

# How to Manually Result Labs

When a lab ordered by a provider results back on paper, it is often preferable to enter the results into the system manually rather than simply scanning the paper results. This is especially true when providers have a large volume of patients who have blood work drawn outside of our system. In the example below, a CBC was resultated back on paper. These values can be added as structured data rather than a scanned document.

AUG. 18. 2011 3:05PM INTERNAL MED OF KPT NO. 922 P. 2

**Mountain States Health Alliance**

Mountain States Health Alliance  
400 North State of Franklin Rd.  
Johnson City, TN 37604-6064  
(423)431-1352

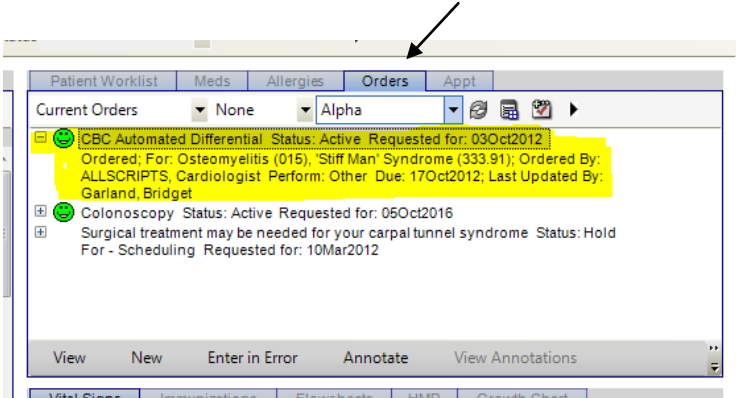
**SYNERGY**  
Laboratories

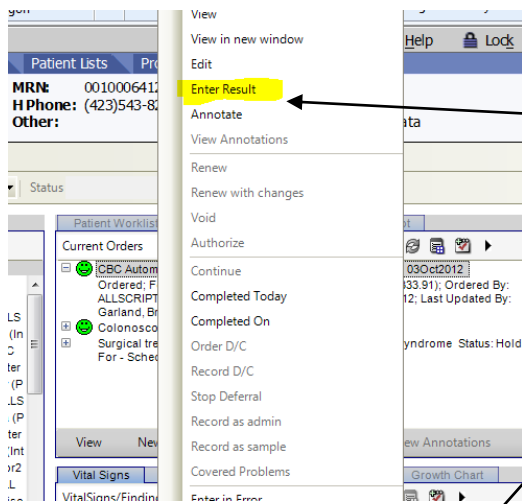
ACCESSION	REPORT STATUS	Page #1 of 1	
CLINICAL INFORMATION			
PATIENT (423)282-4487	SEX	DOB	AGE
5	Female		58 Years
PATIENT ADDRESS			PATIENT ID
J...			
DATE OF SPECIMEN	DATE RECEIVED	DATE REPORTED	
08/18/2011 09:23	08/18/2011 11:03	08/18/2011 12:01	
TEST			RESULT ABNORMAL LIMITS LAB

AST	20	14-34 U/L
<b>CBC With Platelet and Differential</b>		
WBC	5.8	4.0-9.2 K/uL
RBC	4.21	3.90-5.10 M/uL
HGB	13.1	12.4-15.2 g/dL
HCT	39.0	36.0-46.0 %
MCV	92.8	80.0-100.0 fL
MCH	31.2	26.0-34.0 pg
MCHC	33.6	30.0-36.0 g/dL
RDW	13.1	12.0-15.0 %
MPV	9.6	7.4-10.4 fL
Platelet Count	233	150-450 K/uL
Neutrophils	64	45-75 %
Lymphocytes	24	20-50 %
Monocytes		0-8 %
Eosinophils	3	0-5 %
Basophils	0	0-2 %
Absolute Neutrophils (including precursors)	3.7	1.5-7.0 K/uL
Absolute Lymphocytes	1.4	0.6-4.0 K/uL
Absolute Monocytes	0.5	0.0-0.9 K/uL
Absolute Eosinophils	0.1	0.0-0.6 K/uL
Absolute Basophils	0.0	0.0-0.2 K/uL

## Step 1

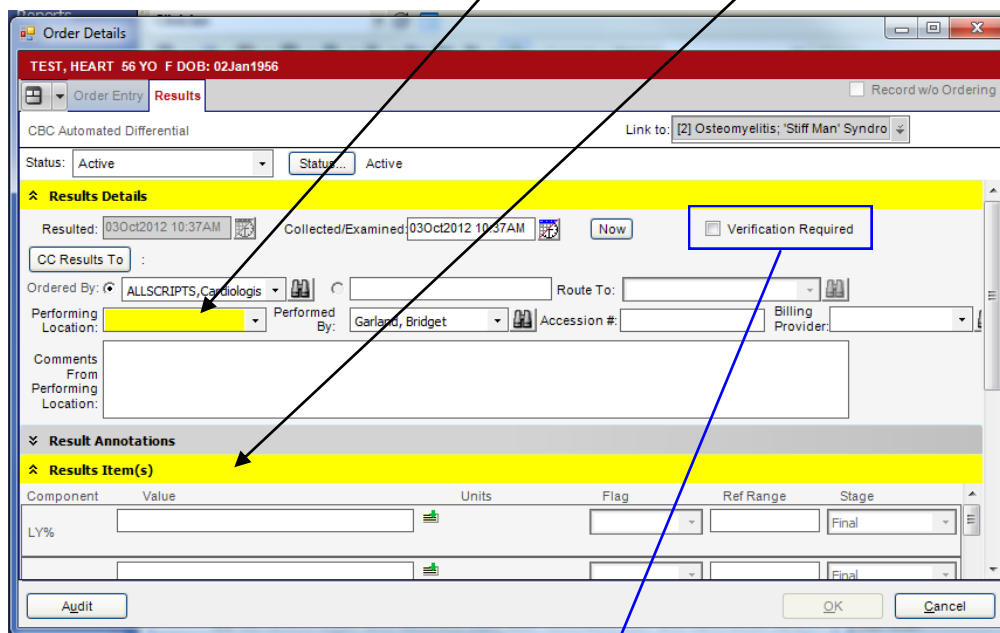
Locate the lab order under the **Orders** tab on the **Clinical Desktop**.



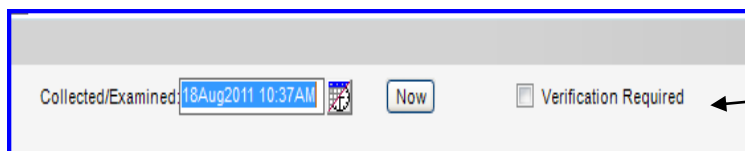


## Step 2

Right click on the order and choose **“Enter Result.”** The Order Details Screen will then pop up. Within this screen, you will need to enter information into the required fields, including **“Performing Location”** and **“Result Values.”** If the exact performing location is not listed, select **“Other.”**



## Step 3



Although not required fields, the Collected/Examined date and the **“Verification Required”** box should also be entered/checked. Checking this box will require the Ordering Provider to verify the lab in his/her worklist.

Component	Value	Units	Flag	Ref Range	Stage
LY%					Final
GR%					Final
MO%					Final
LY#	1.4				Final
GR#					Final
MO#	9		Abn H		Final
WBC					Final
RBC	4.21				Final

Also **consider flagging abnormal values** based on the information supplied in the paper copy.

Click **OK** and **Commit**.