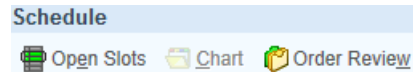# Releasing Standing Orders

Date: March 15, 2016

- Standing orders require the provider to indicate the number of standing orders when ordering.
- The person collecting standing orders will need to go into Epic and release the order enabling collection documentation to be completed and label to print.

Try It Out

For Standing Orders that need to be released

1. Open Epic locate patient and encounter, click Order Review tab

2. Order Review – Open Orders Screen displays to select standing order to release: [*Order Review*…]

3. Highlight current standing order

4. With order selected, click **Release** button

5. Always confirm the number of child orders in the '**Remaining'** column is decremented by one: (**Example:** the change is from 4/5 to 3/5 after release)

Sta	Status	Order	Procedure C	Resulting Ac	Remaining	Order Date
Lab						
●	Standing	CBC	LAB BLOOD O...		3/5	10/29/2015 1257