# ADDON TEST – QUICK REFERENCE GUIDE

1. Look up original test order to retrieve the original collection date/time.
2. Create a new test order for patient and enter original collection date/time on the **Order Info/New Lab Order** Screen.



3. Order requested test along with the "ADDON" test code.
   **\*\*Only order the "ADDON" test code once regardless of number of tests\*\*\*\*\***



4. Click "**Continue**" button and proceed accordingly (enter valid diagnosis codes, AOEs etc.)
5. Click "**Send Order to Lab**" button to transmit the order to lab immediately.
   \*\*\*\*\***IMPORTANT**: Must transmit order immediately to have request sent electronically to the lab. No need to call in to customer service or drawsite for addon request\*\*\*\*\*\*\*
6. Please keep the ADDON order requisition for your records until results are received.
7. **Please note:** EMR client's ability to use the "Addon" test code will be client specific based on the client's EMR functionality. Not all EMR clients will have the ability to add-on additionally tests after transmission w/o creating a new office visit. Therefore, the client will continue to call CS for test add-ons.