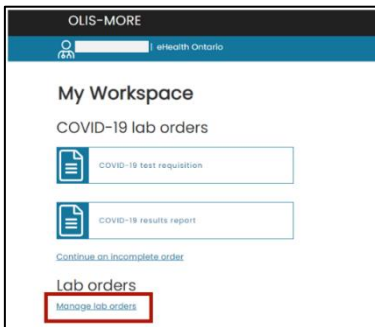


Job Aid - Redirecting E-Orders to Another Lab after Submission

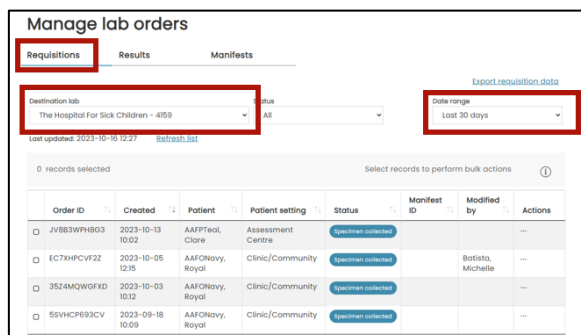
Re-direction of orders to a new lab is to only occur when advised by your performing lab.

Arrangements or notification of redirection with the new receiving lab must be completed before using the re-direct feature in OLIS-MORE.

1. From **My Workspace**, click the **Manage lab orders** link



2. Click the **Requisitions** tab
3. Select the **Destination Lab** for the drop down
4. Select the **Date Range** from the drop down



5. Select Order ID to assign lab orders that have a status of Specimen collected or manually printed
6. Click **Assign to manifest**.

1 total selected | Clear all on page | Select all on page

Assign to manifest ⓘ

Order ID	Created	Patient	Patient setting	Status	Manifest ID	Modified by	Actions
<input checked="" type="checkbox"/> BB3WPHBG3	2023-10-13 10:02	AAFPTeal, Clare	Assessment Centre	Specimen collected			...
<input type="checkbox"/> EC7XHPCVF22	2023-10-05 12:15	AAFONavy, Royal	Clinic/Community	Specimen collected		Botista, Michelle	...
<input type="checkbox"/> 35Z4MQWGFXD	2023-10-03 10:12	AAFONavy, Royal	Clinic/Community	Specimen collected			...
<input type="checkbox"/> 55VHCP693CV	2023-09-18 10:09	AAFONavy, Royal	Clinic/Community	Specimen collected			...

7. Select **New manifest** or **Existing manifest**:

- If you selected **Existing manifest**, select the manifest ID from the dropdown

8. Click **Assign**

- If you selected **New manifest** a notification is displayed. You will receive an alert upon assignment completion

Assign to manifest ✕

To which manifest would you like to assign the selected lab orders?

New manifest

Existing manifest

Manifest

Select manifest ID

4159000091

Assign Cancel

9. Click the **Manifests** tab

10. Click the 3 dots [...] under the **Actions** column for the order you want to redirect

Manage lab orders

Requisitions Results **Manifests**

Destination lab: The Hospital For Sick Children - 4159 | Status: All | Date range: Today

Last updated: 2023-10-16 12:50 | [Refresh list](#)

0 records selected | Select records to perform bulk actions ⓘ

Manifest ID	Created	Destination lab	Status	Modified by	Modified	Actions
<input type="checkbox"/> 4159000091	2023-10-16 12:20	The Hospital For Sick Children - 4159	Not sure	Botista, Michelle	2023-10-16 12:20	... Print manifest Print all orders Redirect manifest

Show: 50 records | Showing 1 of 1 records

11. Start typing lab name or license in **New Destination Lab** field

12. Click **Change lab** button

Change destination lab ✕

Select the new destination lab for this manifest. All orders associated with the selected manifest will be updated with the new destination lab.

New destination lab (that will perform the test)

Hamilton - 4278, Hamilton, 250 Fennell Avenue West ✕

Start typing lab name or license no.

i This process can take up to five minutes and all selected manifests will be locked until the change is completed.

Change lab Cancel

13. Upon refreshing the page, a message will be displayed **‘Manifest changes were successful’**

i **Manifest changes were successful**

Destination lab changes were made for the selected manifest(s). Orders are now in following manifest(s):

- [4270000021](#)

14. The order will show **Redirected** in the status column

Manifest ID	Created	Destination lab	Status	Modified by	Modified	Actions
4270000021	2023-10-16 13:11	Public Health Laboratory - Kingston - 4270	Redirected	Statista, Michelle	2023-10-16 13:33	...

Additional Information

- For more information and to view Job Aids, visit [OLIS-MORE | Ontario Health](#)
- For OLIS-Mobile Order and Result Entry (MORE) Service assistance, contact the Ontario Health Service Desk by phone at: 1-866-250-1554 or by email at OH-DS_servicedesk@ontariohealth.ca

Need this information in an accessible format? 1-877-280-8538, TTY 1-800-855-0511, info@ontariohealth.ca.

Document disponible en français en contactant info@ontariohealth.ca