



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.

Code	Name
LAB3041163	HELP LAB ORDER

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)

HELP LAB ORDER [Accept] [Cancel]

Add-on: No add-on specimen found

Priority: **Routine** Timed STAT

Frequency: **ONE TIME**

At: Today Tomorrow 1530

Class: **System Default** Phlebotomy Rounds Unit Collect

Release to patient: **Automated** Manual release only 4 Day Delay

Test Name:

Details/methodology/ hyperlink (if known):

Performing Lab (if known): WVU Lab Mayo Quest ARUP GeneDX Other (please specify in comments)

Process Instructions: **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, please use LAB304152 – Additional Testing Request.**
See Laboratory Manual (hyperlink below).

Reference Links: [Laboratory Manual](#)

Comments: [Add Comments](#)

Phase of Care:

CC Results:

Enter recipients:

[Next Required] **Link Order** [Accept] [Cancel]

5. Click **Accept**.
6. **Sign Orders**.

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