

New Order

1. Select “**New Order**” from the menu on the left.
2. Enter the barcode number from the sample tube by scanning or typing in the number.

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4. Select Patient Type
Employee: for p
Non-Employee

5. SKIP Org. ID and Group

The screenshot shows a web browser window with the URL testdirectly.com/facility/order_manager. The page title is "Add / Edit Order". The main content area is titled "MDL Test Client" and contains several form fields. A red banner with the text "Important!" is positioned above the "Phone number" field. A dropdown menu is open for the "Org Group" field, showing options like "Non-Employee". The left sidebar contains navigation options: "New Order", "New Incomplete Order", "Queues", "Search", and "Administration".

IMPORTANT!



6. Enter all Patient Information:

If the patient has tested with the organization previously, their name will be searchable in the Search Patient field.

If the patient information (phone number or email) matches an exist7 ((beri1 abl)2m6z)- (,)-68900



Creating a Test for a Dependent:

This option is for creating a test order for a dependent. Continue filling 5 0 onue fd o .

9. Order Information

Confirm the barcode by scanning or typing in the number.
Select all symptoms the patient is experiencing.

The screenshot shows a web form titled "Add / Edit Order" with a user profile icon and the text "TEST, TEST". Below the header, there is a "Use Facility Address" checkbox. A red arrow points to the "Payment Source" dropdown menu. Below that is a "State Funding" section. The main section is titled "9. Order Information" and contains several fields: "External barcode confirmation" (text input), "Symptoms" (dropdown menu), "Have you had any of the COVID-19 vaccines?" (dropdown menu with "Yes/ Si" selected), "Race" (dropdown menu), "Other Race" (text input), and "Ethnicity" (dropdown menu). At the bottom of the form are three buttons: "Esc : Close", "Save", and "Save and Print". A red "10." is positioned above the "Save" button.

Select whether the patient has had any vaccines.
Complete their Race and Ethnicity.

10. Save the Order

This automatically sends the patient an email that an order has been created.
This is still a draft; MDL does NOT yet have the order.

The form will not save if:

- Required information is missing.
- Barcodes do not match.
- Barcodes are missing.
- Barcodes have been used before.



Queues

Unreleased



Search

Order Search



Additional Resources:

MDL Website: www.wichita.edu/mdl

MDL Training Videos: <https://www.youtube.com/@WSUMDLTraining/videos>