dayton children's

Epic RC Tip Sheet

SPECIMEN REGISTRATION

Registration for lab specimens

START HERE!

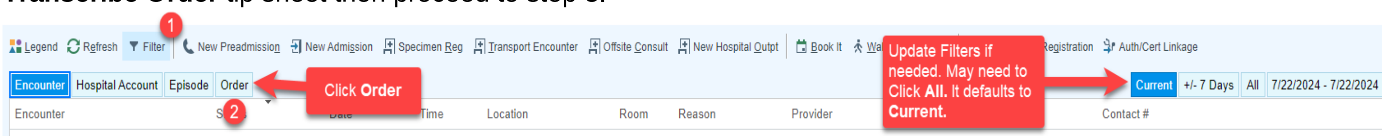
Patient Station

WARNING!

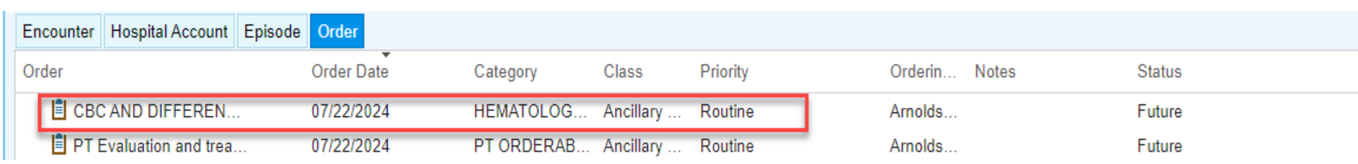
Specimen Reg button should only be used when patient is **NOT** having labs drawn but has brought in a specimen that will be processed from our laboratory.

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.

