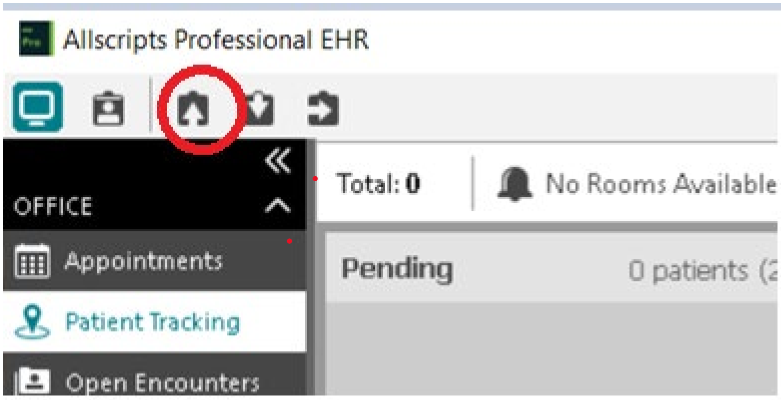
Allscripts Professional

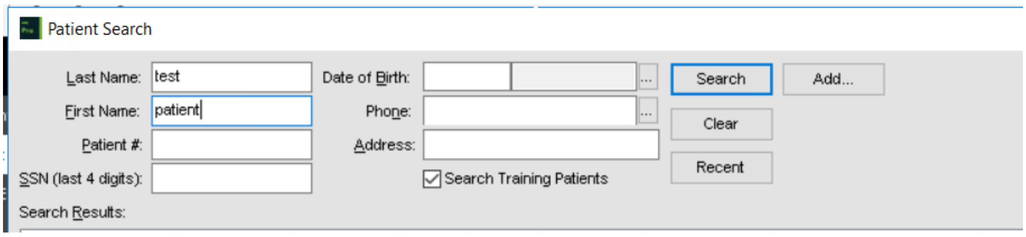
<u>EHR Orders & Results Training Document</u>

<u>*Procedure to send the Orders to the Lab:*</u>

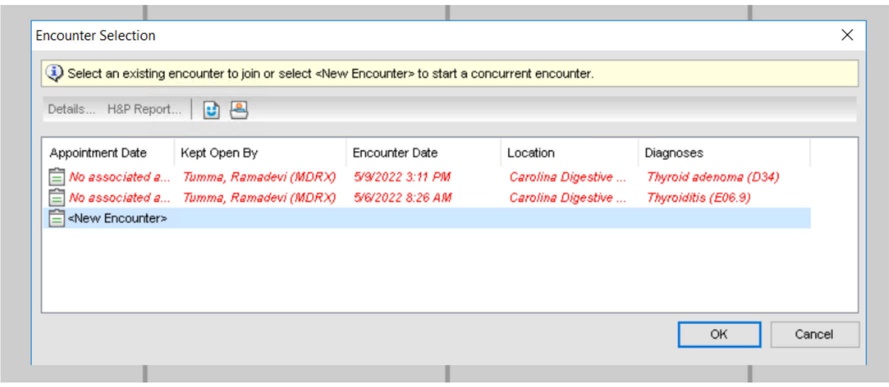
- Select the ***Up arrow*** in the EMR as shown in the image.



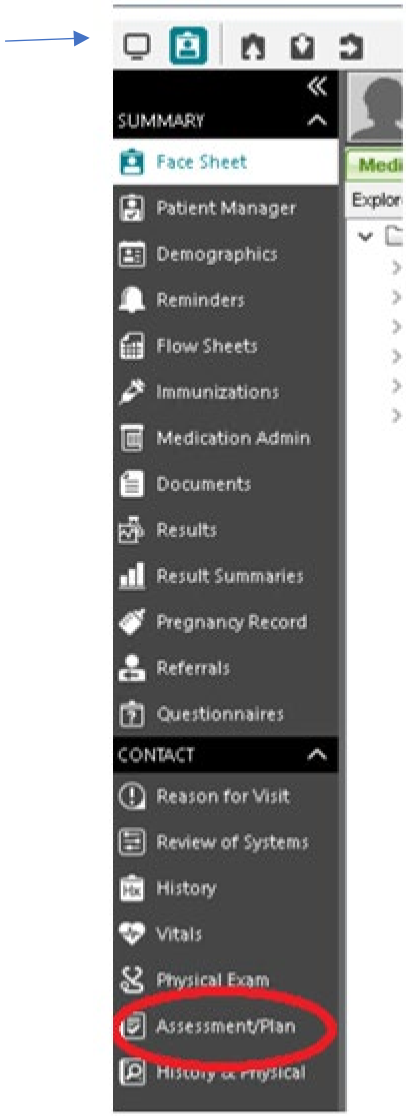
- Patient search page will appear on the screen. Give the patient ***first name*** and ***last name*** and click on ***search*** for the patients as shown below:



