

Ordering Labs

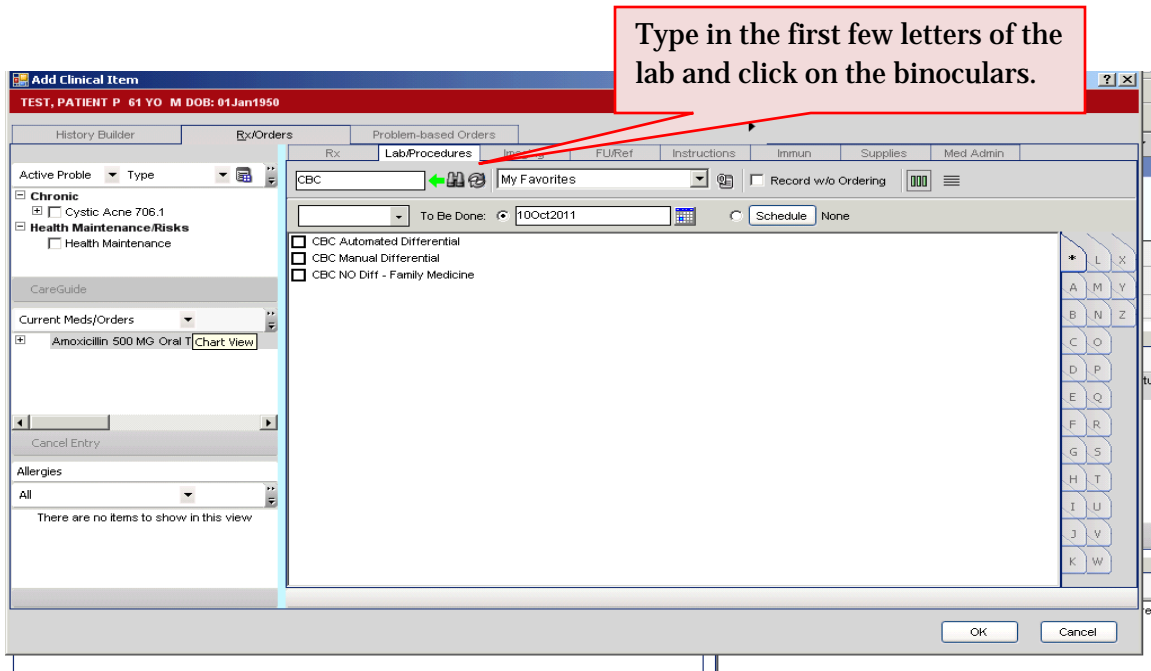
Quillen Physicians Residents and Providers can send a lab order through the Allscripts Enterprise EHR system by following the steps provided below:

1. Bring up the patient's Clinical Desktop (chart) either by going through the Daily schedule (recommended) or by searching for the patient through the Select Patient button.
2. Once the patient's chart has been located, click on the beaker icon to search for the lab.

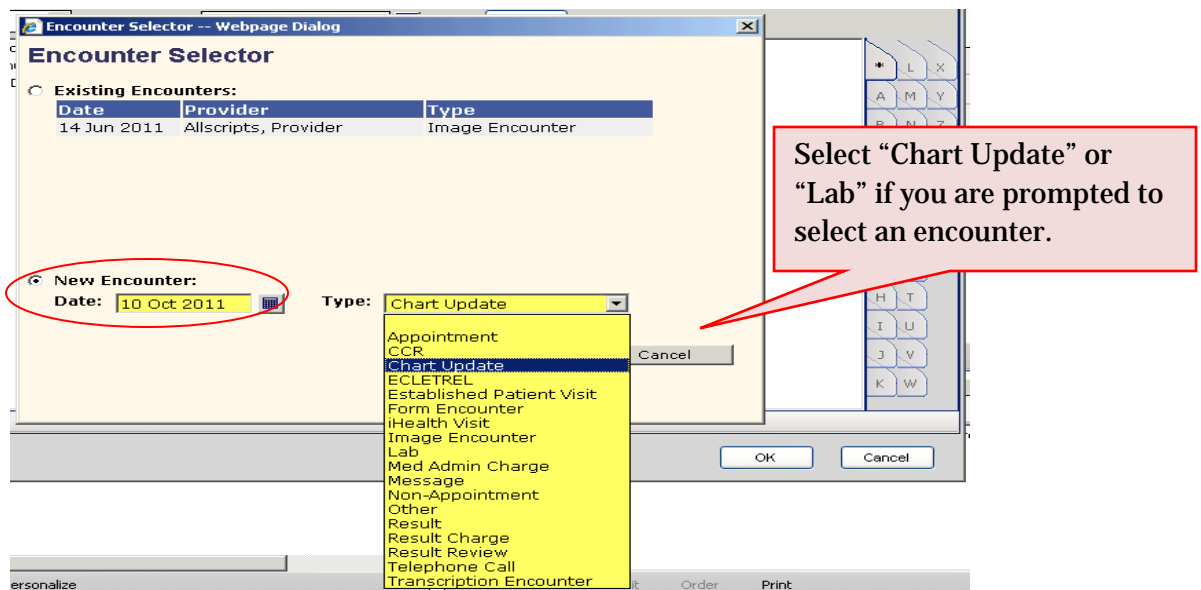
You can search for the patient through the Select Patient tab or access them through the Daily schedule (recommended).

The beaker icon brings up the lab order form.

3. The "Add Clinical Item" box appears, where you can search for the lab you would like to order. Type in the first few letters of the lab's name and click on the binoculars. In the example below, the user is ordering a CBC.
4. Check the box next to the lab you would like to order, and a details screen will pop up for the required information to be added for the order.



5. If you accessed the patient's chart by searching for the patient, an Encounter Selector will appear first. (If the patient was accessed through the Daily Schedule, you will not be required to choose an encounter.) Select "New Encounter" and either "Lab" or "Chart Update."



6. In the "Order Details" screen, enter all the required information for processing the lab (highlighted in yellow), plus any additional information you want to send to the lab. Pay particular attention to the "Link to" field. An **accurate** Active Problem must be selected, *****Do not choose simply choose "Health Maintenance," as this could result in the patient or the office being charged for the lab. *****

Make sure to choose an acute Active Problem. Do not simply choose Health Maintenance.

Order Details
TEST, PATIENT P 61 YO M DOB: 01Jan1950
Chart Update 10/10/2011
Order Entry Results
Record w/o Ordering
CBC Manual Differential Link to: [0]
Status: Active Status... Active
Additional Details
Comments To Performing Location:
Ordered By: Allscripts, Provider
Managed By: Allscripts, Provider Supervised By: Allscripts, Provider Auth: Not Required
CC Results To
Fin. Auth: Not Needed Fin. Auth. #: Appointment Status: Appointment Not Needed
Effective: 10Oct2011 Expires: 10Oct2012 Done: Now
Patient Instructions:
Order Instructions:
Order: TW4457439 Requisition: 78621 Label Type:
OK Cancel

- If an accurate Active Problem is not available, you will need to add it by closing the Order Details screen and clicking on the “P” icon (next to the beaker icon on the Clinical Toolbar).

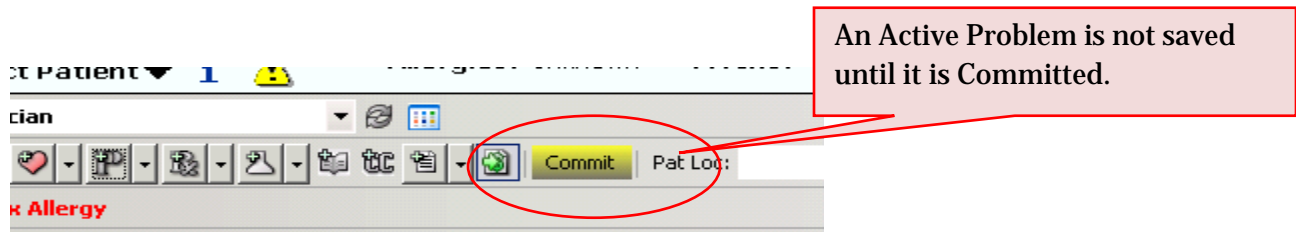


- Search for the Active Problem by typing in the first few letters and clicking the binoculars. In the example below, the user was searching for Fatigue (780.79) as an active problem for ordering a CBC.

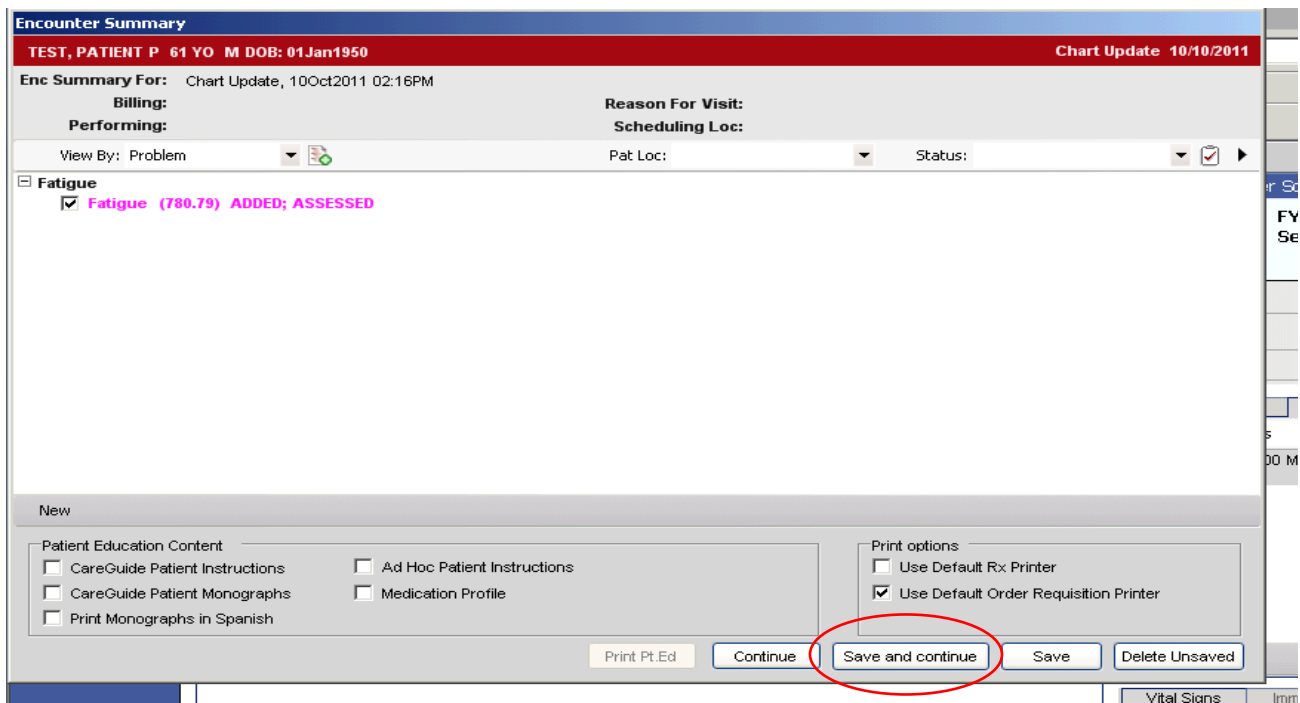
History Builder Rx/Orders Problem-based Orders
Active PMH PSH
fatig
Chronic Fatigue Syndrome (780.71)
 Fatigue (780.79)
 Neurasthenia (300.5)
 Pregnancy-induced Fatigue (646.80)
 Pregnancy-induced Fatigue - Antepartum Condition Or Prior Complicated Delivery (646.83)
 Pregnancy-induced Fatigue - Delivered (646.81)
 Pregnancy-induced Fatigue - Delivered With A Postpartum Complication (646.82)
 Pregnancy-induced Fatigue - Postpartum Condition Or Prior Complicated Delivery (646.84)
 Transient Heat Fatigue (992.6)

Search for the Active Problem by typing in the search field and clicking on the binoculars.

9. Check the box next to the Active Problem, and it will be added to the Active Problems list on the left side of the screen. Note that the font will be magenta until it has been “committed” by clicking on the yellow “Commit” button.



