

SPECIMEN REGISTRATION

Registration for lab specimens



START HERE!

Patient Station



WARNING!

Specimen Reg button should only be used when patient is **NOT** having labs drawn but has brought in a specimen that will be processed from our laboratory.



HOW IT WORKS

1. Staff receives specimen. Click **Patient Station**.
2. If the Lab or Labs are already in Epic, there is no need to transcribe the order. In Patient Station, update your **Views** at the right if needed. It defaults to **Current** and may need updated to All depending on when the order was placed. Then click **Order** button . If the order is NOT displayed here, enter in the order by following the **Transcribe Order** tip sheet then proceed to step 3.

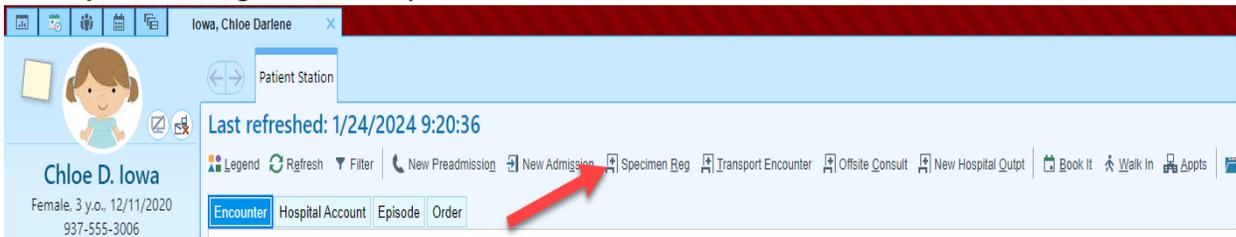


Updating filter if needed

Order	Order Date	Category	Class	Priority	Orderin...	Notes	Status
CBC AND DIFFEREN...	07/22/2024	HEMATOLOG...	Ancillary ...	Routine	Arnolds...		Future
PT Evaluation and trea...	07/22/2024	PT ORDERAB...	Ancillary ...	Routine	Arnolds...		Future

Example of Order view and my test already in Epic

3. Click **Specimen Reg** on the activity toolbar.



4. Enter the date the specimen was collected in the **Expected Date** field.
5. Enter the department that is receiving the specimen in the **Department** field; i.e. lab link staff sitting in a lab link location will put Lab Link in this field.
6. Verify Medical is in the **Service** field.
7. Enter the **Referring Provider** and **Attending Provider** with the ordering provider's name.
8. Click **Accept**.

9. Review and update registration information as necessary.
 - a. Complete all patient demographics and additional patient info information as complete as possible.
10. Click **Next** or **F8** to navigate to the **Encounter Guarantor and Coverages** section.
 - a. The patient class should default in as **Non-Patient**.
 - b. Verify the correct **Guarantor Account Type** and click **Create New Account** if the HAR advisor doesn't suggest a different HAR.
 - c. You will now have a Hospital Account with the patient's name. Verify on the **Coverage Info** form that the proper coverage is listed here or check the **Self Pay** checkbox if the patient is self-pay.
11. Navigate to the **Destination** section and enter the following information:
 - a. **Collection Date**
 - b. **Collection Time**
 - c. **Clinic Code:** Who/what office should receive the result.
12. Click **Next** or **F8** to take you to the **Procedures and Diagnoses** section.
 - a. If no diagnosis code (ICD-10) is provided, type in any supplied free text information in the **Free Text Diagnoses** area.
 - b. If an ICD-10 Code is provided, enter that in the **Diagnoses** field.

13. Navigate to the **Care Teams** section and confirm **Attending provider** and **Referring provider** are filled out. If completed in Step# 7 these will be populated with the ordering provider's name.

14. Click **Next** to navigate to the **Hospital Outpatient Visit Details**.
 - a. **Client Billing flag:** Who will be paying for this encounter. Use **Bill Patient** Billing flag anytime we're billing the guarantor
15. Click **Check-in** at the bottom right.

16. You will be back on **Patient Station** if that patient workspace was not closed. Proceed to the final step of **Releasing the Order**. **Highlight** the Specimen Registration encounter that was created.
17. Click **Open Chart**.

The screenshot shows the 'Patient Station' interface. At the top, it says 'Last refreshed: 1/25/2024 10:13:44'. Below that is a navigation bar with various icons and labels like 'Legend', 'Rgrefresh', 'Filter', 'New Preadmission', etc. A table of encounters is displayed with columns: Encounter, Status, Date, Time, Location, Room, Reason, Provider, and Pt. The first row is highlighted in blue and contains: Appointment, Conf HOV, 01/23/2024, 1115, LABORATORY, Type 2 diabetes m..., Dark, Jordan, MD, No. Below the table, there is a message: 'All encounters loaded - Some related encounters hidden by filters.' At the bottom, there is an activity toolbar with buttons: View Only, Update, Open Chart, Admit to Fir, Hosp Outpt, Enc Summary, Benefit Coll, Estimates, and Print Forms. A red arrow points to the 'Open Chart' button.

18. Select **Order Review** activity tab on the top
19. Verify your **Views** (button on activity tool bar) is set on OPEN ORDERS.
20. Highlight the order/orders and click **Release** on the activity tool bar.
 - o This will release the lab onto the encounter you just created.
 - o This same function should be done on a Medicity order as well.

The screenshot shows the 'Order Review' interface for 'Chloe D. Iowa'. The top navigation bar includes tabs: Snapshot, Summary, Chart Review, Results Review, Flowsheet Review, Problem List, Notes, Demographics, Manage Orders, Order Review, Immunizations, and Work List. The 'Order Review' tab is active, and the view is set to 'OPEN ORDERS'. The activity toolbar includes buttons: Refresh, Views, Filter, Discontinue, Release, Cosign Orders, Reprint, Reject Orders, and Accept Orders. A table of orders is displayed with columns: St., Status, Order, Remai..., Standing Interv..., Last Performed, Expected, Expires, Order Date, and Class. The first row is highlighted in blue and contains: Future, COMPREHENSIVE METABOLIC PANEL, 1/1, ~ 01/25/2024, 5/23/2033 2359, 1/25/2024 0931, Ancillary Performed. A red box highlights the first row, and a red circle with the number 20 is next to the 'Release' button in the toolbar.



ADDITIONAL CONTACT INFORMATION

CIS HELP DESK ext 3247

*This material contains confidential and copyrighted information of Epic Systems Corporation.