

# 1.0 Laboratory Notifications

## 1.1 Sign a Lab Result Notification

1. Select the Notifications tab to display the notifications list

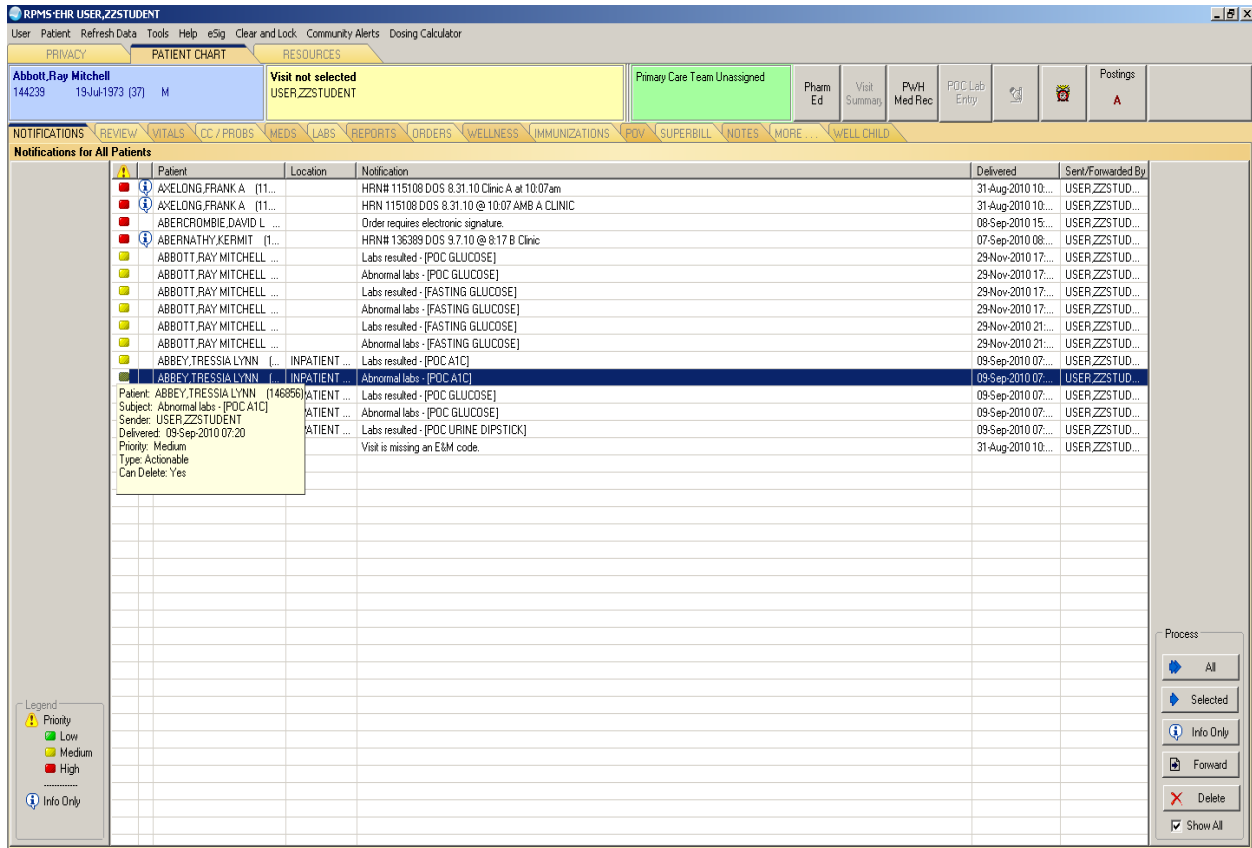


Figure 1: EHR window, Notifications tab

2. Double click the notification to be processed
3. Click Sign Orders:



Figure 2: Sign Orders button

4. Type the Electronic Signature Code

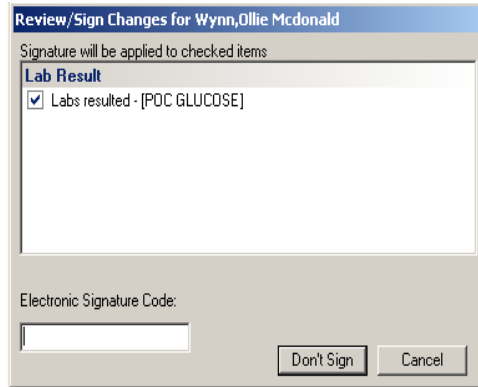


Figure 3: Review/Sign Changes dialog

5. Click Sign

1.2 Forward a lab result for consultation

1. Select the Notifications tab to display the notifications list