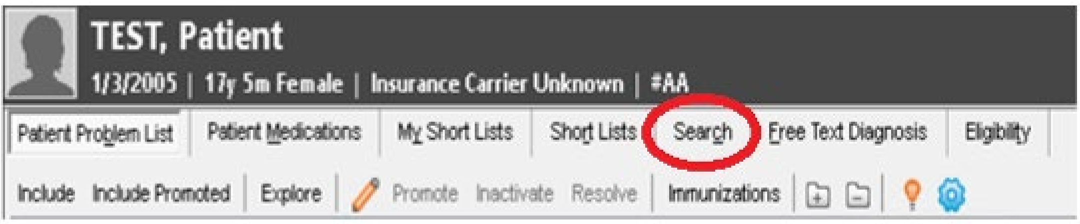
- Once you click on search, Encounter Selection page will appear on the screen. Select New Encounter.



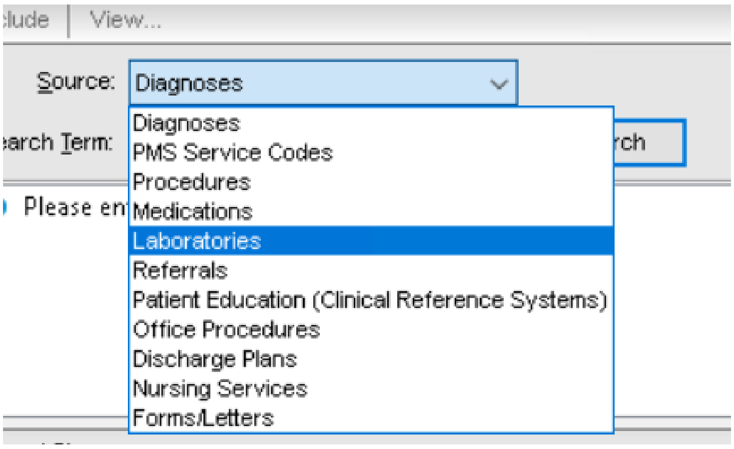
- Patient page will appear on the screen, where you can find the ***Assessment/Plan*** on the left side of the page.



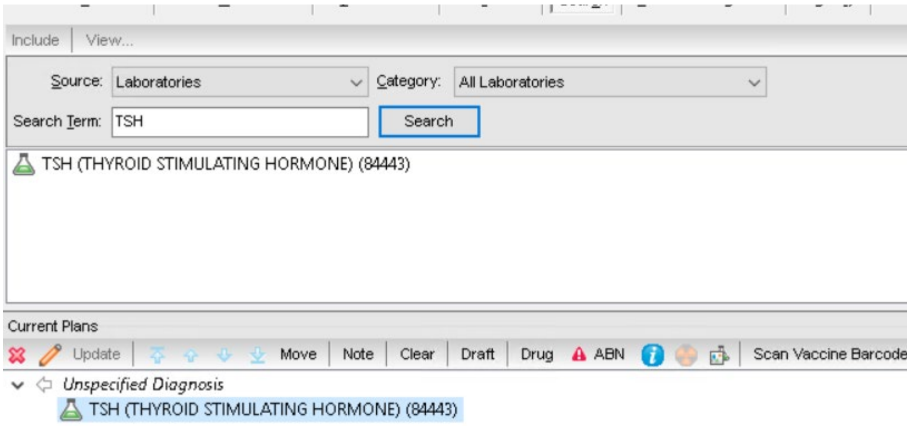
- Double click on the ***Assessment/Plan***, a new page will appear on the screen.
- Click on search option



