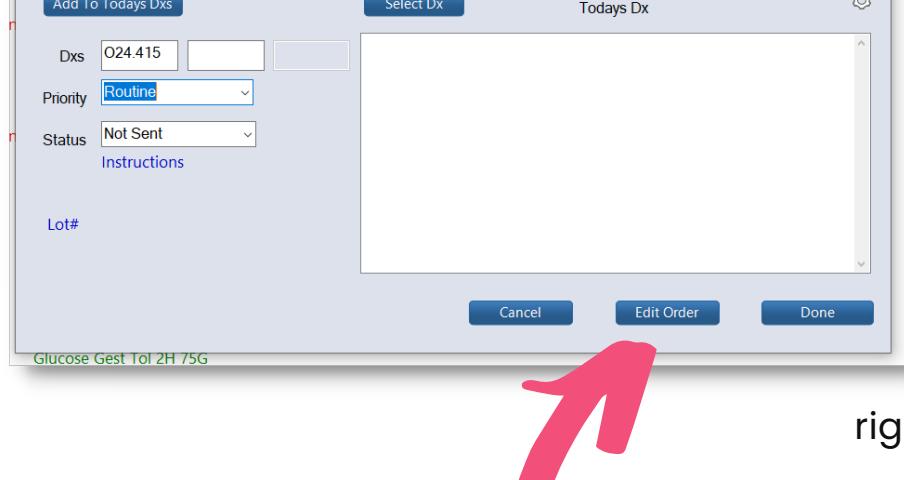# How to order lab tests in medent

First Steps

Select **Patient Lookup**.

Select **New**.

Select Lab Company.

Click **Lab Co** at the top right of the screen to change.

Choose your lab tests or panels.

Click **Select Dx** to select your diagnosis.

Click **Done** if you need to add more tests, or **Edit Order** if you are finished.

Next Steps

If documents have been assigned to the lab tests or panels, the user will be prompted to complete the information required.

If the lab tests or panels have associated AOE (ask at order entry) Questions, the user will be prompted to answer these.

Final Steps

In the order screen, if you are collecting the specimen in office, select **Acquired** under the status section on the right. If prompted, indicate whether the specimen was acquired in office or to be collected at outside draw station.

Sign the order and escape from the order by Print, Fax, or Esc.

If you need additional training, contact medent support by submitting a support request online at medent.com or call our support line at (315) 255-0900.