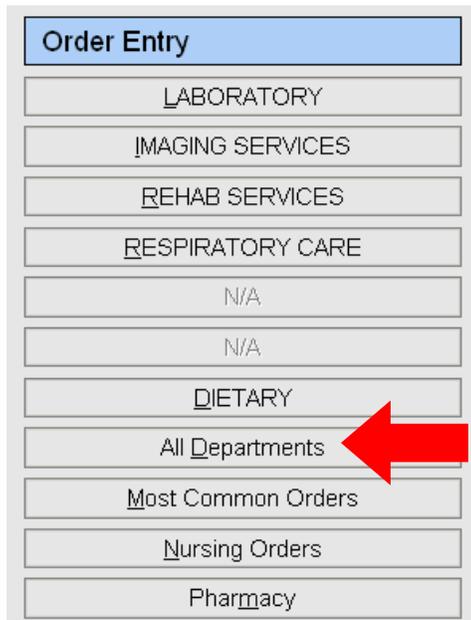1. Ancillary orders includes the following:

   - LABORATORY
   - IMAGING SERVICES (RADIOLOGY)
   - REHAB SERVICE (PT, OT, ST)
   - RESPIRATORY CARE
   - DIETARY
   - CASE MANAGEMENT
   - SOCIAL SERVICES

2. To input order for CASE MANAGEMENT and SOCIAL SERVICES, click "All Departments"

3. The following screen will show, and click the "CASE MANAGEMENT" or "SOCIAL SERVICES"

4. For example, Ordering CBC for tomorrow AM.

5. After clicking "Verify" to process, the following screen will show

6. Click "Create a Nursing Order"

7. The following screen will show and enter the following format:

<mark>**"LAB TEST NAME, DATE, TIME"**</mark>

In this example, it should be "CBC 052413 AM".

