Lumea Ordering in Copia

BASIC STEPS TO ORDERING

Ordering in Copia

Standard ordering processes overview

- Set your default location to the correct Urology site before ordering

- Set your default picklist to Urology Picklist
  - **NOTE:** This picklist is set to standard Urology order choices. It can be modified as needed by your Area Lab Manager.

- Search for correct biopsy order choice as needed

- Complete all requested criteria on the order

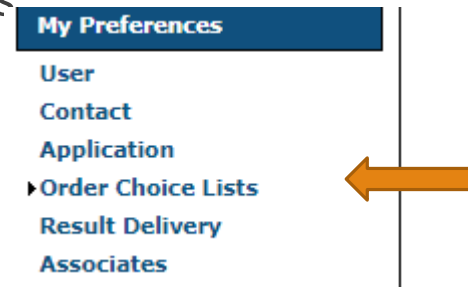- Print requisition and place in box with sample and submit to Lumea for testing.

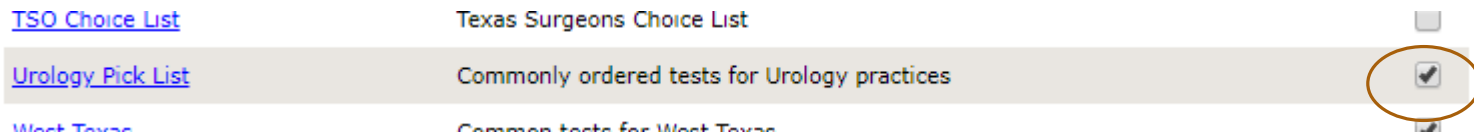******Screenshots and details on following slides to aid in these steps.

Urology Picklist

Setting Urology Picklist as Default

To set the Urology Picklist as your default:

1. Go to My Preferences>Order Choice Lists

My Preferences

User
Contact
Application
▸Order Choice Lists
Result Delivery
Associates

2. Make sure the box next to Urology Pick List is checked

| TSO Choice List | Texas Surgeons Choice List | ☐ |
| Urology Pick List | Commonly ordered tests for Urology practices | ☑ |
| West Texas | Common tests for West Texas | ☑ |

3. After checking the box select *Save* at the bottom right corner

Urology Picklist

Setting Urology Picklist as Default

4. Go to My Preferences>Application

My Preferences

User
Contact
▸Application
Order Choice Lists
Result Delivery
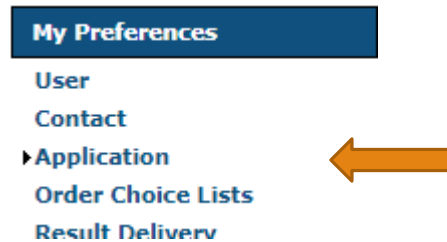
5. Under Order Patient Samples Settings:

Order Patient Samples Settings
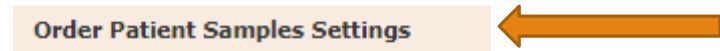
o Look at *Default order choice search type*:

o Select *Search Order Choice lists* and change dropdown to *Urology Pick List*

o Click "Save" in the lower right corner

Default order choice search dialog search type:
○ Search All Order Choices
◉ Search Order Choice Lists
    Default List for Order Choice Search on Order Patient Samples | Urology Pick List ▼
○ Search Profiles

Ordering Biopsies Process

Use Standard ordering processes for your next steps

Order and collect in Copia with the same processes as all other orders.

1. Go to Manage Samples> Order Patient Samples:

2. Enter patient information into the order entry screen:

Ordering Biopsies Process

Standard ordering processes

3. Search for tissue orders by "Biopsy" with the Urology Picklist as your list.

Ordering Biopsies in Copia

Standard ordering processes

NOTE: All Biopsy Order choices should show _**Lumea**_ as the Lab. Billing status should indicate Insurance Bill if the patient has insurance.

Ordering Biopsies in Copia

Standard ordering processes

4. Click on Clinical Info in the lower left corner of the order entry screen and complete the required information:

NOTE: Clinical Info will show in **RED** until all required fields are completed and will not allow you to save the order

Ordering Biopsies in Copia

Standard ordering processes

5. Fill in Specimen Source; Physician Name and Phone Number. There is an additional free text button for pertinent additional information as needed.

Note: Clinical Info is Green upon completion
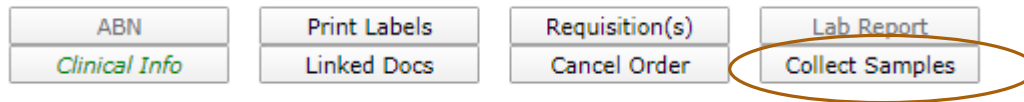
Ordering Biopsies in Copia

Collecting and printing the requisition

6. Once the order is saved collect the sample in Copia. The Requisition and labels will print automatically once collected.

■From the Order Entry Screen click Collect Samples:

■Assure that the Radial buttons are checked for all order choices.

Things to Remember

❖ **Centricity lab appointment must be made for all patients with orders in Copia for Demographics to cross into Copia.**

❖ **Centricity lab must also be cancelled if no billing is incurred in-house for lab.**

❖ **Orders must be collected in order for results to cross back through the system to UroChart.**

❖ **Order cannot be saved without Clinical Info completed.**

❖ **Place completed Copia requisition in kit with specimens prior to sealing for transport. Do not use Lumea's paper requisition when ordering in Copia.**