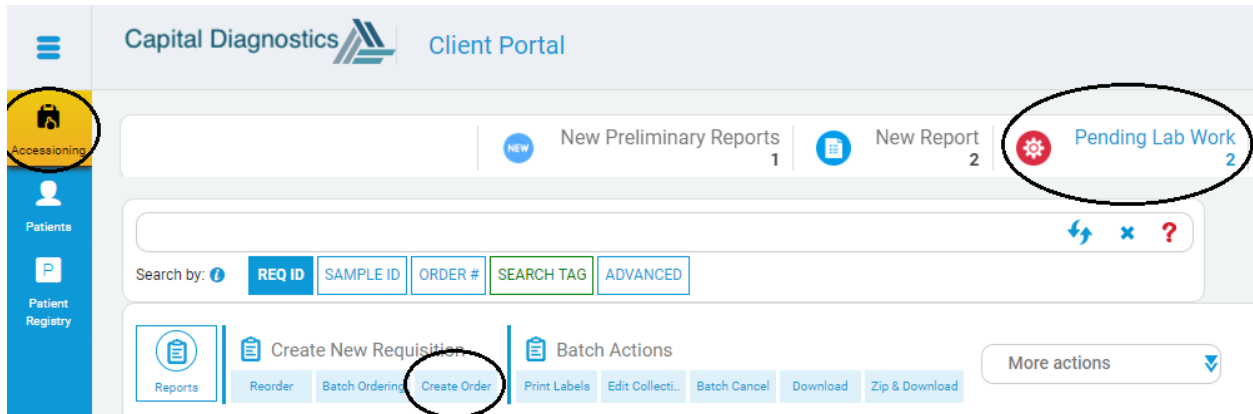# How to Create an Online Requisition

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

Click on the "Create Order"

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.

Capital Diagnostics