How to Input Orders

1. Access "Order Entry" screen to input orders

2. Select "Standard Orders" ONLY
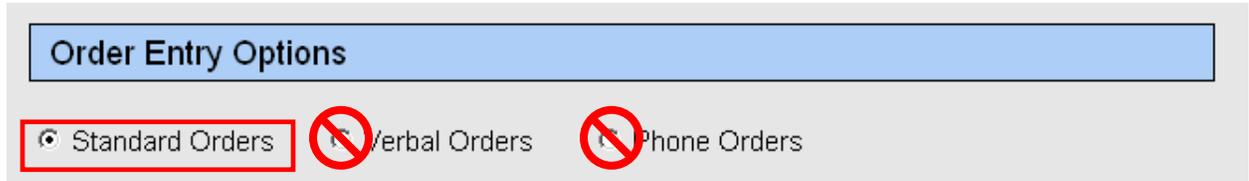
3. For Nursing Orders, click "Nursing Orders"

4. Click on the appropriate category, and specify order will show on the lower box
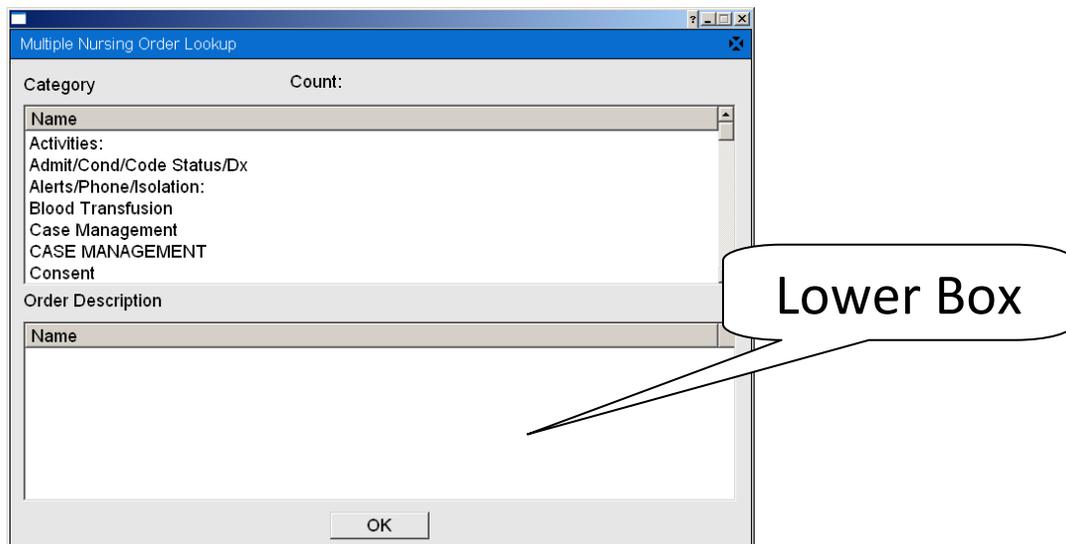
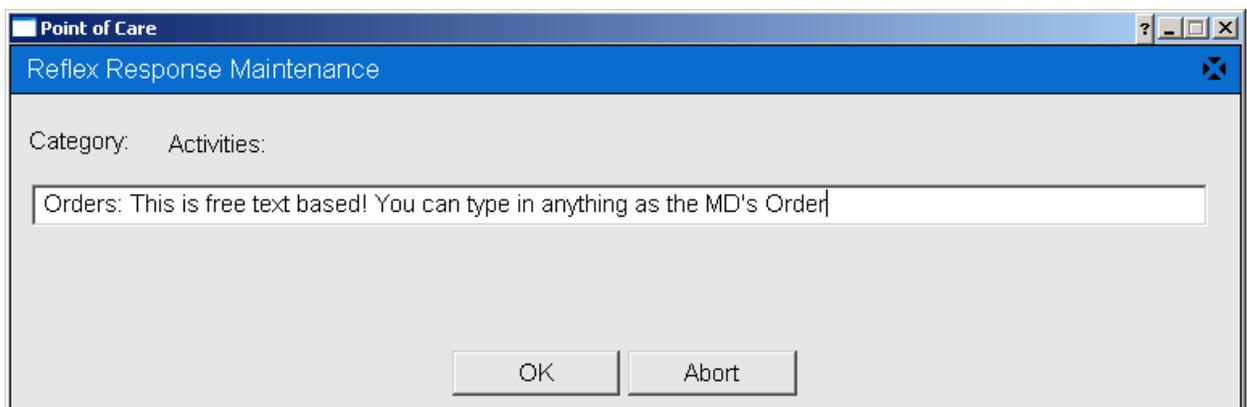5. **SINGLE CLICK** to select the Nursing Order. Once selected, the "Count" will go up by 1.
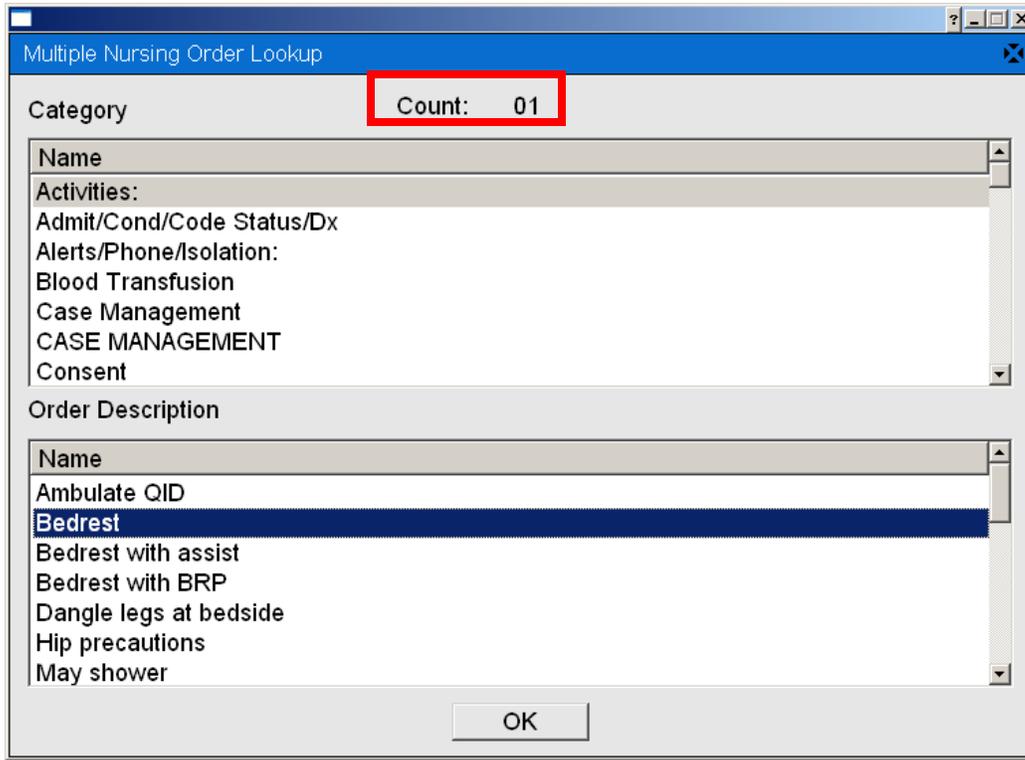
6. In case you could not find the appropriate order, select the appropriate category and look of "Orders:_" in the lower box.
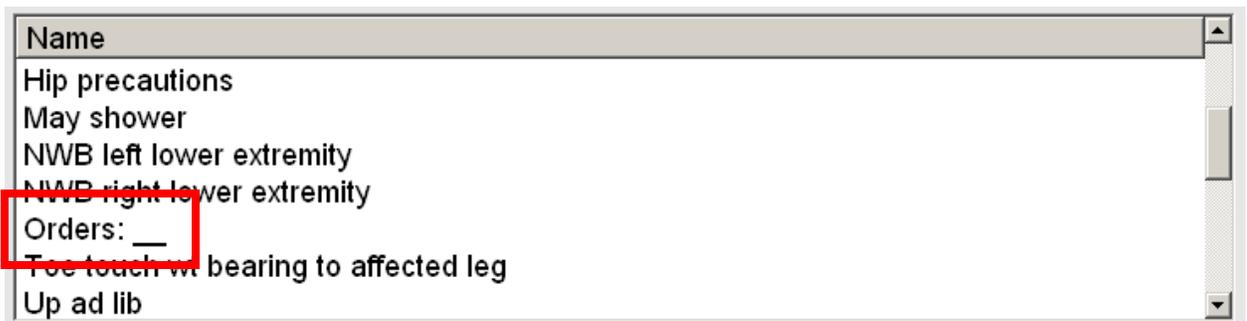
7. Nursing Orders are "free-text" based. You can change or edit any order to the specific wording according to the MD's order

8. Click "OK" once you done entry the order. Click "OK" to bypass the following screen.

9.