## How to Create an Online Requisition

Start in the Accessioning Section and Pending Lab Work Sub-Section.

## Click on the "Create Order"

=	Capital Diagnostics
Accessioning	New Preliminary Reports 1 New Report 2 Pending Lab Work 2
Patients	Search by: () REQ ID SAMPLE ID ORDER # SEARCH TAG ADVANCED
Registry	Image: Reports E Create New Requisibion E Batch Actions   Reports Reorder Batch Ordering Create Order Print Labels Edit Collecti. Batch Cancel Download Zip & Download

When adding a new requisition all the required information is noted with a red asterisk that will not allow you to move forward unless completed.

## Enter Client Site, Ordering Physician, and Contact Information

**Enter Patient Information** 

## Select Tests/Panels to be Collected

**Enter Collection Date and Collector Name** 

**Enter Corresponding Diagnosis Codes** 

**Complete the Order** 

A physician should only order tests that the physician believes are medically necessary for each patient. Please ensure that the diagnosis information you are providing to Capital Diagnostics meets medical necessity criteria determined by CMS.

