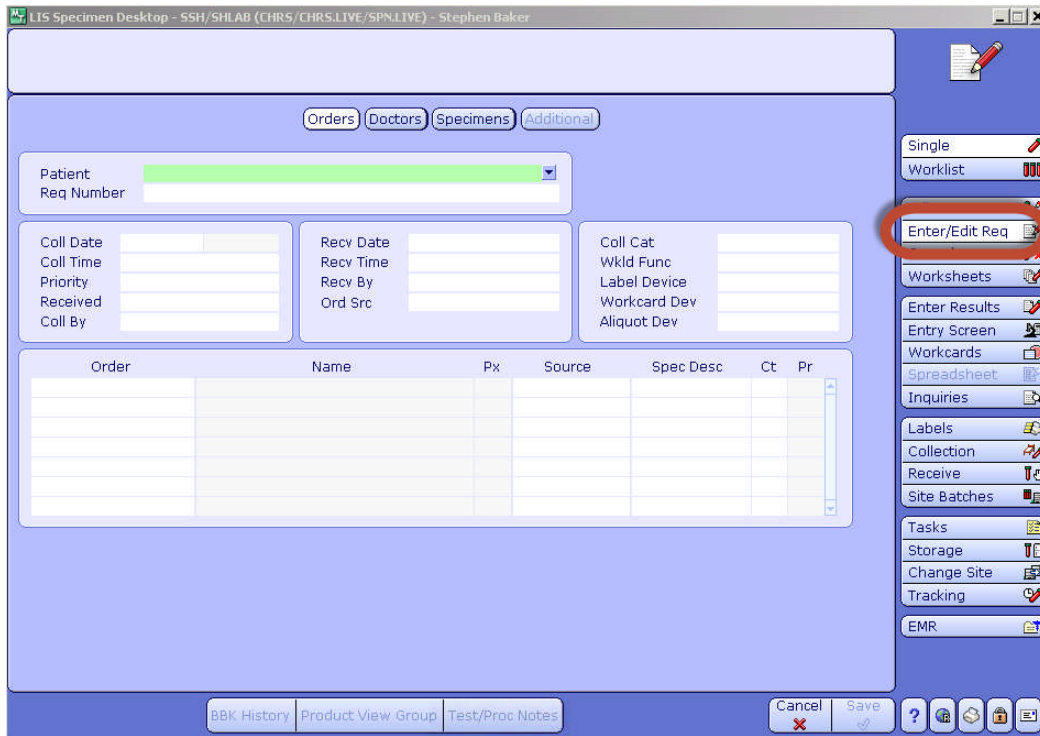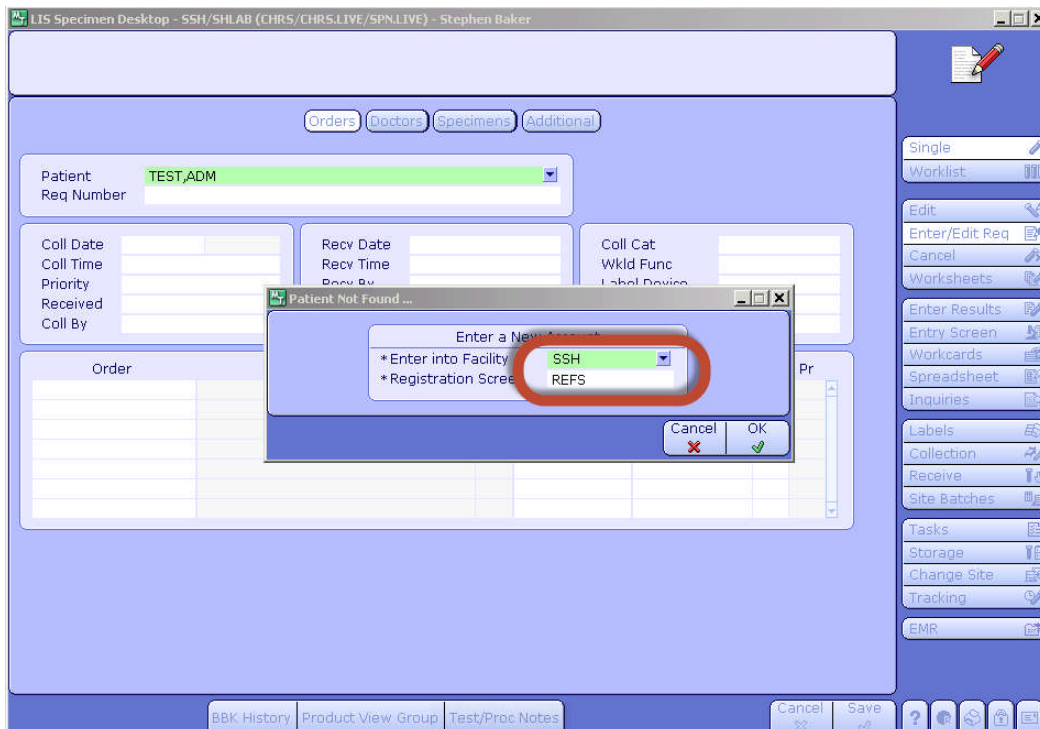# Processing Occupational Health Lab Orders