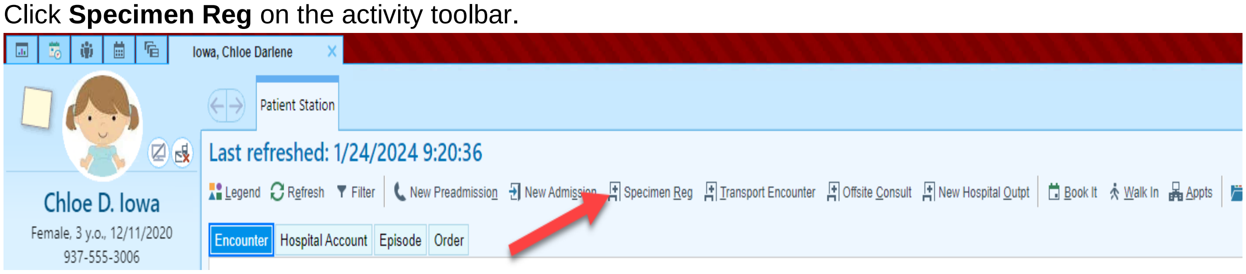


Updating filter if needed

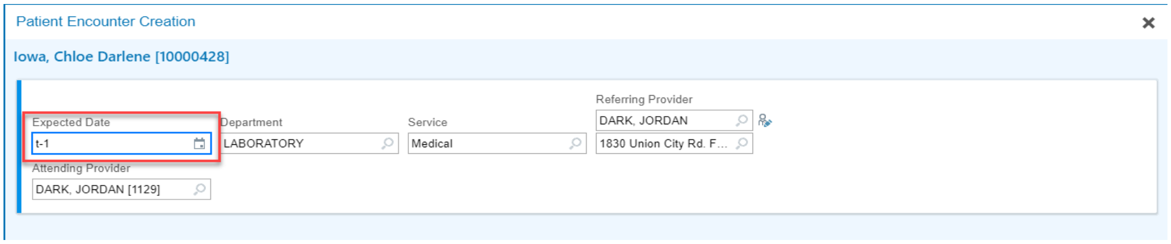


Example of Order view and my test already in Epic

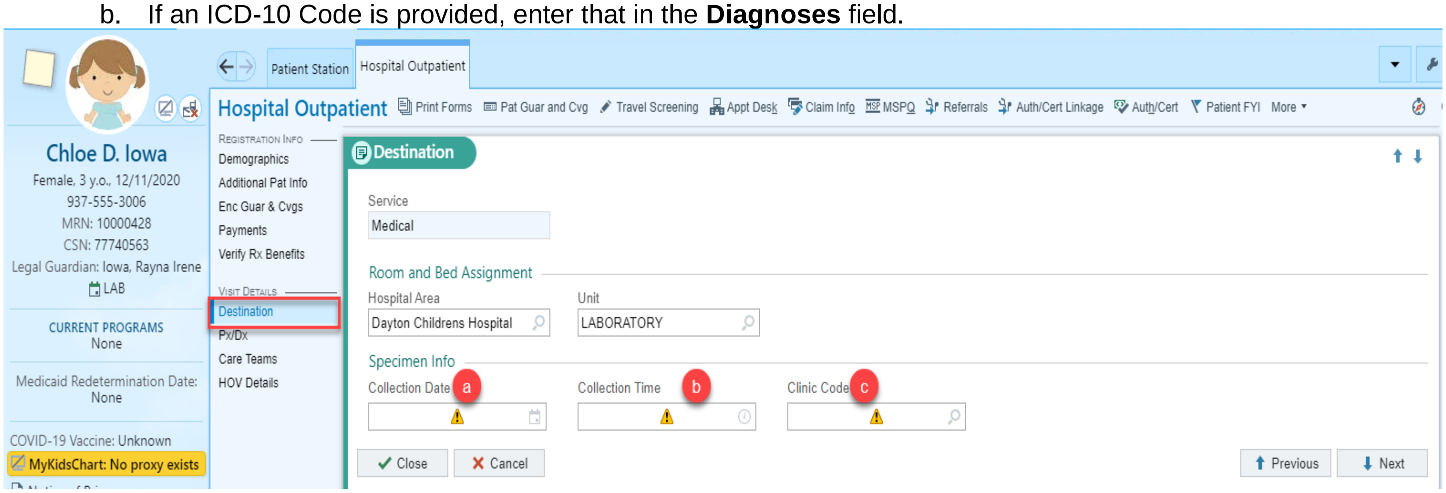
3. Click **Specimen Reg** on the activity toolbar.



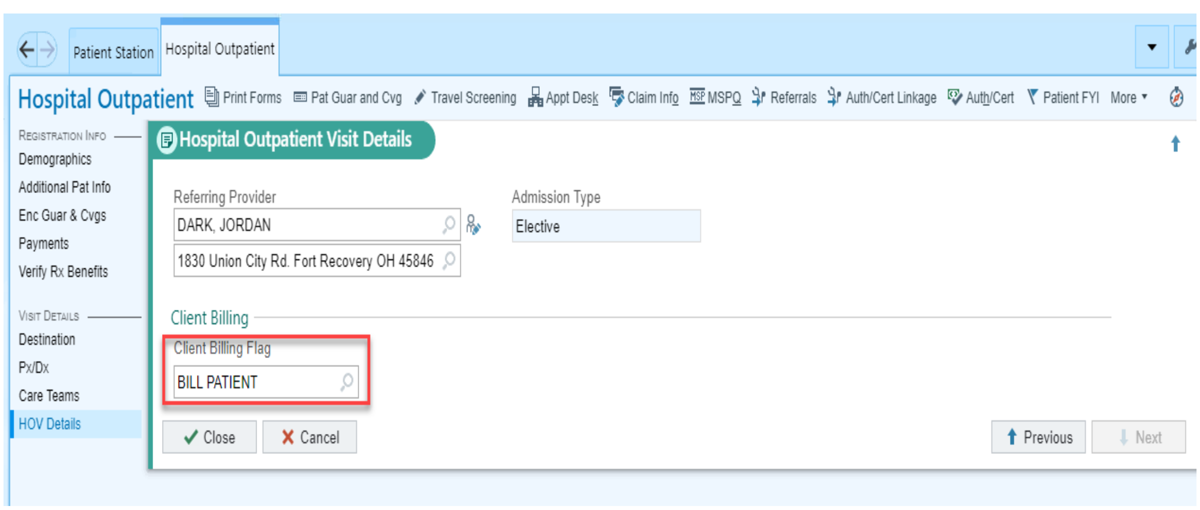
4. Enter the date the specimen was collected in the **Expected Date** field.
5. Enter the department that is receiving the specimen in the **Department** field; i.e. lab link staff sitting in a lab link location will put Lab Link in this field.
6. Verify Medical is in the **Service** field.
7. Enter 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.