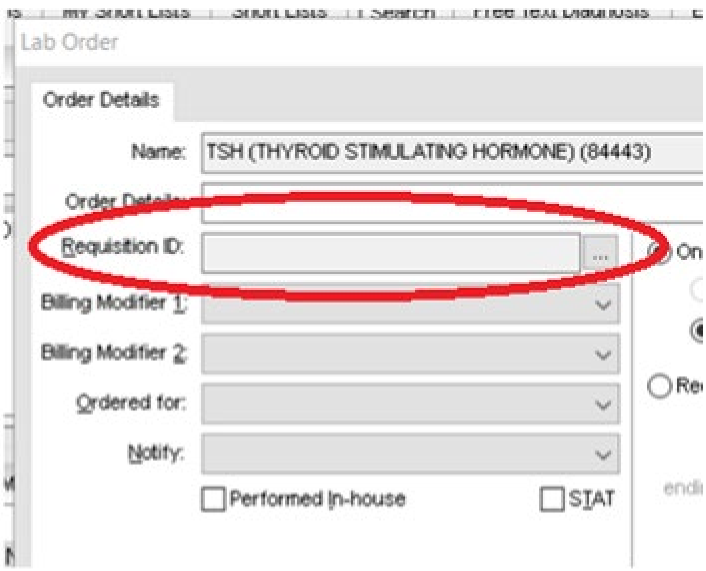
- Select ***Laboratories*** and give the test code or test name and in ***Search Term***.



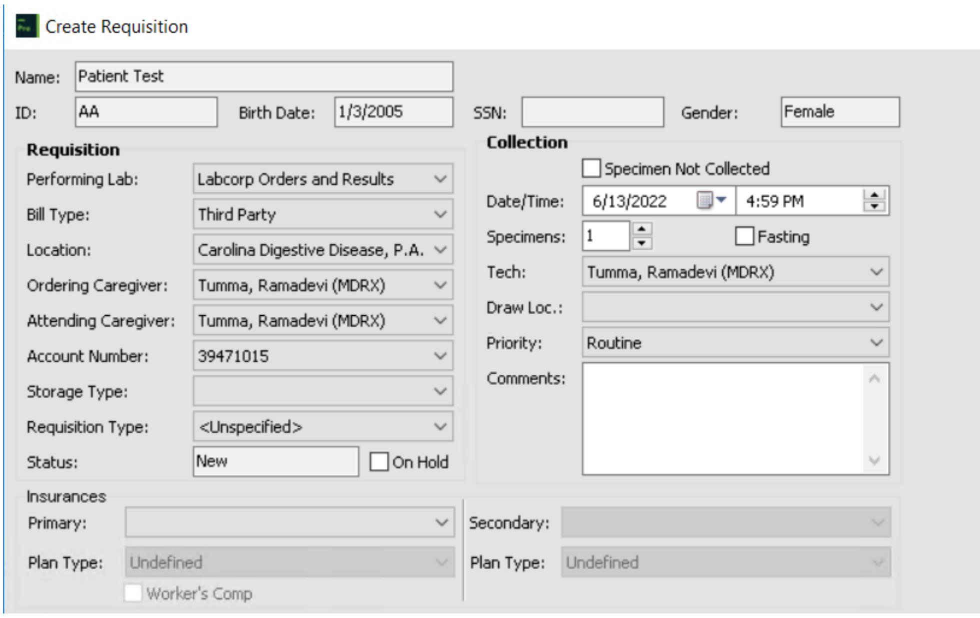
- Test name will appear on the screen, double click on that.



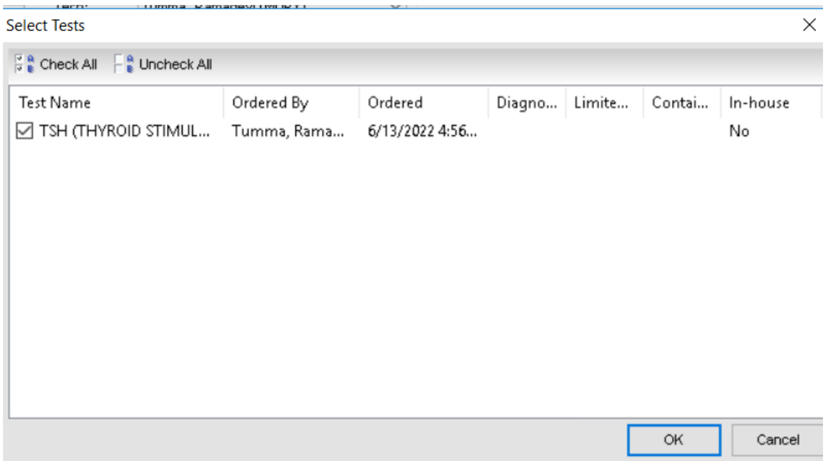
- Lab order page will appear on the screen, click on **...** on the ***Requisition ID*** box.



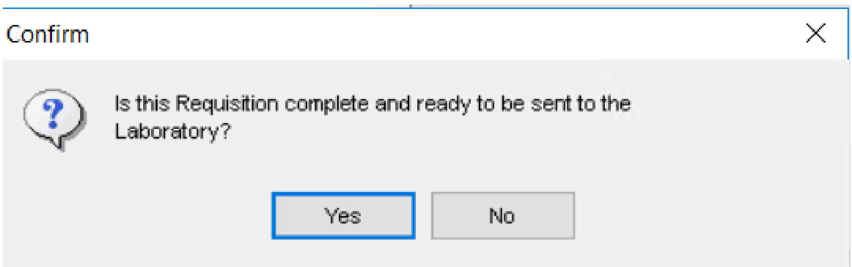
- Create Requisition page will appear where we need to select the ***Performing Lab, Bill Type, Location, Ordering Caregiver, Attending Caregiver, Account Number, Requisition Type*** from the drop down and give the comment if necessary.



- If you want to select multiple tests for a single requisition, click on ***Tests*** option below and ***check all*** then OK.

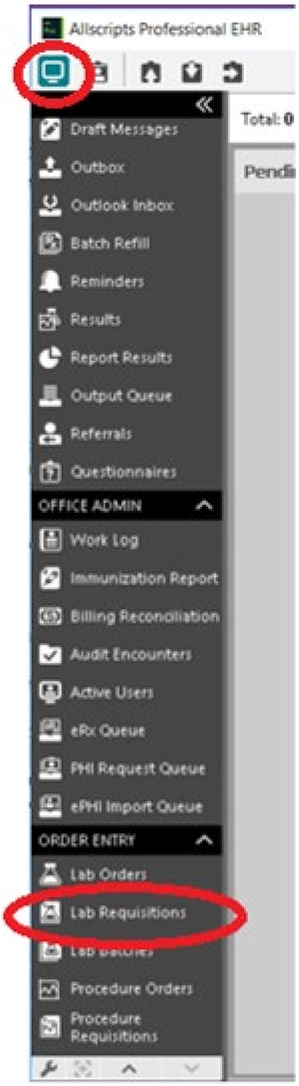


- Once we give all the details, will get a pop up saying:

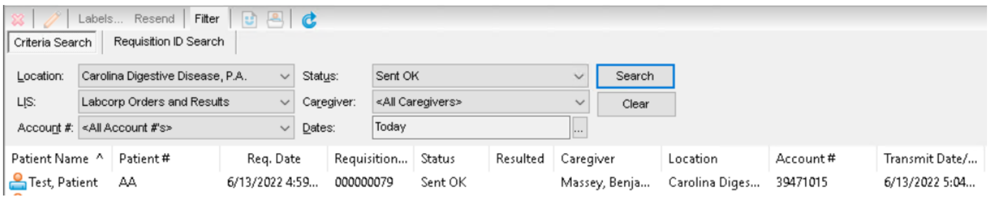


- Click on ***Yes*** to create the requisition.

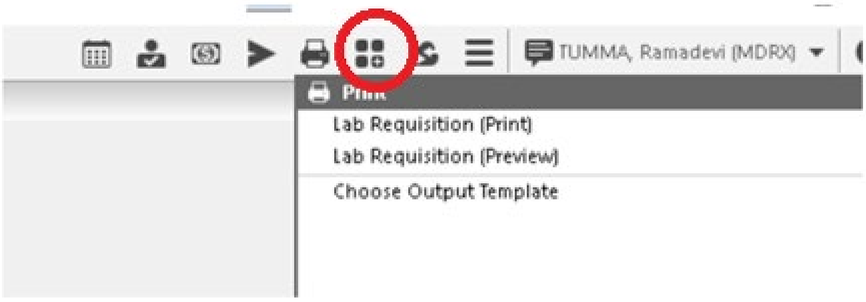
- To open or preview the requisition, click on the ***monitor*** option on the top left and select the ***Lab requisition*** at the bottom of the screen on left.



- Double click on the ***Lab Requisition*** and select the ***Location, LIS (Laboratory), Account, Status, Caregiver*** and ***Dates*** then click on ***Search***.



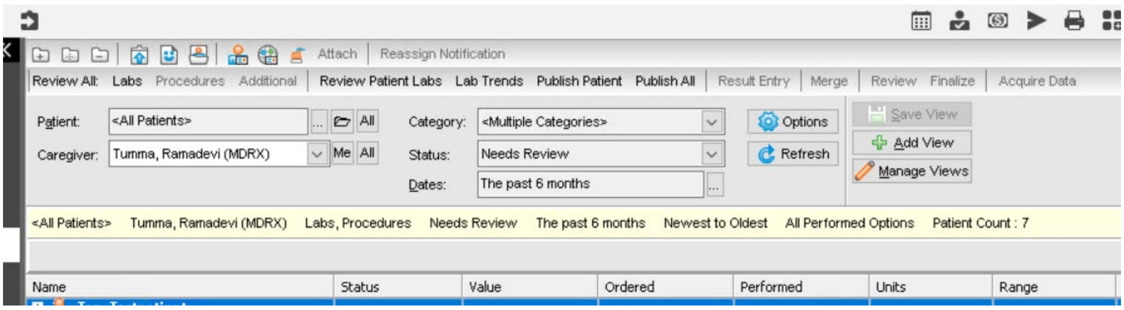
- Select ***print*** icon on the top right and click on ***preview*** option to view the requisition:



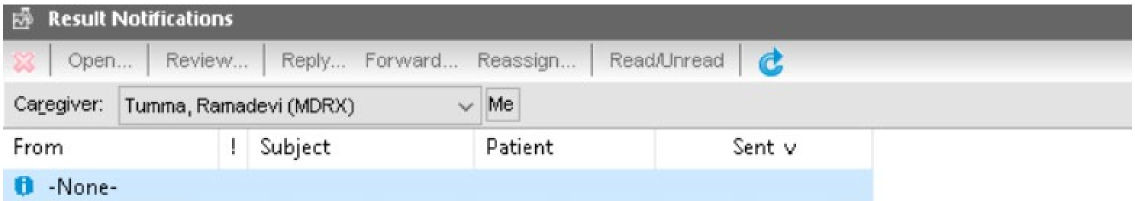
Procedure the check the Results:

- We can check for the results in three ways:
  Results – On Left side of the tab
  Result Notifications – On Right side of the tab
  Input Manager

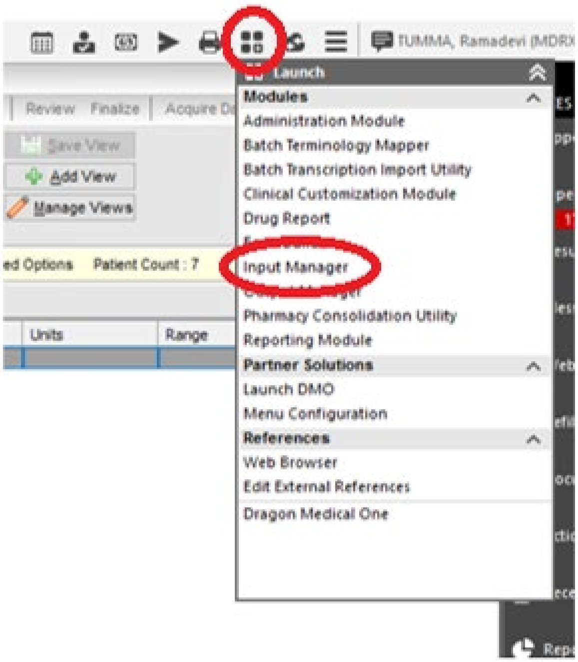
- **Results**:
  Click on the ***Results***, a new page will appear on the screen, select the ***Patient, caregiver, Category, Status, Dates*** and then ***Refresh*** to get the results.



- **Result Notifications:**
  We can see the results in the below field if we have any results related to that patient.



- **Input Manager:**
  Select Input Manager on the top right of the tab.



- A new tab will appear, select the ***Audit Log*** and give the ***Date range, Activity, Source, Activity By*** or you can give the ***patient*** or ***Ordering Caregiver First name*** and ***Last name*** or by ***Requisition*** or ***Accession number*** then ***Refresh***.