Create a new account in the usual way starting from Specimen Desktop / Enter Edit Requisition

When the screen below pops up, leave the default REFS in the Registration Screen field and select Save or press F12.

Enter the patient data, **including Social Security number**. If the associate refuses to provide Social Security number, proceed without it. For the required fields Client and Attending, enter as shown below. Example is for Shoreline associates. See last page for list of Client mnemonics for other locations.
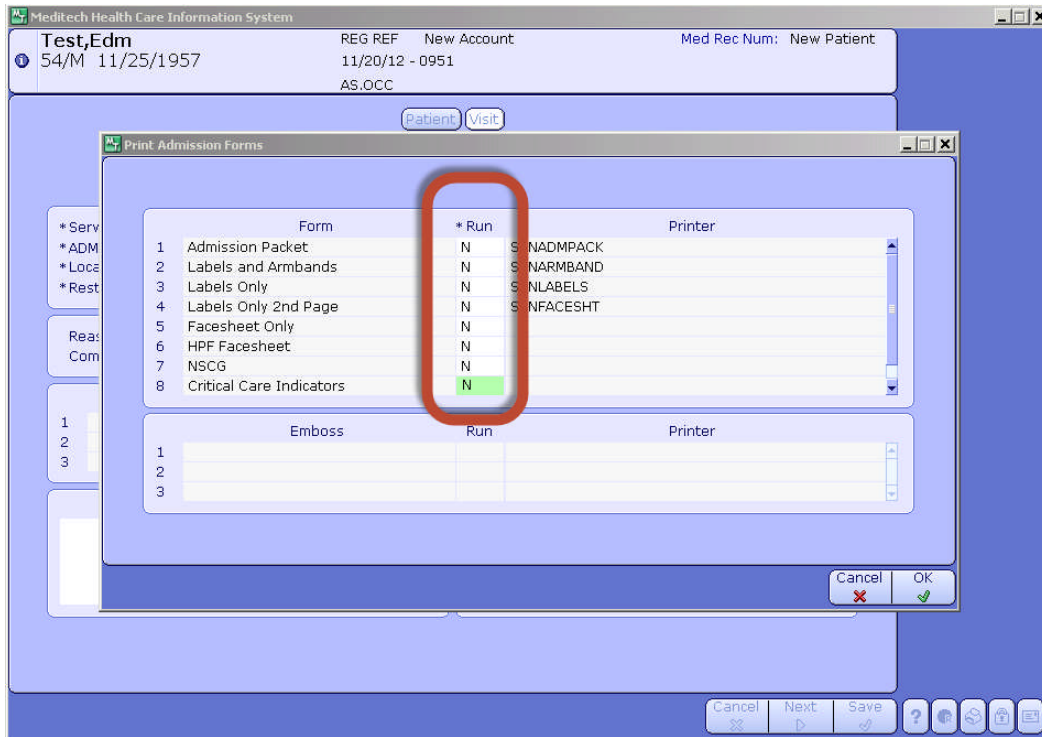

Continue to enter required data in the Visit tab as shown. The Location example is for Shoreline. See last page for list of mnemonics for other Locations. Select Save or press F12.

Edit the Run column to display all N.   Select OK or press F12 again.