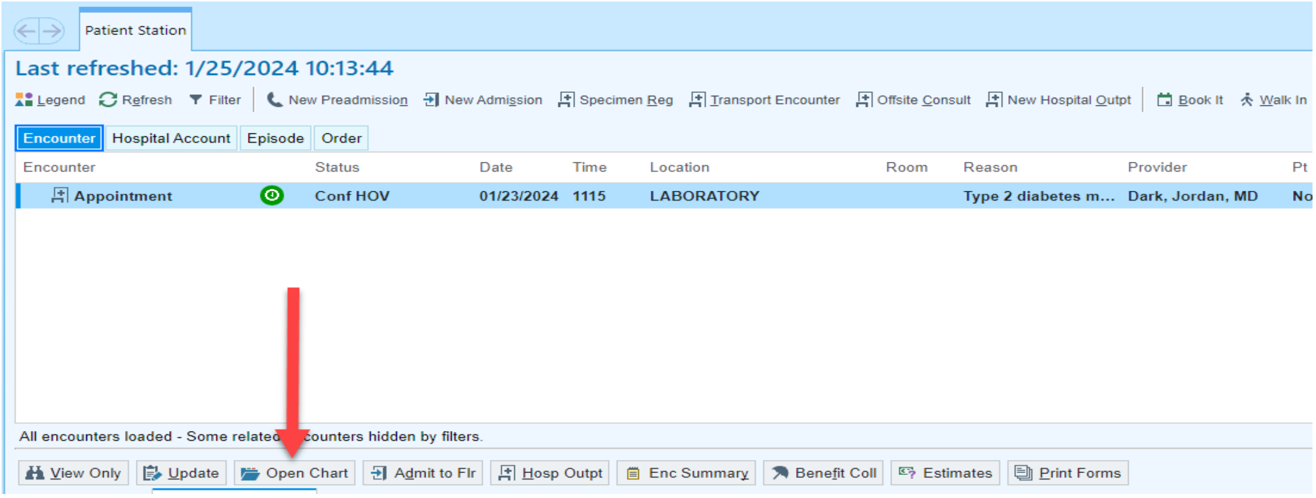


13. Navigate to the **Care Teams** section and confirm **Attending provider** and **Referring provider** are filled out. If completed in Step# 7 these will be populated with the ordering provider's name.
14. Click **Next** to navigate to the **Hospital Outpatient Visit Details.**

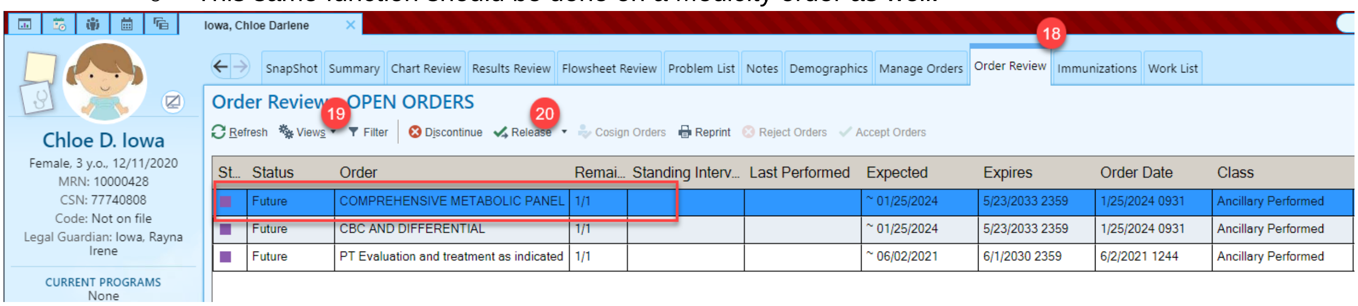


    a. **Client Billing flag:** Who will be paying for this encounter. Use **Bill Patient** Billing flag anytime we're billing the guarantor
15. Click **Check-in** at the bottom right.

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**.



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.
    - This same function should be done on a Medicity order as well.



ADDITIONAL CONTACT INFORMATION

CIS HELP DESK ext 3247