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: