

Lumea Ordering in Copia

BASIC STEPS TO ORDERING

A solid orange horizontal bar at the bottom of the slide.

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.

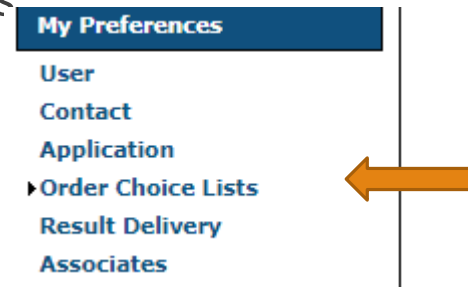
**Screenshots and details on following slides to aid in these steps.

Urology Picklist

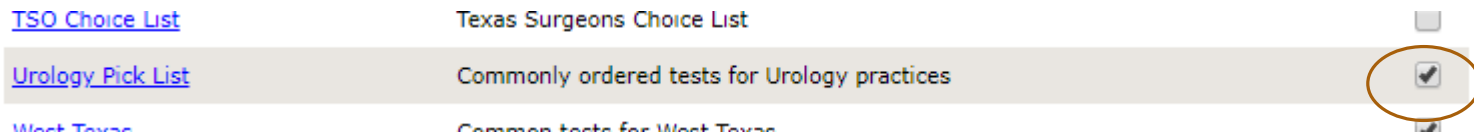
Setting Urology Picklist as Default

To set the Urology Picklist as your default:

1. Go to My Preferences>Order Choice Lists



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

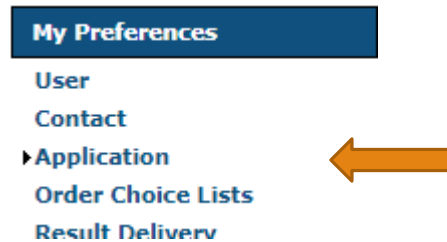


3. After checking the box select *Save* at the bottom right corner

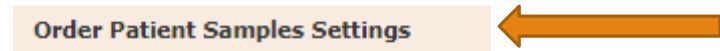
Urology Picklist

Setting Urology Picklist as Default

4. Go to My Preferences>Application



5. Under Order Patient Samples Settings:



- Look at *Default order choice search type*:
- Select *Search Order Choice lists* and change dropdown to *Urology Pick List*
- 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

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:



- Manage Orders
- Order Patient Samples
- Order Choice Catalog
- Pending Orders
- Batch Orders

2. Enter patient information into the order entry screen:

TEST, BOO
08/08/1960 F MRN: 778201

Order ID: NEW ORDER Status:

Patient* TEST, BOO

Ordering Location* Texas Urology Specialist-Dallas

Ordering Provider* Orchard UroCharts, Orchard

Collection Location Texas Urology Specialist-Dallas

Order Date* 01 / 06 / 2020 02 : 24 PM Now

Standing Order Recurrence Pattern

Fasting No 0.00 Hours

Visit Type:

Ordering Biopsies Process

Standard ordering processes

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

Order Choice Search

Order Choice Name:

Search All Order Choices
 Search Order Choice List:
 Search Profiles

Select	Abbreviation	CPT Codes	Name	Alternate ID1	Collection Information	Host Codes
<input type="checkbox"/>	BIOPSY, TISSUE	00000	BIOPSY, TISSUE	PUNCH BIOPSY	Biopsy Tissue in Formalin	3542, SBX
<input type="checkbox"/>	BLADDER BIOPSY	00000	BLADDER BIOPSY	BLADDER BIOPSY	Biopsy Tissue in Formalin	BBX
<input type="checkbox"/>	PROSTATE BIOPSY	00000	PROSTATE BIOPSY	PROSTATE BIOPSY	Biopsy Tissue in Formalin	PBX

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.

selected

Order Choice Search Diagnoses*

Alternate Sample Collection	Order Choice	Diagnoses	Sample ID	Priority	Lab	Billing	Acc
<input type="text" value="- Default -"/>	BLADDER BIOPSY	None selected	T.B.D.	<input type="text" value="Routine"/>	<input type="text" value="Lumea"/>	<input type="text" value="Insurance Bill"/>	

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:

No diagnosis codes selected

Order Choice Search Diag

Alternate Sample Collection	Order Choice	Diagnoses	Sample ID	Priority	Lab
- Default -	BLADDER BIOPSY	None selected	T.B.D.	Routine	Lumea

Documentation and Actions

<input type="button" value="ABN"/> Clinical Info	<input type="button" value="Print Labels"/> Linked Docs	<input type="button" value="Requisition(s)"/> Cancel Order	<input type="button" value="Lab Report"/> Collect Samples
------------------------------------------------------------	------------------------------------------------------------	---------------------------------------------------------------	--------------------------------------------------------------

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.

Status: **NEW ORDER**

Clinical Information

Clinical Info

Order Choices	Clinical Info	Response
BLADDER BIOPSY	Other specimen information:	<input type="text"/>
	Additional Note	<input type="text"/>
		...
BLADDER BIOPSY	Physicians Phone Number*	<input type="text"/>
BLADDER BIOPSY	Referring Physician*	<input type="text"/>
BLADDER BIOPSY	What is the source of the Tissue ??	<input type="text"/>

Note: Clinical Info is Green upon completion

Documentation and Actions

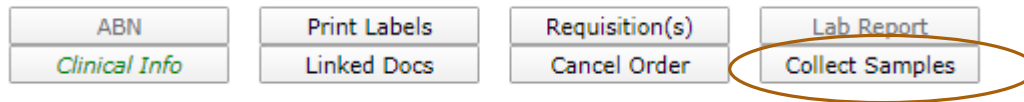
ABN	Print Labels
Clinical Info	Linked Docs

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.

Metroplex: Duck, Donald / Patient ID: 16048c000261 / MRN: Test02

Order ID: [9132802](#)

[Clinical Info](#) [Labels](#) [Requisition\(s\)](#)

Collected	Collection Date/Time	Sample ID	Order Choices	Container
<input checked="" type="checkbox"/>	01 / 03 / 2020 04 : 46 PM Now	200011645	BIOPSY, TISSUE (R) <input checked="" type="checkbox"/>	(1) Formalin
<input checked="" type="checkbox"/>	01 / 03 / 2020 04 : 46 PM Now	200011645	BLADDER BIOPSY (R) <input checked="" type="checkbox"/>	(1) Formalin

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.**