

SOP on Ordering a Test in FDM and FDM Lite

This document provides step-by-step instructions for ordering a laboratory test in the FDM or FDM Lite applications. It ensures all required fields are completed so the order processes correctly.

Before continuing, it's important to note that the following procedure applies to both FDM and FDM Lite applications.

Note: In order to start the procedure, users will need to set an appointment with a patient in order to order a test. If you don't know how to set an appointment, go to the "Appointments" tab and schedule an appointment.

Procedure:

1. Navigate to the Orders tab at the top of the screen.
2. Click Laboratory Test.
3. On the Order page, select the scheduled appointment for which you want to order the test.
4. From the dropdown menu, select the test you would like to order.
5. Scroll down to the Diagnosis section.
 - a. Select the type of adverse reaction the patient has.
 - b. Select the type of symptoms they experience during a reaction.
 - c. Note: These fields are required to successfully submit an order.
6. Review all information for accuracy.
7. Click Order.
8. You will be redirected to the Test Status page, where you can:
 - a. Confirm the order was submitted successfully.
 - b. Track the progress of all your orders.