

# Editing and Cancelling an Order

FYR PORTAL -

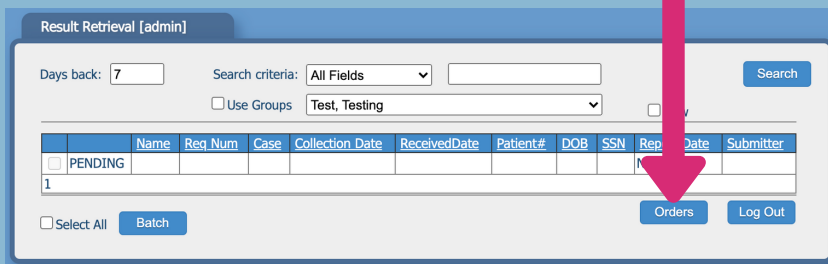
<https://outreach2.psychesystems.com/NetOutreachFYR/Login.aspx>



AFTER LOGGING IN,  
ARRIVE AT THE RESULTS  
RETRIEVAL PAGE

1

Select **Orders**



Result Retrieval [admin]

Days back:  Search criteria:

Use Groups

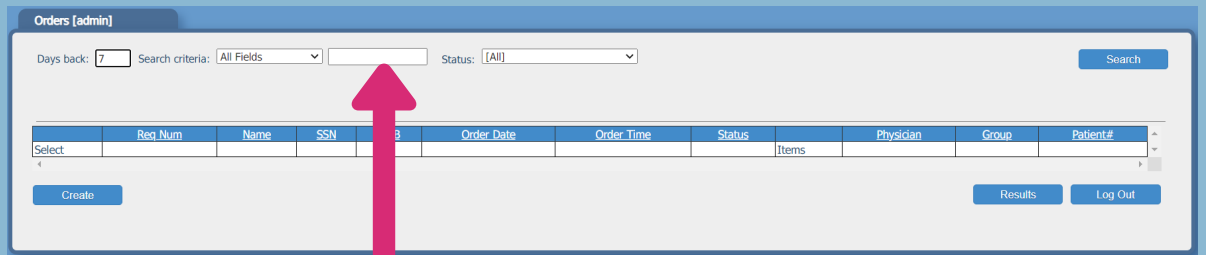
	Name	Req Num	Case	Collection Date	ReceivedDate	Patient#	DOB	SSN	Rep Date	Submitter
<input type="checkbox"/>	PENDING									
1										

Select All

2

ARRIVE AT THE  
ORDERS PAGE

Enter Patient Last  
Name or Tube ID,  
click **Search**



Orders [admin]

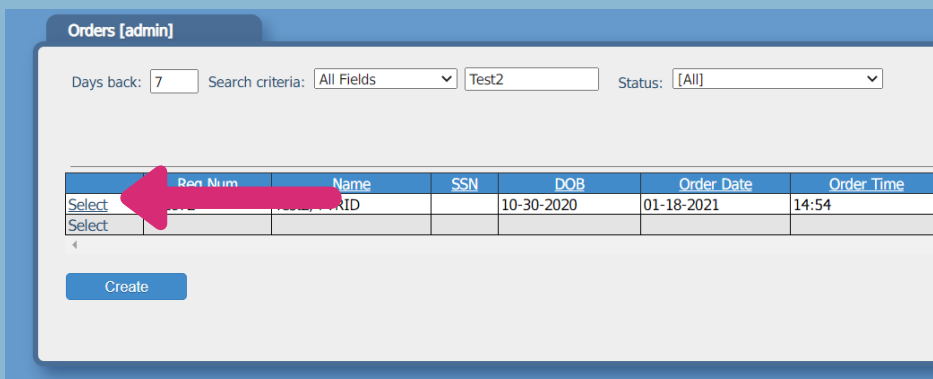
Days back:  Search criteria:   Status:

Select	Req Num	Name	SSN	DOB	Order Date	Order Time	Status	Items	Physician	Group	Patient#

AT THE ORDERS PAGE

3

Click **Select** on the order. If  
your order does not appear,  
increase **Days Back**



Orders [admin]

Days back:  Search criteria:   Status:

Select	Req Num	Name	SSN	DOB	Order Date	Order Time
<input type="checkbox"/>		...RID		10-30-2020	01-18-2021	14:54
<input type="checkbox"/>						

# TO EDIT YOUR ORDER

Click **Edit Order**

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Order Entry

Set Submitter: FYR Diagnostics Search Patients Clinical Orders

[Diagnostics, FYR]

Name: Test2, FYRID SSN: Address: 1121 E Braodway  
Sex: Med Rec: 89177 City: Missoula  
DOB: 10-30-2020 Req #: 552672 State/Zip: MT/59802  
Phone: 5559423924  
Status: Open Edit Patient

Guarantor: ICD History - none found  
Insurance 1: Edit Billing  
Insurance 2:  
Insurance 3:

Order Date: 01-18-2021 Order Priority: ICDs:

Test	Description	ICDs	Tube	Collection Date	Collection Time	Priority
C19PCR	2019-Novel Coronavirus (2019-nCoV) Real-Time RT-PCR Diagnostic Panel	Questions		01-18-2021	14:54	
		Questions				
		Questions				
		Questions				
		Questions				

Order Comments Edit Order

New Order Place Order Cancel Order Reprint Results LogOut

# ARRIVE AT EDIT CLINICAL ORDER PAGE

Edit any incorrect order information and click **OK**

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Edit Clinical Order

Priority: Cell Date: ICDs: Edit ICDs  
Order Type: FYR Diagnostics Cell Time: 10:11 Comments  
Set Cell Date/Time

Test	Description	Tube Type	Collection Date	Collection Time	ICD	Priority
C19PCR	2019-Novel Coronavirus (2019-nCoV) Real-Time RT-PCR Diagnostic Panel		01-18-2021	14:54		

Questions

Search: Code Full Name Search

Select	Code	Description	OrderedAs
Select	Const.		
Select	Const.		
Select	Const.		
Select	Const.		
Select	Const.		
Select	Const.		
Select	Const.		
Select	Const.		
Select	Const.		
Select	Const.		
Select	Const.		
Select	Const.		

FYR Tube ID\* External Patient ID

OK

# ARRIVE BACK AT ORDERS PAGE

Click on **Place Order** to save your changes!

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Order Entry

Set Submitter: FYR Diagnostics Search Patients Clinical Orders

[Diagnostics, FYR]

Name: Test2, FYRID SSN: Address: 1121 E Braodway  
Sex: Med Rec: 89177 City: Missoula  
DOB: 10-30-2020 Req #: 552672 State/Zip: MT/59802  
Phone: 5559423924  
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		Questions				
		Questions				
		Questions				
		Questions				

Order Comments Edit Order

New Order Place Order Cancel Order Reprint Results LogOut

# TO CANCEL YOUR ORDER

Click **Cancel Order**

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