

2—Ordering Labs (from the Treatment Screen)

Lab Ordering Policy:

ALL labs should be ordered as FUTURE ORDERS (even if the hope is that they can be done same day).

The exception to this is that In-house orders that are being performed the same day should be put in as same day.

1. Click the “Browse” button next to Labs.

The screenshot shows the 'Treatment (Test, Nugget)' screen for a patient on 05/31/2018 at 09:00 AM. The 'Labs' tab is selected, and a red arrow points to the 'Browse ...' button. The screen includes a toolbar with various icons, a list of current medications (Essential hypertension, Type 2 diabetes mell, Moderate episode of), and a table for lab orders. The 'Labs' tab is highlighted in blue, and the 'Browse ...' button is also highlighted in blue.

2. Select Future Orders

The screenshot shows the 'Manage Orders' screen. The 'Future Orders' tab is selected, and a red arrow points to it. The screen displays a list of orders with columns for 'H', 'T', 'S', 'F', 'IH', 'Description', 'Dx', and 'Order Date'. The 'Order Date' column shows dates from 01/08/2018 to 02/15/2018. The 'Future Orders' tab is highlighted in green.

3. *****IMPORTANT:** Check off the box next to the Assessment/Dx code for which you are ordering.

The screenshot shows the 'Manage Orders' interface. On the left, there is a 'Medication Summary' tab with an 'Assessments' section. This section has a 'Prev Dx' button, an 'Add' button, and a 'Select All' checkbox. Below these are two checkboxes: 'I10 Essential hypertension' (unchecked) and 'E11.9 Type 2 diabetes mellitus' (checked). A red box highlights this 'Assessments' section, and a red arrow points to the checked checkbox. Another red arrow points to the 'Add' button. On the right, there is a 'Manage Orders' section with a 'Lookup:' field, a 'By:' dropdown (set to 'Order Name'), a 'Starts With' dropdown, and a 'Type:' dropdown (set to 'Both'). Below this is a 'Lab Company:' dropdown (set to 'All'). A red box highlights the 'Assessments' section on the left and the 'Manage Orders' section on the right. A red arrow points to the 'Contains' dropdown in the 'By:' field.

4. Change the search criteria from “Starts with” to “Contains” (this makes the lab easier to find).

The screenshot shows the 'Manage Orders' interface with the search results for 'hemoglobin A1c'. The 'Lookup:' field contains 'hemoglobin A1c'. The 'By:' dropdown is set to 'Contains', and the 'Type:' dropdown is set to 'Both'. The 'Lab Company:' dropdown is set to 'All'. The search results table shows four entries for 'Hemoglobin A1c' from different lab companies. A red box highlights the 'Contains' dropdown in the 'By:' field, and a red arrow points to it.

Order Name	Lab Companies
Hemoglobin A1c (Cowardin)	
IH Hemoglobin A1c (In-house)	
Hemoglobin A1c (OB/HIV)	
Hemoglobin A1c (Quiocassin)	

- The ICD-CPT Association box will appear. Check off the box next to the ICD-10 code for which you are placing the order. (If applicable, check off more than one.) Then, press Ok.

NOTE: You will only get this pop-up window when you place an In-House order.

The screenshot shows the 'Manage Orders' interface with the 'Add New Order' tab selected. A search for 'hemoglob' has been performed. A red box highlights the 'ICD - CPT Association' dialog box. In this dialog, under 'ICD Codes available for Lab', the code 'E11.9' (Type 2 diabetes mellitus without complication, without long-term complications) is selected. Under 'CPT Codes available', the code '83036' (GLYCATED HEMOGLOBIN TEST) is selected. A red arrow points to the 'OK' button at the bottom right of the dialog.

- Next, click on the date in the order date column and then use the calendar to select when you would like the patient to come back in for their lab.

The screenshot shows the 'Manage Orders' interface with the 'Add New Order' tab selected. A search for 'hemoglobin a1c' has been performed. A red box highlights the 'Future Orders' section. A text box with an arrow points to the checkboxes next to the lab order, with the text: "Check off the checkboxes next to the lab order to indicate: 'S'—for Stat; 'F'—for fasting." Another red box highlights the calendar pop-up for the date 10/04/2018.

Last Updated on 11/19/18 by Sarah Labriny

- Click “Ok” at the bottom to return to the Treatment screen.

The screenshot shows the 'Manage Orders' window with the 'Add New Order' tab selected. The search bar contains 'hemoglobin a1c'. Below the search bar, there are tabs for 'Today's Orders' and 'Future Orders'. The 'Future Orders' tab is active, showing a table of orders. At the bottom of the window, there is a red box around the 'OK' button, with a red arrow pointing to it.

Order Name	Lab Companies
Hemoglobin A1c (Cowardin)	
Hemoglobin A1c (In-house)	
Hemoglobin A1c (OB/HIV)	
Hemoglobin A1c (Quicccasin)	

Order Date	Order Name	Description	Dx	Order Date
02/15/2018	CBC With...	253.5		
10/04/2018	Hemoglob...	E11.9		

CC Results To: [text box] Bill To Physician Account [checked]
Quick Transmit Quick Print [button] Add Standing Orders [button]

OK