Continue and order test(s). Then select the Specimens button.
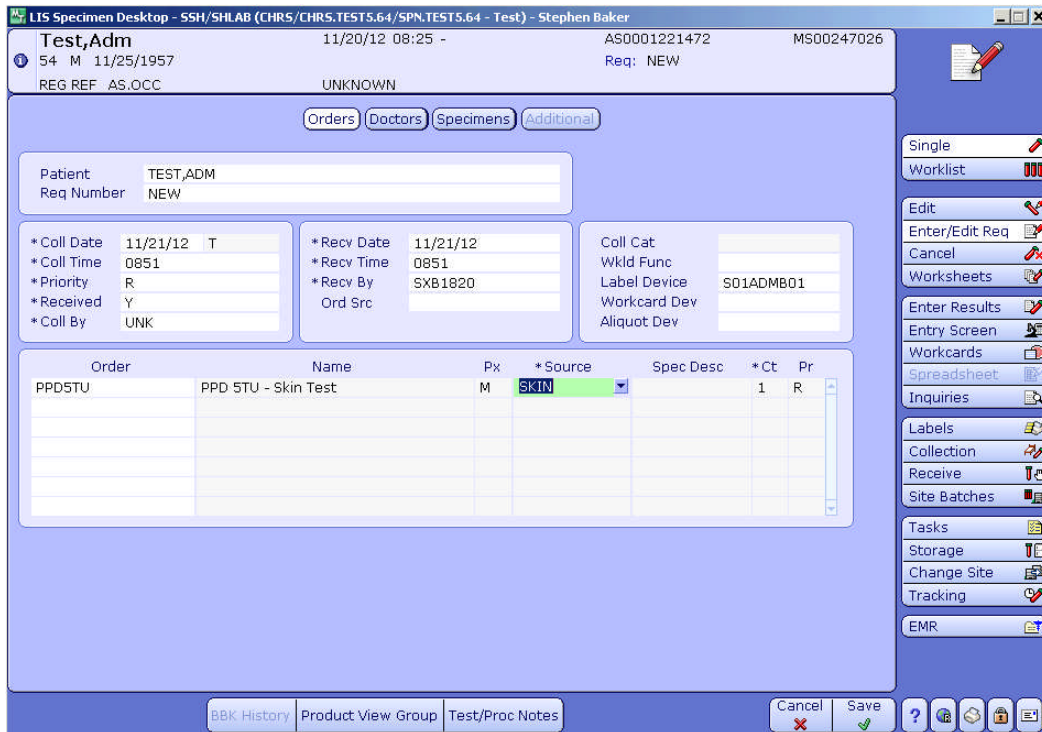
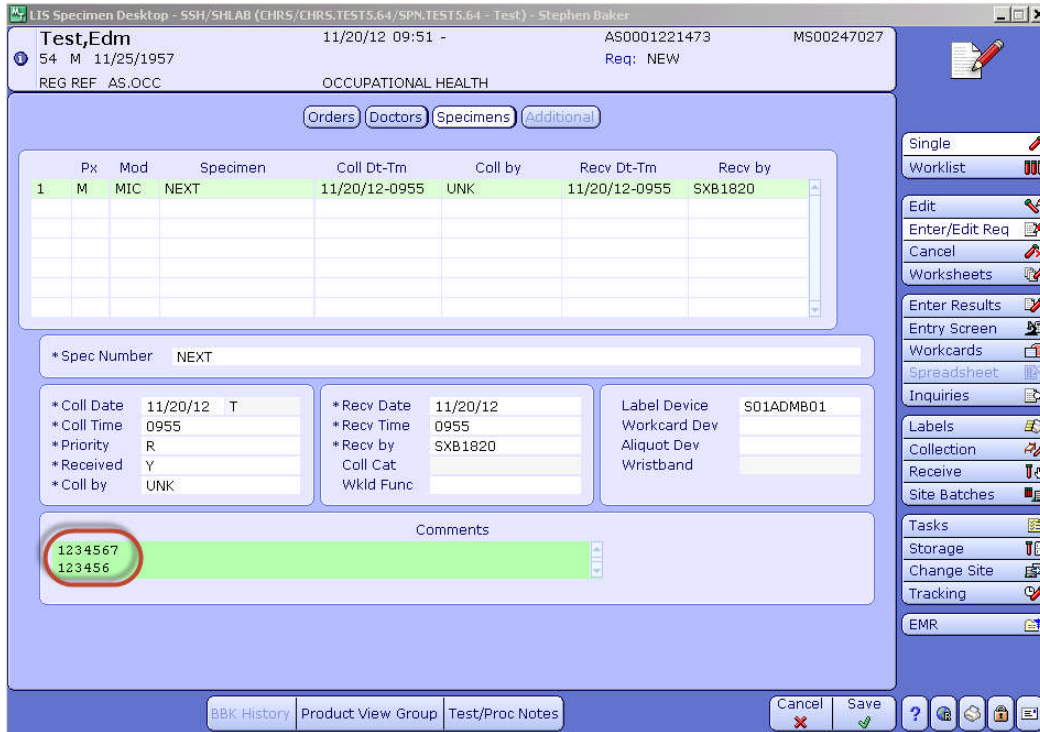Continue to the Specimens tab of the Orders routine and enter the patient's Axion number **on the first line of the comments section** as shown**.** Enter the associate's badge number in the second line of the comments section. If the patient's Axion number is not available, proceed without it. Select Save or press F12.

