

Cleaning Up Lab Orders

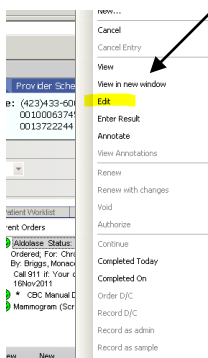
As part of routine maintenance to the Harvest lab system, lab orders older than three months are purged from the system. One month prior to the purge, the lab sends a spreadsheet to each of the offices so that the EHR system can be updated to match the active orders in the lab's system. Please use the following workflow to properly clean up old lab orders.

- Using the spreadsheet sent to each office from the lab, search for the orders that the lab has scheduled to purge.

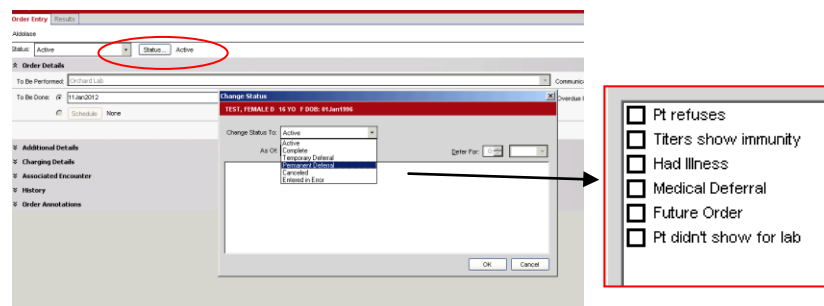
C	D	E	F	G	H	I	J	K	L	M	N	O
Draw Time	Patient Name	DOB	Sample ID	Order Choice	SSN	Ordering Physic	Ordering Dept	Diagnosis	Test Locat	Patient ID	Delivery C	Delivery Time
4:00 PM	TEST, FEMALE	1/1/1996	1125111111	1111:Adolase	1.1E+11	SUMMERS, JEFF	ETSU Internal Me	473.9	IMED-KSP	1.11111E+12	00/00/00	12:00 AM

- For each order, determine whether or not the lab is still necessary.

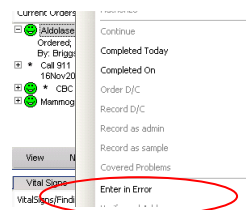
A. For patient no-shows, permanently defer the order, rather than enter it in error. To permanently defer** an order, right click on the lab order and select **Edit**.



B. Click on the Status button, and the Change Status box will pop up. Select Permanent Deferral, and check the reason why the lab is being permanently deferred.



C. If the lab order is still needed, enter the lab in error, and then re-order the lab for the date the lab needs to be performed. To enter a lab in error, right click on the lab order and select “Enter in Error.”



**Permanent Deferral is also a good option for other orders that are no longer needed, such as imaging and procedure orders (MRIs, colonoscopies, mammograms, etc.). Permanent deferral more accurately records the reason the order is being removed, rather than using “Enter in Error.”