

# Default Settings Guide: Packing List Editor, Sendout Bench, and Order Inquiry

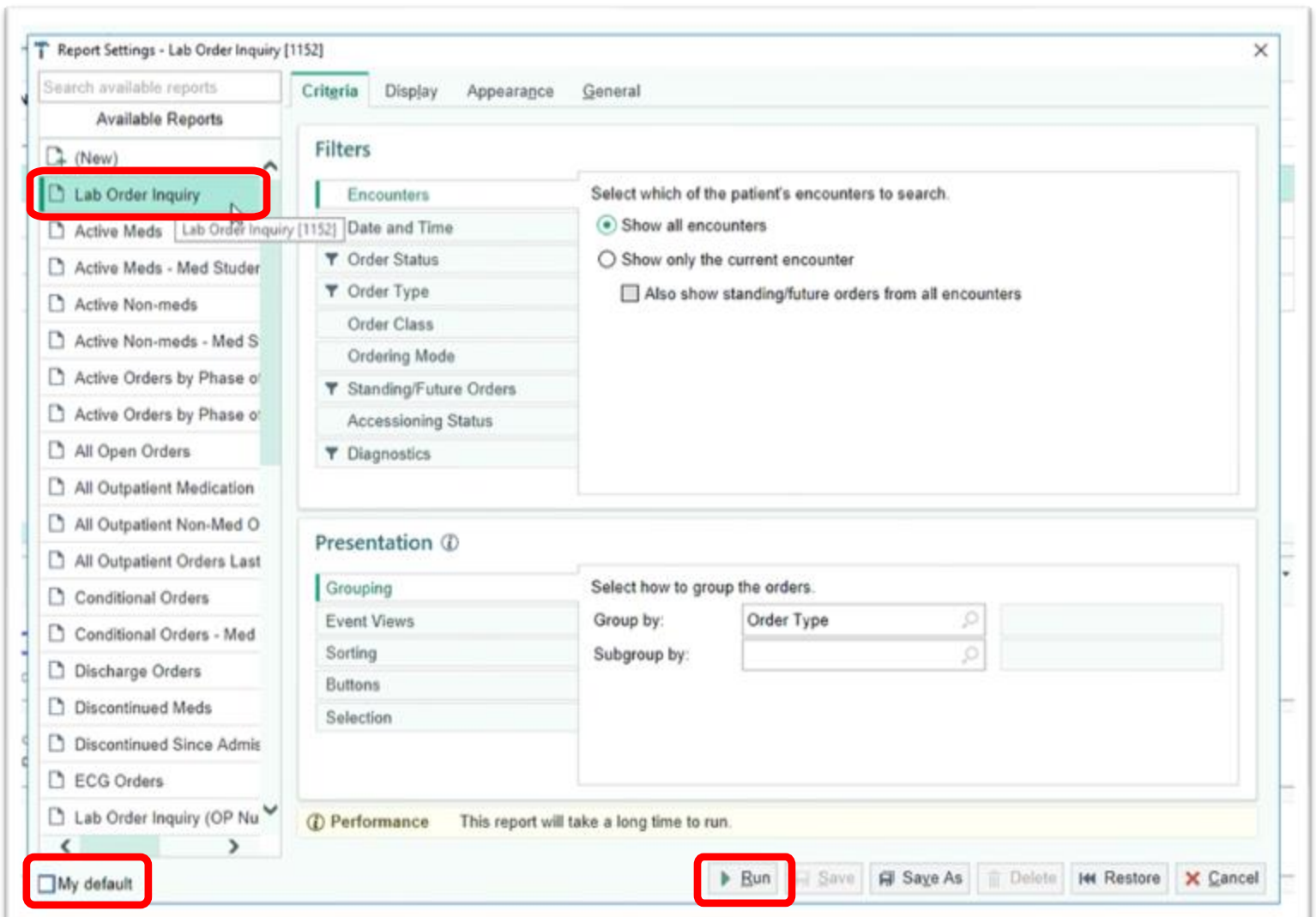
When you first open a new activity in Epic, you will be prompted to set your default display settings. Select the report option displayed below, select **My Default**, and then click **run**.

## Add Order Inquiry to Toolbar:

- Click the wrench while a patient chart is open
- Drag and drop 'Order Inquiry' next to your current default tabs
- Order Inquiry will now populate when you open any patient chart



## Order Inquiry:



## Sendout Bench:

**Report Settings - (New)**

Search available reports

Available Reports

- (New)
- Ambulatory Clinic Packing List**
- AP - Sent Out Specimens
- AP - Specimens to Send Out
- Clinic Packing List
- Oral Path Sendout
- Pre-Analytic (Outpatient) Pac
- Send Out Misc
- Send Out Misc - Orders
- Send Out Non interfaced - O
- Send Out to Any Reference
- Send Out to ARUP - Orders
- Send Out to LABCORP - Ord
- Send Out to MAYO - Orders
- Send Out to QUEST - Orders
- Send Out to VIRACOR - Ord
- Sent Out Interfaced Pending
- Sent Out Misc Pending Resu
- Sent Out Non Interfaced Per

**Criteria** Display Appearance General

**List Load Options**

Show accessioned but not received tests [0]

Include tests in these labs

1
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Remove test from list once it is added to a packing list  
(If this option is selected, tests already on a packing list will not be included on initial list load either. Note that a test will always be dropped from the list once the packing list it is on is marked 'Ready to Ship')

**List Filter Options**

Accessioning instant

From date: [ ] Time: [ ]

To date: [ ] Time: [ ]

Original Destination:

- Any of
- Any external lab
- Any internal lab
- Any lab
- The current lab

Destination Labs

1
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Disable mouse multi-select

My default

**Run** Save Save As Delete Restore Cancel

## Packing List Editor:

**Packing List Editor - Packing List Editor [73756]**

Search available reports

Available Reports

- (New)
- Packing List Editor**

**Display** Appearance General

**Available Columns**

Search available columns

- Find Lab Patient Name and MRN [51033]
- Lab Batch Slot Included Tests - Abbr [67800]
- Lab Batch Slot Test IDs [51506]
- Lab Collection Date/Time [51020]
- Lab Container Current Lab [51264]
- Lab Container Type [51017]
- Lab Patient Age [51034]
- Lab Patient Sex [51035]
- Lab Received Date [51016]
- Lab Received Date/Time [51043]
- Lab Result Entered Date and Time [51026]
- Lab Specimen QC [51022]
- Lab Specimen Source [51465]
- Lab Specimen Type [51466]

**Selected Columns**

- Lab Batch Slot Number [51578]
- Lab Batch Slot Contents [51505]
- Lab Batch Slot Included Tests [51579]
- Lab Test Priority [51030]

My default

**Run** Save Save As Delete Restore Cancel