

What is it?

An existing order can be added on to at any time during or after Record Retrieval. Adding on to an order can save you valuable time if the client had additional treatment and/or additional records are needed for the case than what was ordered initially.

For any questions or feedback regarding ROS, Record Retrieval, or adding on to an order please reach out to your account manager.

1. After you **log in to ROS**, locate the order you wish to add on to from your **Orders Dashboard**. Use the filter options to assist with locating the order.
2. Click the **Add On Order** button in the Record Retrieval section of the Order Details page. This button then navigates you to the Step 5 -Subjects/Requests section of an 8 step standard order.
3. From Step 5 – Subjects/Requests you will click the **Add Subject** button at the top of the page if you need to add another subject or **Add a Request** button at the bottom of the page if you need to add another request for an existing subject on the order.
4. **Complete the entry process** as needed for the additional record retrieval request/s through Step 8 and click **Submit** after confirming the information on the summary page.

