

# Using Standing Orders (for Lab Staff)

Date: March 15, 2016

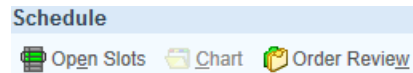
Standing orders require the provider to indicate the number of standing orders when ordering.

- The person collecting standing orders will need to go into Epic and release the order so the specimen label will print.

## Try It Out

### For Standing Orders that need to be released

- Open Epic and click Order Review tab

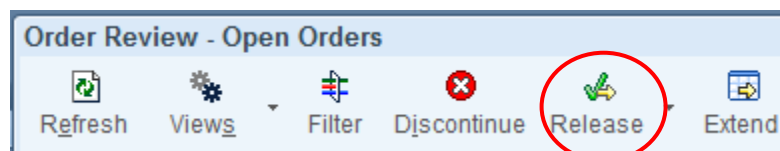


- Order Review Screen displays to select standing order to release: [Order Review...]

St:	Status	Order	Procedure C	Resulting Ac	Remaining	Order Date	Expected	Expires	Department	Authorizing Provider	Link	Last Perform	Raso
		Imaging											
		Lab											
	Standing	CBC	LAB BLOOD O.		45	10/23/2015 1257		10/23/2016 2359	BWH DF IMG O.	Physician Internal Medicine, MD		10/23/2015	
	Standing	Glucose	LAB BLOOD O.		49	6/22/2015 1526		6/22/2016 2359	BWP PC WEST.	Physician Family Medicine, MD		10/23/2015	
	Future	CBC	LAB BLOOD O.		1/1	11/4/2015 1508	11/4/2015 11/24/2015 2359	11/4/2016 2359	MGH IMATA W.	Physician Internal Medicine, MD			
	Future	Thyroid monitoring panel	LAB BLOOD O.		1/1	11/4/2015 1508	11/4/2015 11/24/2015 2359	11/4/2016 2359	MGH IMATA W.	Physician Internal Medicine, MD			
	Standing	Cholesterol, total	LAB BLOOD O.		9/10	11/23/2015 1146		11/23/2016 2359	MGH IMATA W.	Physician Internal Medicine, MD		11/23/2015	
	Future	Thyroid monitoring panel	LAB BLOOD O.		1/1	11/4/2015 1505	11/4/2015 11/24/2015 2359	11/4/2016 2359	MGP MED DE.	Physician Dermatology, MD			

- Highlight current standing order

- With order selected, click **Release** button



5. Always confirm the number of child orders in the '**Remaining**' column is decremented by one: (**Example:** the change is from 4/5 to 3/5 after release)

St	Status	Order	Procedure C	Resulting Ac	Remaining	Order Date
Lab						
●	Standing	CBC	LAB BLOOD O...		3/5	10/29/2015 1257