2. Right click the notification to forward

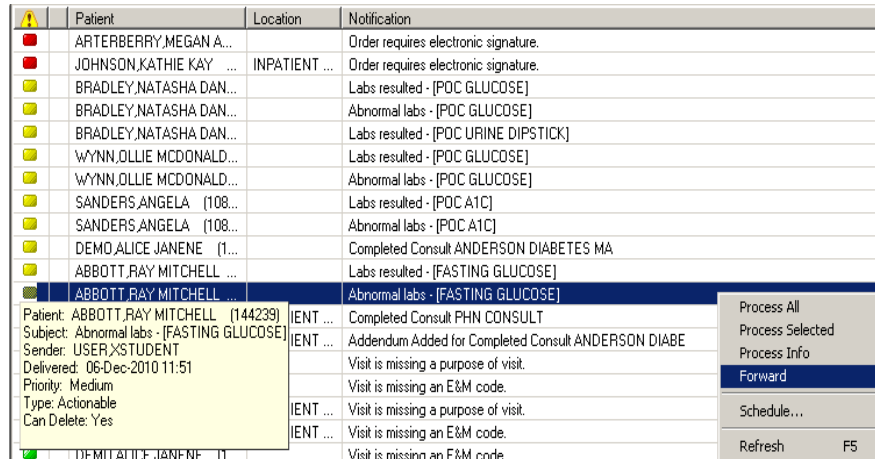


Figure 4: EHR window, Notifications tab, Notifications detail

3. Select Forward from the right-click menu

The Notification Recipients dialog displays:

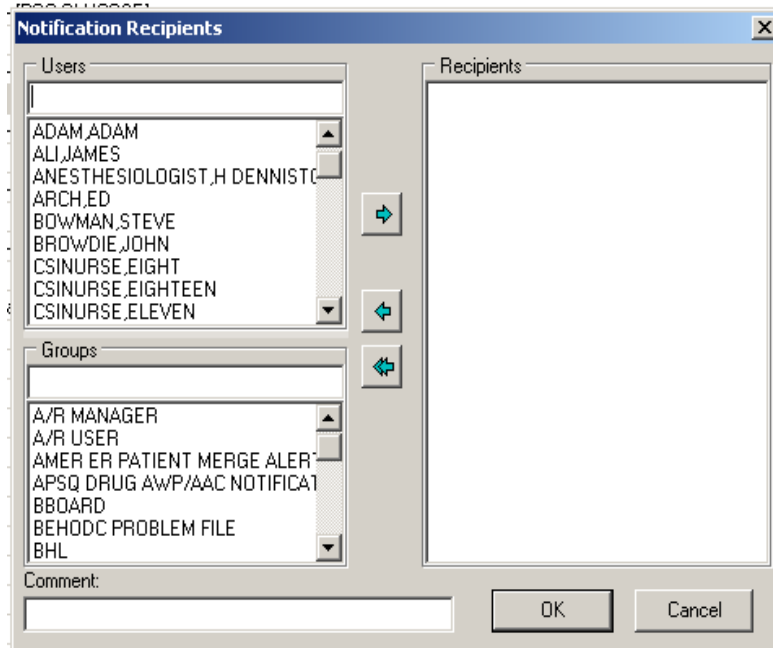


Figure 5: Notification Recipients dialog

4. Select Recipients:

- Select a User and click the right arrow to place the user's name in the Recipients field; repeat as necessary
- Select a Group and click the right arrow to place the group's name in the Recipients field; repeat as necessary

