

# Ordering Client Supplies

## Ordering Supplies

**ORDER# 6160164206400527**  
The following items will be ordered for Medical Associates (271):

ITEM#	DESCRIPTION	UNITS	QTY
CYTOLOGY & HISTOLOGY			
115794	Biopsy Container, 30 ml	each = 2	
115794	Biopsy Container, 30 ml	each = 2	
11052	Thin-Prep Kit w/ Brooms	pk = 25	
65780	Spatula/Brush (forThin Prep)	pk = 25	
100297	Brooms only(forThin Prep)	pk = 25	
50176	Pap Pak (Single Slide)	pk = 25	
129731	Surepath w/Coil Brooms/Vials	pkg = 25	

**COMMENTS:**  
Need as soon as possible

Order Now << Back

1. Navigate to the page for ordering client supplies.
2. At *Client #*, click the client for which you are ordering supplies.
3. To find the item that you want to order, do one or more of the following:

- a. **Browse through the supply list.** The numbers at the top of the page indicate the total number of available supplies and the number of supplies currently displayed. Do one or more of the following:
  - o To go to the next page, click the right arrow (▶).
  - o To go to the previous page, click the left arrow (◀).
  - o To go to the beginning of the list, click the left arrow and bar (◀◀).
  - o To go to the end of the list, click the right arrow and bar (▶▶).

If you are already at the specified location, the arrow appears dimmed. For example, if you are at the beginning of the list, the left arrow appears dimmed.

- b. **Go to a specific category of supplies.** At *Category*, click the appropriate category. The bottom of the page displays only the items in the selected category, and you can browse through the supply list as described previously.
- c. **Search for a specific supply.** At *Search*, type one or more characters of the name of the supply that you want to order, and then click *Query*. The bottom of the page displays all of the items that match the specified text, and you can browse through the supply list as described previously.
- d. **Return to the original supply list.** To restore the list of client supplies that originally appeared when you accessed this page, click *Reset*.

4. In the *QTY* column, type the quantity of each item that you want to order. (To remove an item from the order, select and delete the quantity.)

Be sure to note the units in the *UNITS* column. For example, alcohol preps are packaged 200 per box. If you want 200 alcohol preps, you should type 1 in the *QTY* column rather than 200; otherwise, you would receive 200 boxes of 200 each.

5. At *Comments*, type any appropriate comments.  
For example, you can request an item that you cannot find in the list, or bring attention to items that you need immediately.
6. Click *Submit*.  
The *Client Supplies - Order Confirmation* page appears, displaying the order number, the list of items ordered and their quantities, and any comments you provided.
7. If you want to return to the *Client Supplies - Order Form* page to add or remove items in the order or change your comments, click *Back* and repeat steps 3-6.  
Otherwise, click *Order Now* to submit the order.  
When you click *Order Now*, an email is automatically sent to Quest Diagnostics®, and the *Client Supplies - Order Form* page reappears.

## Viewing or Printing Previously Placed Supply Orders

**Order History**

Start Date (mm/dd/yyyy): 07/18/2009 Client #: Medical Associates (271)  
End Date (mm/dd/yyyy): Submitted By:

Total # orders = 1

ORDER#	DATE / TIME	SUBMITTED BY
6159074423563617	08/17/2009 04:40PM	user1

**Order Display**

ORDER#: 6160164840828626 Ordered: 08/28/2009 02:00PM  
Ordered by: Physician,A (usera) Client: Medical Associates 271  
Perf Site: TMP 321 Main St.  
Tampa, FL 33601  
813-555-5555

ITEM#	DESCRIPTION	UNITS	QTY
CYTOLOGY & HISTOLOGY			
129834	Prostate Kit	each = 1	10

**COMMENTS:**  
Needed as soon as possible

Print << Back

1. Navigate to the page for ordering client supplies.
2. Click the *Order History* tab.  
The page automatically displays all of the orders placed for the default client in the last 30 days.
3. If you want to search for orders other than the ones displayed, follow these steps:

- a. Do one or more of the following:
  - o **Specify a different date range.** At *Start Date* and *End Date*, type the appropriate date range. For example, to retrieve a list of supply orders that were placed in the previous month, you would type the beginning and ending dates of the previous month at *Start Date* and *End Date*.

You can also omit either the start date or end date. If you provide only a start date, you will retrieve all orders placed between that date and today. If you provide only an end date, you will retrieve all orders placed prior to that date.

The date format is *MM/DD/YYYY*.

**Tip:** You can use any of the following shortcuts to specify the date:

- o Type *t* for today's date.
- o Type *y* for yesterday's date.
- o Type *t-#* (where # is the number of days prior to today). For example, type *t-7* to specify one week prior to today.

## Viewing or Printing Previously Placed Supply Orders, continued

- o **Specify a different client.** At *Client #*, click the client whose order history you want to view.
  - o **Specify a particular user.** At *Submitted by*, type the user name of the person who placed the order.
  - b. Click *Query*.  
All orders that match the specified criteria appear at the bottom of the page.
4. If you would like to view any of the listed orders, click the order number.  
The *Client Supplies - Order Detail* page appears.
5. Do either of the following:
- To print the order, click *Print*, make any appropriate changes on the *Print* dialog box, and then click *Print*.
  - To return to the *Order History* tab, click *Back*.

For help, contact the Help Desk at 1-800-697-9302.