

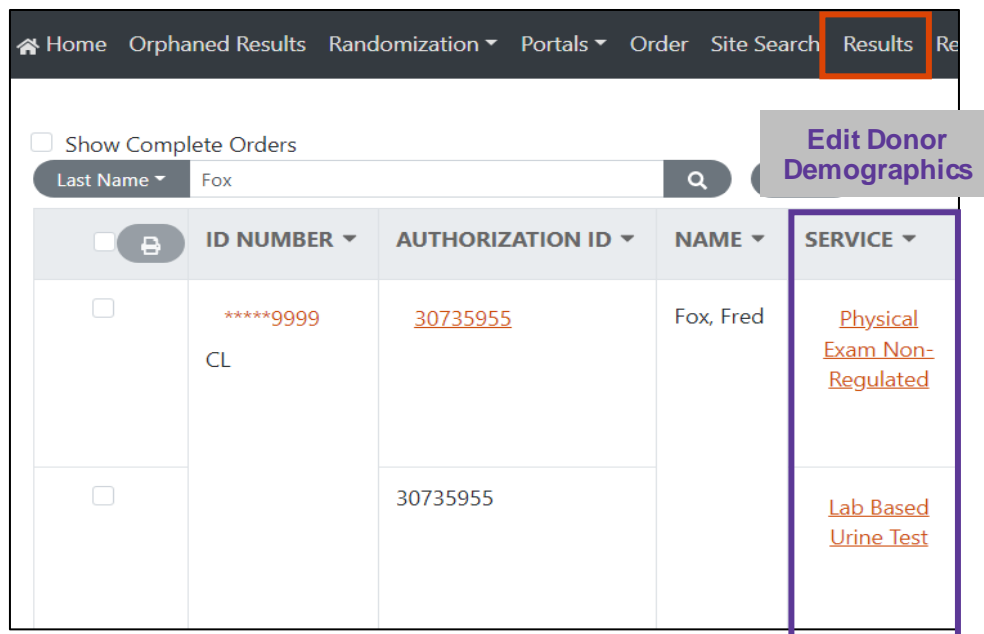
WORKFORCE: ORDERING EDITING

ORDERING

- For orders submitted from the **Order tab** and for which the service has not started, the following fields can now be edited from the **Results tab**:

*Donor Demographics

- Click the service link in the service column for the order.



Home Orphaned Results Randomization Portals Order Site Search **Results** Re

☐ Show Complete Orders

Last Name

| <input type="checkbox"/> | ID NUMBER | AUTHORIZATION ID | NAME | SERVICE |
|--------------------------|-----------------|--------------------------|-----------|---|
| <input type="checkbox"/> | *****9999 CL | 30735955 | Fox, Fred | Physical Exam Non-Regulated |
| <input type="checkbox"/> | | 30735955 | | Lab Based Urine Test |

Edit Donor Demographics

- Click on the **pencil icon** to open the editable fields in this window.

VIEW/EDIT EVENT DETAILS

DRUGTEST DETAIL FRED FOX ***9999**

PRIMARY ID *****9999 (SSN)
PERSONNEL ID
NAME *

REGULATORY MODE FMCSA

Summary:
REASON FOR TEST Pre-Employment
TEST TYPE Drug Specimen / Reference ID
SAMPLE TYPE Urine
PANEL FEDERAL
REGULATED Yes
EVENT STATUS Pending Collection

* Expiration Date, Collection Site Information, and CANCELING Orders

1. Click on the Authorization link found in the Authorization column.

Home Orphaned Results Randomization Portals Order Site Search Results Re

☐ Show Complete Orders

Last Name Fox

Cancel Orders

| | ID NUMBER | AUTHORIZATION ID | NAME | SERVICE |
|--------------------------|-----------------|--------------------------|-----------|---|
| <input type="checkbox"/> | *****9999 CL | 30735955 | Fox, Fred | Physical Exam Non-Regulated |

2. Click on **Edit Order**.

AUTHORIZATION #30739344

Print form: **Print PDF**

Email form: **+** **Send Email**

Text form: **+** **Send Text**

Edit Order **Close**

3. Change the selected clinic, add/change the expiration date, and cancel the order in this window.

AUTHORIZATION #30739344

Clinic
kwardle Sandbox (FF Internal Testing)
1414 S Main St 84115-5314
Phone: 801-906-1142 Fax: 801-906-1142

CHANGE CLINIC >

SCHEDULE
Clinic Time Zone MST

Expiration Date

Cancel Order **Save Changes** **Close**

*** MAKE SURE TO TEXT/EMAIL THE UPDATED AUTHORIZATION FORM TO THE DONOR.**

1. On the Results tab, click on the authorization link found in the Authorization ID column. (Same path as editing the order)

| <input type="checkbox"/> | ID NUMBER ▾ | AUTHORIZATION ID ▾ | NAME ▾ | SERVICE ▾ |
|--------------------------|-----------------|--------------------|-----------|------------------------------------|
| <input type="checkbox"/> | *****9999 CL | <u>30735955</u> | Fox, Fred | <u>Physical Exam Non-Regulated</u> |

2. Print the PDF or enter the donor's email/mobile phone number. Make sure to click the **Send Email/Send Text** button(s) before you close the window. This will ensure that the donor has the most up-to-date authorization form when they visit the clinic.

AUTHORIZATION #30739344 ✕

Print form:

Email form:

Text form:

OTHER UPDATES

- The username of the user who edits/cancels an order will be displayed for reference.
- Orders submitted from the Randomization tab cannot be edited or canceled to ensure the validity of the Random data.