If you forget to add the Axion number when ordering, or need to add the number after ordering, start once again from the Specimen Desktop and select Edit / Specimen Data.
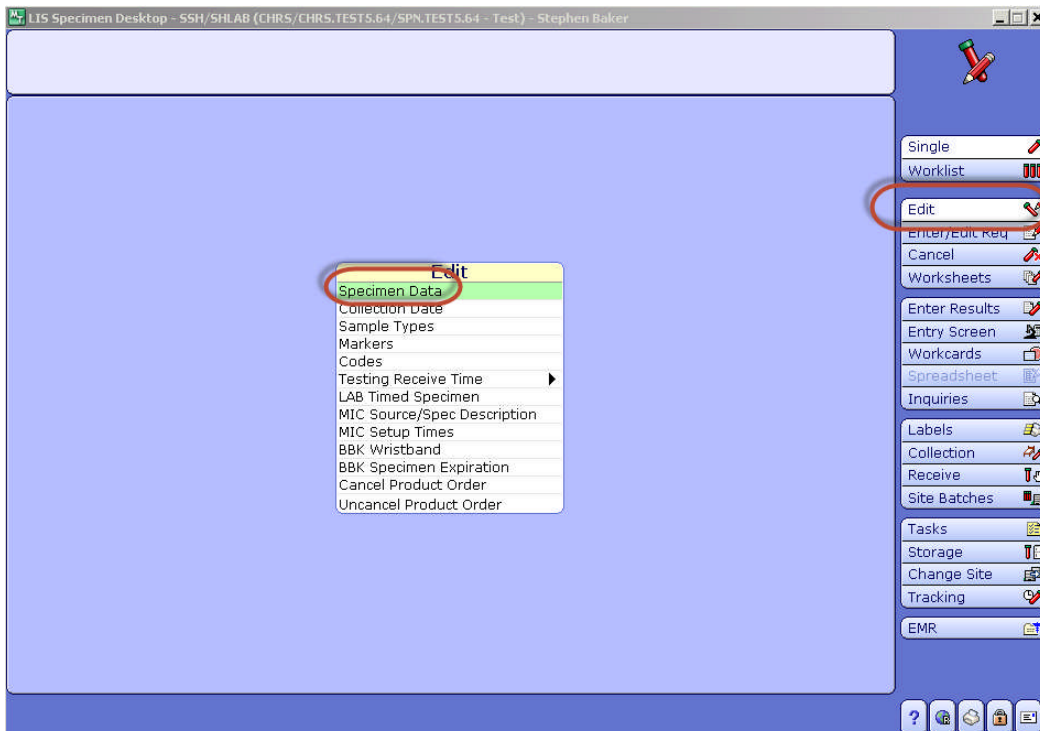
Enter the Axion number in the comment field as shown below. **Remember that the Axion number must be on the first line as shown.**

CLIENTS		LOCATIONS	
AQ.EMPHES	Kleberg	AQ.OCC	Kleberg
AR.EMPHES	Memorial	AR.OCC	Memorial
AS.EMPHES	Shoreline	AS.OCC	Shoreline
AV.EMPHES	South	AV.OCC	South
AW.EMPHES	Beeville	AW.OCC	Beeville
AY.EMPHES	Alice	AY.OCC	Alice