How to Enter a COPIA Lab Order

1. Logon to COPIA
2. Enter PATIENT NAME with format LAST, FIRST. A pop-up screen will appear after 3 characters are entered. Entering additional characters narrows the list
3. Enter ORDER PROVIDER. A pop-up screen will appear after 3 characters are entered. Entering additional characters narrows the list
4. Enter Collection Date/Time.

    > For Stat orders – click NOW to populate the current date and time

    > For routine orders – enter the collection date and time

    > For future orders – enter the collection date. Enter collection time as 0400

    BILLING TYPE – clicking into the field shows the available choices.
5. Enter ROOM NUMBER if required
6. Search for Order Choice – Type test name desired. A pop-up screen will appear after 3 characters are entered. Entering additional characters narrows the list. Check the SELECT box next to test.
7. Additional tests may be entered by typing test name into the search field. When all tests have been selected, click ADD SELECTED ITEMS
8. Designate PRIORITY of draw by choosing STAT OR ROUTINE. STAT orders should be entered on a separate order from routine orders.
9. CANCEL: Prior to save, click the X to remove the test from the order. (Use for wrong test chosen or order changes)
10. Review all information on screen. Click SAVE to save lab order.

HOW TO NAVIGATE TO THE NEW ORDER SCREEN