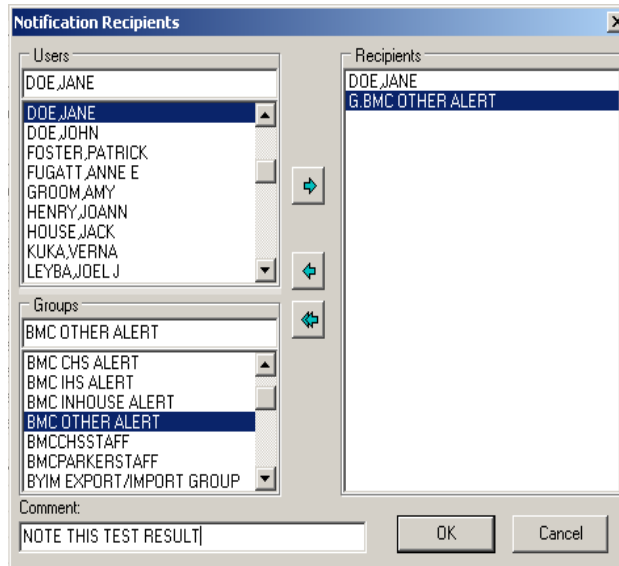


Figure 6: Notification Recipients dialog, completed



The Schedule a Notification dialog is displayed:

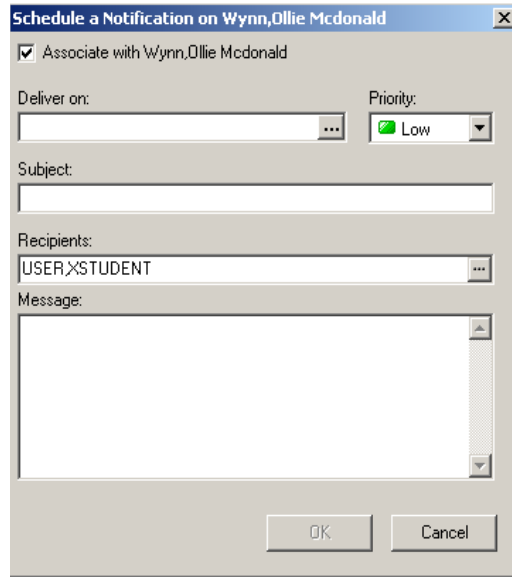


Figure 9: Schedule a Notification dialog

5. Select Associate with... to associate the notification with the currently displayed patient
6. Complete the notification information: Deliver on, Priority, Subject, and Message

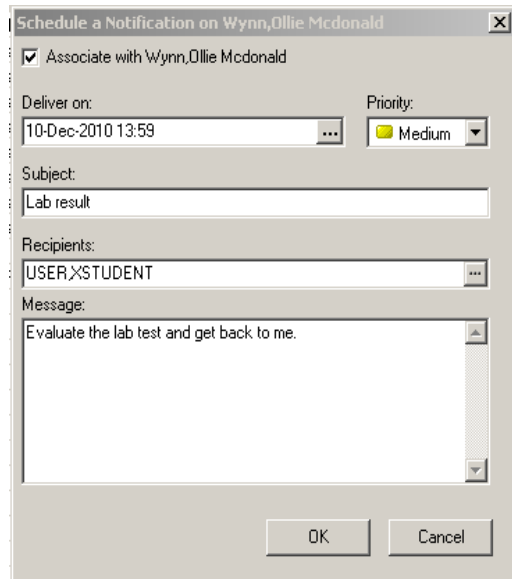


Figure 10: Schedule a Notification dialog, completed

7. Click ellipsis (...) to select additional recipients (see Section 1.2 Steps 4 through 6 and Figure 5)
8. Click OK to close the dialog

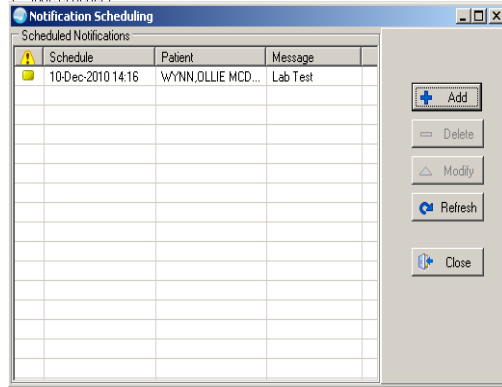


Figure 11: Notification Scheduling dialog, completed

9. Click Close to dismiss the Notification Scheduling dialog

The Notification Alert displays on the recipient's EHR window:

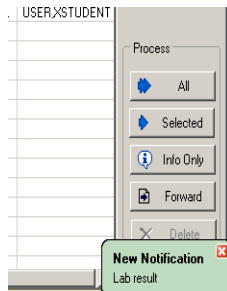


Figure 12: Notification Alert