10. An Encounter Summary will pop up listing the Active Problem. Make sure it is correct and click “Save and Continue.”



11. Once an Active Problem has been added, return to the lab order screen and select the correct Active Problem in the “Link to” drop-down menu. In addition, the following fields should be double checked for accuracy:

- A. Location (should read “Orchard Lab”)
- B. Communicated by (should read “Send to Performing Location”)
- C. To be Done date (should be the date the person needs to have the lab performed, unless your particular office has a different workflow))
- D. Ordered by, Managed by, and Supervised by fields (**for Residents, the Supervised field should be the Attending physician or Preceptor’s name**)

Choose the correct Active problem.

Make sure the performing location and communication method are accurate.

Double check that the providers have been entered correctly.

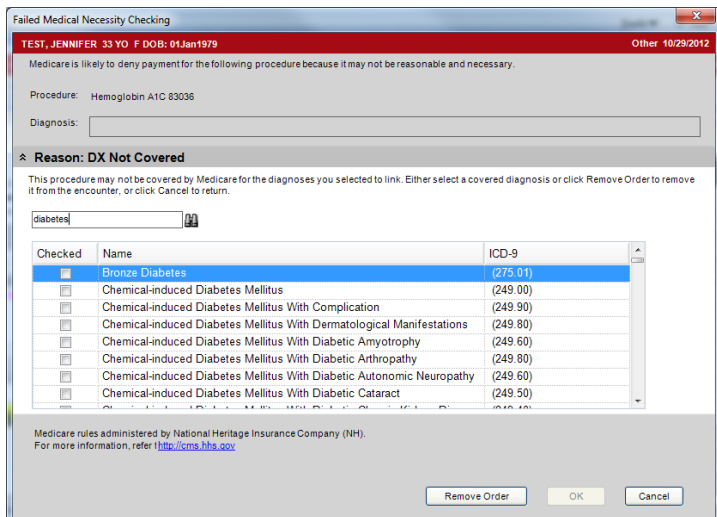
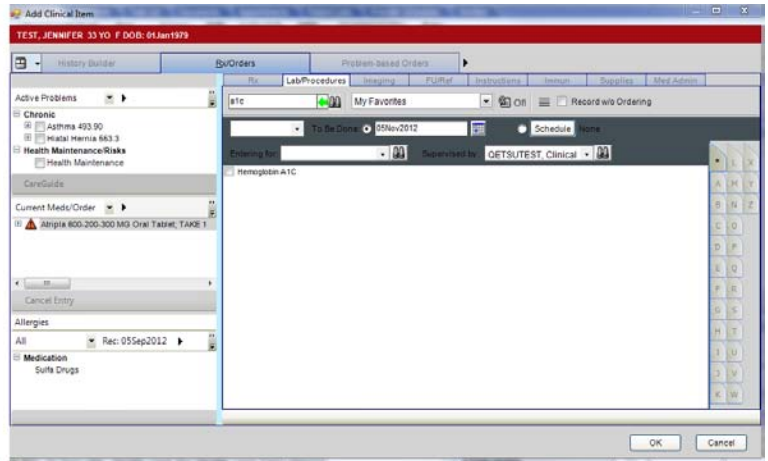
12. Once all the required fields have been filled in, you can “Save and Return” if more labs need to be entered or “Save and Close” if you are finished ordering. Click on the yellow Commit button, and an Encounter Summary will appear. If it is accurate, you can “Save and Continue.” Your lab order will be sent immediately.

Scheduling Recurring Labs

Sometimes it may be convenient to set up a recurring schedule for lab orders, especially for patients that come in frequently to have labs drawn.

Step One

To do so, search for the lab you want to order and/or schedule under the Labs/Procedure tab. Check the box to order it.

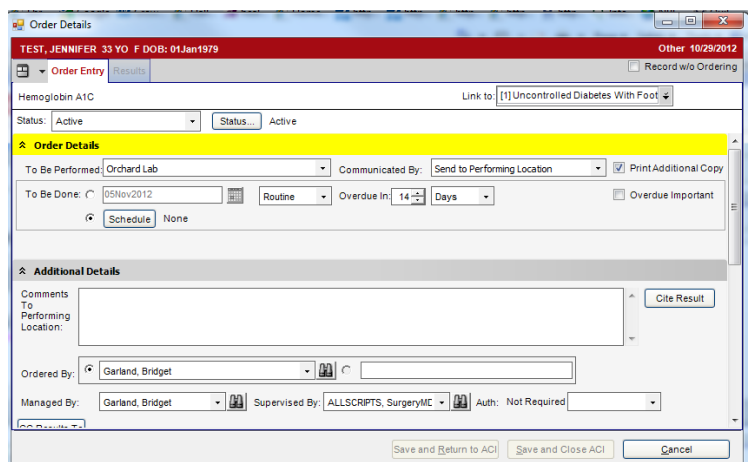


Step Two

If you are prompted with the Medical Necessity Checking box, search for an acceptable diagnosis, click the box, and then hit "Ok."

