

TOPIC: ORDERS – HELP LAB ORDER & ADDITIONAL TESTING REQUEST (07-2025)

APPLICATION: EPIC PROVIDER FUNDAMENTALS ROLE: ☐ AMBULATORY ☐ INPATIENT

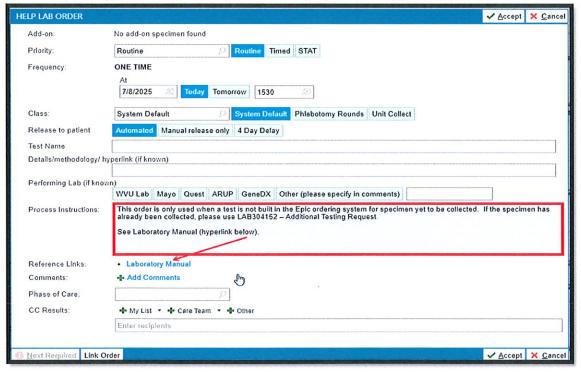
The **HELP LAB** order is an order request to be used when requesting a test that has not been built in EPIC and needs to be collected, these are typically send out labs. If a specimen has already been collected and is in the lab, then you will use the Additional Testing Request order (see page 2).

How to order a HELP LAB ORDER (Code LAB3041163):

1. Search for **HELP LAB ORDER** in order entry, Facility List, During Visit Providers.



- 2. Fill out required information:
 - Test Name
 - Details/methodology/hyperlink (if known)
 - Performing Lab from the preset buttons; if other, please specify in comments field.
- 3. Processing instructions are provided to further explain the use of this order: This order is only used when a test is not built in the Epic ordering system for specimen yet to be collected. If the specimen has already been collected and is in the lab, please use LAB304152 Additional Testing Request.
- 4. Reference Links is a hyperlink to our test directory to check if the test can be ordered with a prebuilt test code (See hyperlink below Process Instructions)



- 5. Click Accept.
- Sign Orders.

Questions? Email the training team at EpicProviderTraining@wvumedicine.org

