OPTION 1

**NEW Conditional Order on HOLD**

**Step 1:** Click **Find Patient** and find the patient by their birthday.

**Step 2**: Highlight the patients name in blue and click **show visits**.

**Step 3**: Find Visit Type and click on an **Ambulatory visit** by highlighting the visit you want in blue and clicking OKAY.

**Step 4**: Find the Conditional Order and Check mark it. Then, click the **Release order** icon to take the order off HOLD.

**Step 5**: Go back to your **Today’s OP Lab Visit**. (This can be done by being in Acute Care, Clicking the Patient List tab, then next to the Current list: select Today’s OP lab list.)

**OR**

Click on Find patient and type the patient’s birthday. Highlight the patient’s name in blue and click show visits. Then click todays Current OP Routine lab visit by highlighting it in blue. Next, clicking OKAY.

**Step 6**: Find the Conditional Order: it will say **Available for Activation**. (FYI: YOU WILL NEED TO PUT AN ORDER ON HOLD TO BE ABLE TO USE IT)

**Step 7**: Check mark the order and click on the Icon called **Modify** (looks like a Clipboard with a red screw driver next to it.) and then click **Activate**.

Sometimes a patient’s weight change will pop up and it will ask you “Do you still want to activate his/her order?” click **YES**

**Step7**: Click **Submit Order** which will place that order on HOLD.

**Step 8**: Take the order **off HOLD** to be able to use it. (Release the order)

**Step 9**: Collect order on LIS

OPTION 2

**Conditional Order Already taken off HOLD and is Available for Activation.**

You will be on Todays OP Lab List and have that patient’s orders pulled up.

**DO STEPS 6-9 ONLY**

**Step 6**: Find the Conditional Order: it will say **Available for Activation**. (FYI: YOU WILL NEED TO PUT AN ORDER ON HOLD TO BE ABLE TO USE IT)

**Step 7**: Check mark the order and click on the Icon called **Modify** (looks like a Clipboard with a red screw driver next to it.) and then click **Activate.**

Sometimes a patient weight change will pop up and it will ask you “Do you still want to activate his order?” click **YES**

**Step7**: Click **Submit Order** which will place that order on HOLD.

**Step 8**: Take the order **off HOLD** to be able to use it. (Release the order)

**Step 9**: Collect order on LIS