All steps listed below must be followed before a patient is sent away.

**Checked:**

- [ ] Epic & also checked **Chart Review** (the order may show up in this section)
- [ ] Labtest & also checked the **Pending** section (the order may have been ‘Released’)
- [ ] Soft & checked **Order History** (the order may have been ‘Released’)
- [ ] OnBase
- [ ] Called Client Services 371-9500 (to see if order was faxed & not entered yet)

- Advised the patient that they can call their doctors office for a verbal order over the phone. The patient can use a phone in the lab or their cell phone. If they are unable to get an order from their doctor they can return at a later date when they have an order.
  - If the patient leaves the lab without getting any orders, print a set of labels from Soft and place on the top of this form & then scan it into OnBase.

**Additional Comments:**

Rev 1/24/20dr