

SPECIMEN REGISTRATION

Registration for lab specimens



🎦 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.
- 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.

🗜 Legend 📿 Rgfresh 🔻 Filter 🕻 New Preadmission 🗄 New Admission 📳 Specimen	n Reg 📑 Transport Encounte	r 📑 Offsite Consult 📑 New Hospital Out	pt 📋 <u>B</u> ook It 📩 <u>W</u> a	Update Filters if	Registration 😫 Auth/Cert Linkage
Encounter Hospital Account Episode Order Click Order				needed. May need to Click All. It defaults to	Current +/- 7 Days All 7/22/2024 - 7/22/2024
Encounter S 2 Time	e Location	Room Reason	Provider	Current.	Contact #

Updating filter if needed

E	ncounter Hospital Account Episode	Order					
0	rder	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.

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	Patient Station
	Last refreshed: 1/24/2024 9:20:36
Chloe D. Iowa	👬 Legend 📿 Rgfresh 🔻 Filter 🔍 New Preadmission 🕀 New Admission 🕀 Specimen Reg 🖈 Iransport Encounter 😭 Offsite Consult 🛱 New Hospital Quipt 🛱 Book It 🔅 Walk In 🔒 Appts 👹
Female, 3 y.o., 12/11/2020 937-555-3006	Encounter Hospital Account Episode Order

- 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.

Epic RC Tip Sheet

Patient Encounter Creation	×
Iowa, Chloe Darlene [10000428]	
Expected Date Department Service Medical Attending Provider DARK, JORDAN [1129]	Referring Provider DARK, JORDAN 1830 Union City Rd. F

- 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.

	Patient Station Hospital Outpatient	- 8
	Hospital Outpatient 🗐 Print Forms 📼 Pat Guar and Cvg 🖋 Travel Screening 🗛 Appt Desk 🕏 Claim Info 🔤 MSPO 🌵 Referrals 🌵 Auth/Cert Linkage 👳 Auth/Cert V Patient FYI More 🔹	۲
Chloe D. Iowa	Resistration live Demographics	† ‡
937-555-3006 MRN: 10000428	Addutional Pati Imo Enc Guar & Crys Service Service Medical	
CSN: 77740563 Legal Guardian: Iowa, Rayna Irene 岗LAB	Verify Rx Benefits Room and Bed Assignment Room and Bed Assignment	
CURRENT PROGRAMS None	Hospital Area Unit Dayton Childrens Hospital O LABORATORY	
Medicaid Redetermination Date: None	Care Teams Specimen Info HOV Details Collection Date a Collection Time b Clinic Code c	
20VID-19 Vaccine: Unknown MyKidsChart: No proxy exists Dynamic a cont	✓ Close X Cancel ↑ Previous	↓ Next

13.	Navigate to the Care Teams	\leftarrow Patient Station	Hospital Outpatient	•
	Attending	Hospital Outpat	ient 🗟 Print Forms 📼 Pat Guar and Cvg 🖌 Travel Screening 🖁 Appt Desk 🕏 Claim Info 😇 MSPO 🌵 Referrals 🌵 Auth/Cert Linkage 👳 Auth/Cert 🔻 Patient FYI 🛛	More 🔹 🙆
	provider and	REGISTRATION INFO	B Hospital Outpatient Visit Details	t
	are filled out. If	Additional Pat Info Enc Guar & Cvgs	Referring Provider Admission Type	
	completed in Step# 7 these will be	Payments	1830 Union City Rd. Fort Recovery OH 45846	
	populated with the ordering provider's	VISIT DETAILS	Client Billing	
14.	name. Click Next to	Px/Dx Care Teams	Client Billing Flag BILL PATIENT	
	navigate to the Hospital	HOV Details	✓ Close X Cancel ↑ Previous	↓ Next
	Outpatient Visit			

- 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.

Details.

- 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.

←→ Patient Station								
Last refreshed: 1/25/2024	10:13:44							
Legend CRefresh TFilter	ew Preadmission 🗄 Ne	w Admission	Specimen <u>R</u> e	g 📑 Transport Encounter	Gffsite Consul	t 🖪 New Hospital Out	pt 📙 <u>B</u> ook It 🤞	: <u>W</u> alk In
Encounter Hospital Account Episode	e Order							
Encounter	Status	Date	Time Lo	ocation	Room F	Reason	Provider	Pt
🖹 Appointment 🛛 🗿	Conf HOV	01/23/2024	1115 L	ABORATORY	-	Type 2 diabetes m	Dark, Jordan, M	D No
All encounters loaded - Some related	counters hidden by filte	ers.						
🛃 View Only 🖹 Update 🎽 Oper	n Chart 🛃 Admit to F	Ir 🗄 Hosp	Outpt 📋 Er	nc Summary 🤊 Bene <u>f</u> it	Coll 🖙 Estima	ates 🗐 Print Forms		

- 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.
 - This will release the lab onto the encounter you just created.
 - o This same function should be done on a Medicity order as well.

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		SnapShot	Summary Chart Review Results Review	Flowsheet F	Review Pr	oblem List	Notes D	emographics	s Manage Orders	Order Review	Immunizations	Work List	
Chloe D. Iowa		C Refresh & Views Y Filter S Discontinue & Release S Cosign Orders Reprint S Reject Orders Accept Orders											
Female, 3 y.o., 12/11/2020 MRN: 10000428	St	Status	Order	Remai	Standir	ng Interv	Last Pe	erformed	Expected	Expires	Order [Date	Class
CSN: 77740808		Future	COMPREHENSIVE METABOLIC PANEL	1/1					~ 01/25/2024	5/23/2033 23	59 1/25/202	4 0931	Ancillary Performed
Code: Not on file Legal Guardian: Iowa, Rayna	-	Future	CBC AND DIFFERENTIAL	1/1					~ 01/25/2024	5/23/2033 23	59 1/25/202	4 0931	Ancillary Performed
Irene		Future	PT Evaluation and treatment as indicated	1/1					~ 06/02/2021	6/1/2030 235	9 6/2/2021	1244	Ancillary Performed
CURRENT PROGRAMS													

ADDITIONAL CONTACT INFORMATION

CIS HELP DESK ext 3247

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