Step Three

When the Order Details box appears, click on the Schedule button.



Step Five

A Schedule Dialog box will pop up, in which you can set up the recurring schedule, either Daily, Weekly, Monthly, or Yearly.

Click on the appropriate choice, and then enter how often the lab order needs to generate.

Note that the Start date under “range of Recurrence” needs to be the day the first order needs to generate.

Choose how long you want the occurrence to be set up, then click on **Generate** to generate the dates.

Click Ok.

Schedule Dialog

TEST, JENNIFER 33 YO F DOB: 01Jan1979 Other 10/29/2012

Dates Recurring As Needed Age-Based

Recurrence Pattern

Daily Day 5 of Every 6 month(s): The [] [Monday] of every [] months(s)

Weekly Monthly Yearly

Range Of Recurrence

Start: 05Nov2012 No End Date End After: 6 occurrences End By []

Selected Date:

- 05 Nov 2012
- 05 May 2013
- 05 Nov 2013
- 05 May 2014
- 05 Nov 2014
- 05 May 2015

Generate OK Close

Step Six

After you click the Commit button, the order generates, and the scheduled future orders also appear under the Orders tab.

Patient Worklist Meds Allergies Orders Appt

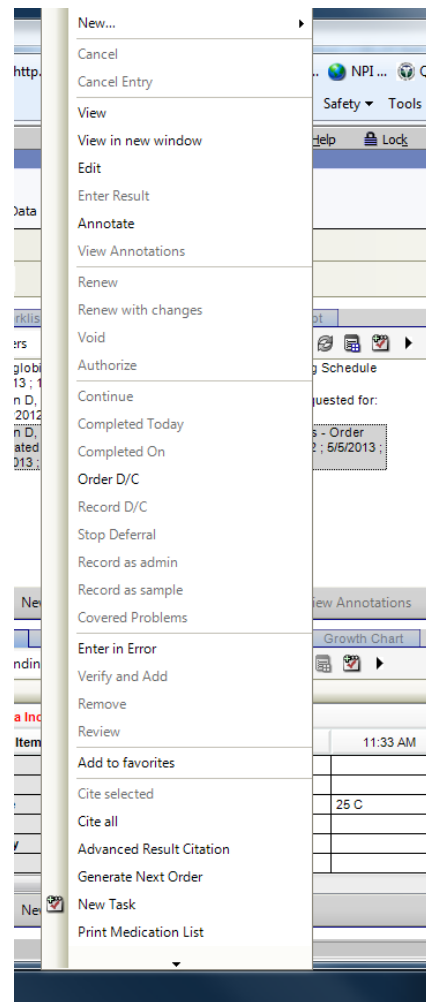
Current Orders None Alpha

- ☺ Hemoglobin A1C Status: Active Requested for: Recurring Schedule 5/1/2013 ; 11/1/2013 ; 5/1/2014 ; 11/1/2014
- ☺ Vitamin D, 25 Hydroxy, Total, D2, D3 Status: Active Requested for: 05Nov2012
- ☺ Vitamin D, 25 Hydroxy, Total, D2, D3 Status: In Progress - Order Generated Requested for: Recurring Schedule 11/5/2012 ; 5/5/2013 ; 11/5/2013 ; 5/5/2014 ; 11/5/2014 ; 5/5/2015

View New Enter in Error Annotate View Annotations

Step Seven

If a scheduled lab order needs to be generated before the date on the lab schedule (for example, the patient has an appointment a couple of days earlier than the lab date, right click on the order and then select Generate Order.



Step Eight

The next order will generate and once committed, the order will be sent to the lab.

