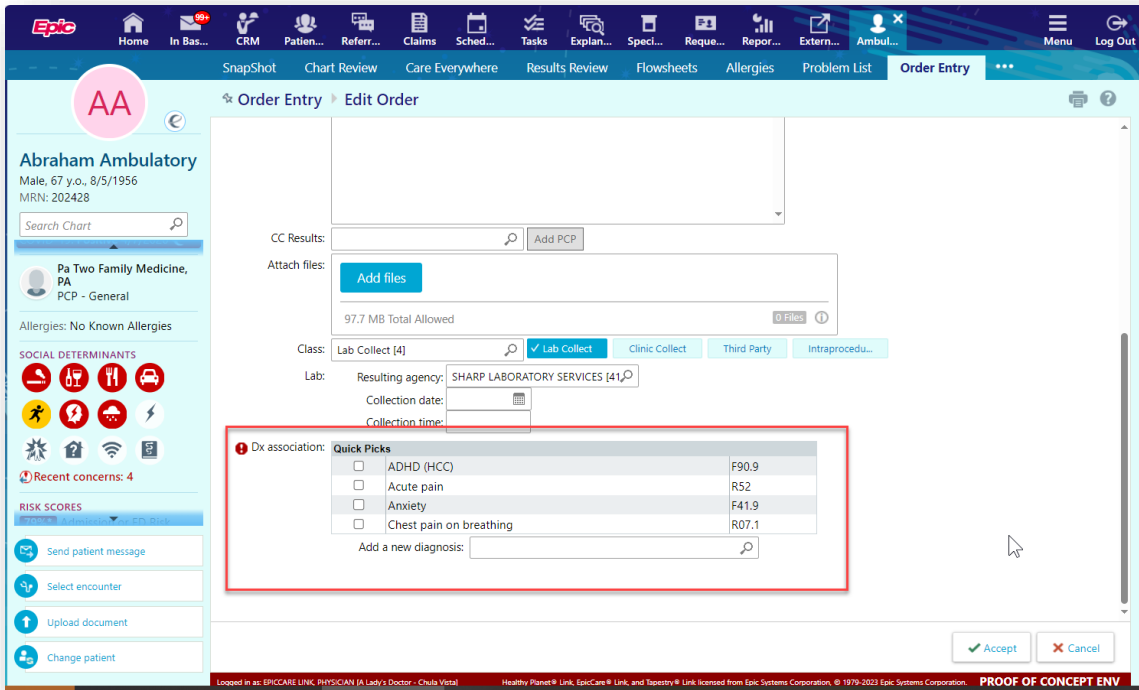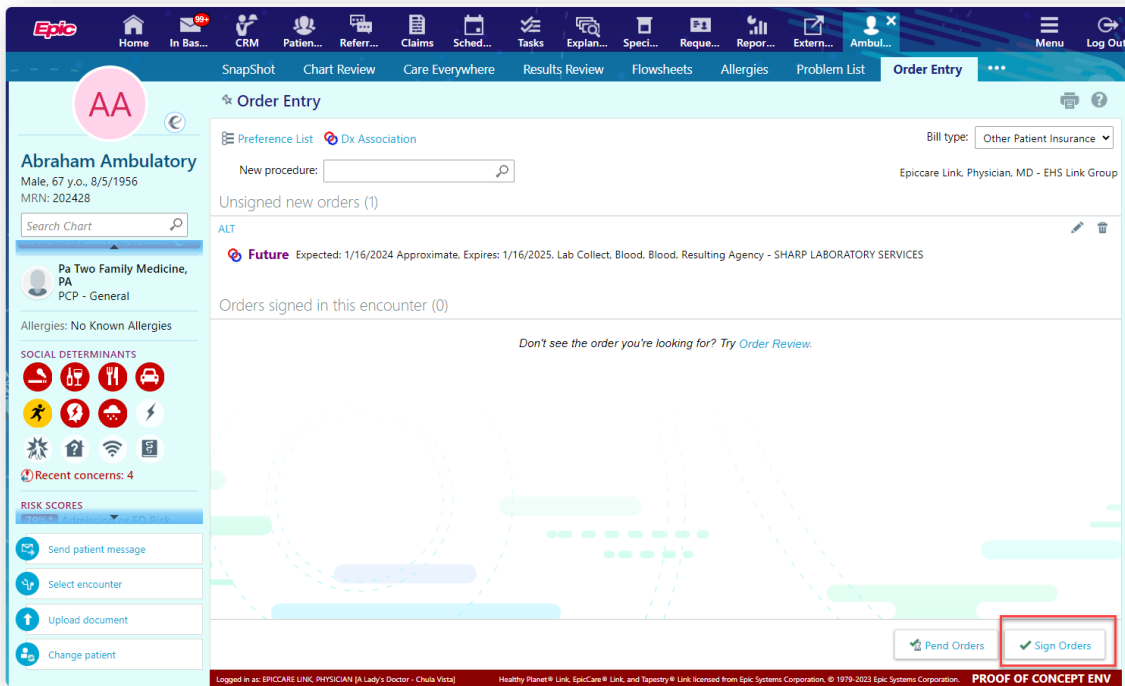
4. Select the check box next to each order that you want to place. Use the subsections in the left pane to filter orders by type.

5. Click Accept Orders to review a list of your orders and make any necessary changes before signing them.

6. If there is a required (🛑) or recommended (⚠️) icon next to an order, you can enter more information. Click an order's name to edit details like quantity or associated diagnoses.
    -   For a procedure order, you can attach a file, such as a scanned image, to the order.
    -   To associate a diagnosis with a single order, either select the check box for a recent diagnosis in the Dx Association section or enter a new diagnosis in the Add a new diagnosis field and press Enter.

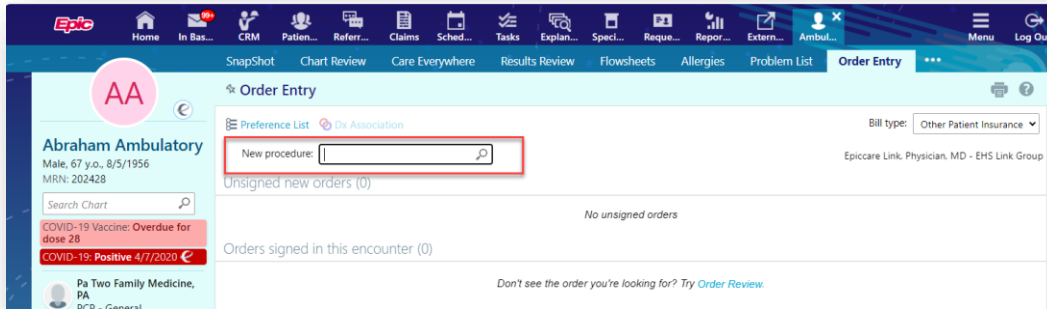7. Accept and sign the orders.

8. If there's decision support associated with any of the orders, select a follow-up action and click Accept.
9. Enter your password if prompted and click Accept.

Continued on next page.

You Can Also…

- If you already know the name of the order in EpicCare Link, you can search for it in the New procedure field.

- You can enter a partial word in a field instead of a whole word to reduce the amount of time you spend typing.
  - For example, entering "gluc" in the New procedure field in Order Entry shows you all the procedures beginning with "gluc." You can use this shortcut for any information that is stored in the database, such as procedures and other providers' names.