

# Recording a Manual Lab Order

Last modified on 05/19/2026 8:47 am EDT

You can manually enter lab orders in the patient's chart. To electronically submit lab orders, you need to be integrated with either Labcorp, Quest, or one of our lab partners. You can set up labs for your account [here](#).

For CCR Lab Order imports, only XML files (.xml) are supported. Please ensure your lab order file is in XML format before importing.

The screenshot shows the 'Lab Orders' section of a patient's chart. On the left is a navigation menu with 'Lab Orders' selected. The main area contains a table of lab orders and an 'Import CCR Lab Result' button.

Ordering Provider	LOINC Code	Description	Date	Sign Off	Status	Result	File	Comments	
Christine Liestman	None		Entered: Nov. 29, 2017, 4:51 p.m. Performed: Nov. 29, 2017, 4:51 p.m.	Signed Off	Results Received	None			<a href="#">Edit</a> <a href="#">Delete</a>
Christine Liestman	None		Appointment: July 11, 2019, 4:15 p.m. Entered: July 18, 2019, 10:30 a.m. Performed: July 17, 2019, 10:30 a.m.	Signed Off	Results Received	None			<a href="#">Edit</a> <a href="#">Delete</a>
Christine Liestman	10123-8	ST wave mid displacement in lead III	Appointment: July 31, 2019, 1 p.m. Entered: Aug. 8, 2019, 10:28 a.m. Performed: Aug. 7, 2019, 10:27 a.m.	Signed Off	Results Received	mV	Freedraw test renaming [Clinical Note]	test manual lab entry	<a href="#">Info</a> <a href="#">Edit</a> <a href="#">Delete</a>
Christine Liestman	None		Appointment: July 31, 2019, 1 p.m. Entered: Aug. 8, 2019, 10:28 a.m. Performed: Aug. 7, 2019, 10:27 a.m.	Signed Off	Results Received	None	Freedraw test renaming [Clinical Note]	test manual lab entry	<a href="#">Edit</a> <a href="#">Delete</a>
Christine Liestman	None		Appointment: Oct. 14, 2022, 9 p.m. Entered: Oct. 14, 2022, 10:41 a.m.	Pending	None	None		test	<a href="#">Edit</a> <a href="#">Delete</a>
Christine Liestman	None		Appointment: Aug. 6, 2023, 9:40 a.m. Entered: Sept. 14, 2023, 10:11 a.m. Performed: Sept. 13, 2023, 10:10 a.m.	Signed Off	Results Received	None	CF Project logo.png	test manual lab	<a href="#">Edit</a> <a href="#">Delete</a>

1. Go to Patient > Patient List and select or search for the patient.

The screenshot shows the top navigation bar with 'Patients' selected. A dropdown menu is open under 'Patients', showing 'Patient List' as the first option. A search bar is visible in the top right corner.

2. In the patient chart click the Lab Orders button on the menu on the left and select Manual Entry.

The screenshot shows the patient chart for Jenny (Jen) Harris. On the left is a navigation menu with 'Lab Orders' selected. The main area shows the 'Manage Lab Orders' section with a 'Manual Entry' button highlighted.

Appointment	Tests	Date	Status	
1/19/21 11:40 AM	ST wave MD L-V1: mV	1/19/21 3:53 PM	Results Received	<a href="#">Details</a>
1/28/21 7:10 AM	N/A: 12 score	1/27/21 8:55 AM	Results Received	<a href="#">Details</a>
1/25/21 10:00 AM	N/A: 27	1/25/21 9:03 AM	Results Received	<a href="#">Details</a>

3. Fill out the desired information for your lab and click Save Results.

Enter Lab Orders

Appointment: 3/31/2022 07:50AM

Date test performed: 03/31/2022 12:31

Comments: Notes on the lab order can go here. Comment from the doctor on lab result.

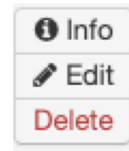
Doctor signoff:  Check this box when the doctor has reviewed the lab result and taken appropriate action.

Status: Results Received Status of the lab order.

Scanned in result: 2022-04-01: Lab Results.pdf Scanned in PDF for this lab result (optional).

LOINC code	Description	Result value	Units	Normal Range	Abnormal Flag	
11502-2	Laboratory report	14	mg/dl	8-12	H -- Above high normal	<input type="button" value="Remove"/> <input type="button" value="Add from picklist"/> <input type="button" value="Add another"/>

4. Your lab order will appear at the top of the page. You can edit or delete your existing manual lab orders from this list. (Note: this only applies to manually entered lab orders. It does not apply to Quest or Labcorp orders).



Lab Orders

Ordering Doctor	LOINC Code	Description	Date	Sign Off	Status	Result	File	Comments	
	11502-2	Laboratory report	Appointment: Feb. 24, 2022, 9:40 a.m. Entered: Feb. 28, 2022, 1:38 p.m. Performed: Feb. 24, 2022, 1:37 p.m.	Signed Off	Results Received	10 Units	<a href="#">Lab Results from Patient</a>		<input type="button" value="Info"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
	11502-2	Laboratory report	Appointment: March 31, 2022, 7:50 a.m. Entered: April 6, 2022, 12:36 p.m. Performed: March 31, 2022, 12:31 p.m.	Signed Off	Results Received	14 mg/dl	<a href="#">Lab Results.pdf</a>	Notes on the lab order can go here.	<input type="button" value="Info"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>