



# *Lifepoint 2.0 User Manual*



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# 1: Log In

The Lifepoint link is [www.lifepointlink.com/cpl](http://www.lifepointlink.com/cpl). To create a shortcut on the desktop, drag and drop the Lifepoint login link to the desktop.



Give Remote Access  
Version LP13.6.6.P10  
Your IP is: 162.1.129.250  
Copyright © 1999-2023 Lifepoint Informatics  
All Rights Reserved.

Each user has a unique login, Client Number, User ID, and Password.

- A. **Client Number:** Enter in the client number provided by the IU Health Lab Outreach Account Manager into this field.
- B. **User ID:** Enter the username provided by the IU Health Laboratory IS - Outreach team into this field.
- C. **Password:** Enter the temporary password provided by the IU Health Laboratory IS – Outreach team into this field.
- D. Click the **LOG IN** button to access Lifepoint.



## 2: Laboratory Functions

### 2.1: In-Box

The In-Box will display any new results that are received from IU Health. The In-Box will show Final and In-Progress results. When/If the reports are archived from the In-Box, they are still available in the patient’s history. The user can always access the reports by using the Patient Search link.

**NOTE:** if the users navigate away from the Inbox. Click on the **Inbox** link to go back to it.



### 2.1a: Inbox Navigation

Inbox (100 days)									
A		B				C			
Print Selected <input type="checkbox"/> GO		Display All <input type="checkbox"/> OK				Results Per Page: 25		Records 1 - 18 of 18	
D	Practice	Last Name	First Name	IU Health MRN	Accession Number	Unit	Date of Collection	Physician	
-	<input type="checkbox"/> 99999	Ctdemo	Future	56286357	23-298-000119		10/25/2023	Pathnet, Client	
		667741 - PTINR			Final				
-	<input type="checkbox"/> 99999	ctdemo	IUH	56286232	23-298-000120		10/25/2023	Pathnet, Client	
		665674 - CBC			Final				
-	<input type="checkbox"/> 99999	ctdemo	IUH	56286232	23-298-000121		10/25/2023	Pathnet, Client	
		667741 - PTINR			Final				
-	<input type="checkbox"/> 99999	ctdemo	IUH	56286232	23-298-000122		10/25/2023	Pathnet, Client	
		692553 - Urine CX			In Progress				
-	<input type="checkbox"/> 99999	Ctdemo	Jon	56285722	23-297-000116		10/24/2023	Pathnet, Client	
		667629 - aPTT PI QN			Final				
		686208 - Lipid Panel SerPI QN			Final				
		686541 - TSH 3rd Gen SerPI QN			Final				
-	<input type="checkbox"/> 99999	Ctdemo	Samantha	56286359	23-296-000083		10/23/2023	Pathnet, Client	
		686223 - Magnesium SerPI QN			Final				

- A. **Print Selected:** Print or archive reports from the Inbox.
- B. **Display All:** Display all Report Types, Final, or Partial reports.
- C. **Results Per Page:** Show more than 25 reports in the inbox if needed.
- D. **Column Headers:** Sort the inbox in ascending or descending order by clicking on the Practice, Last Name, First Name, IU Health Medical Record Number, Accession Number, Unit, Date of Collection, or Physician column header.
- E. **Accession Number:** Access patient results by clicking on the accession number.



## 2.1b: Accession View Screen

The Accession View Screen details all lab results by accession number.

Indiana University Health

Ctdemo, Samantha  
IU Health MRN: 56285647  
Client MRN:  
Client: 99999 - Lifepoint Demo ORG

Female | DOB: 06/23/1994 | Age: 29  
SSN: 000-00-0000  
Address: 333 Test Dr., Indianapolis, IN 46202  
Insurance:

TEST ENVIRONMENT (NW) Jon Reviyak - Lifepoint Demo Org Report Status: Alerts: 3 Status: 0 Criticals: 0 Inbox: 6 Logout

Inbox Navigation: Previous | Next

User: [ ]  
Print Audit View Req [ ] Reviewed [ ] Archive

Accession	Name	DOB	Sex	Phone	Req Num	Col Date	Col Time	Test Name	Results	Range	Units
23-248-00028	Ctdemo, Samantha	06/23/1994	F	3178889999	0999990000000021	09/05/2023	01:33 PM	Magnesium SerPI QN	2.0	1.6 - 2.9	mg/dL

- A. **Test name:** this details the test name and all the result components in the test.
- B. **Results:** this details the actual results of each test components.
  - A result with an asterisk (\*) means the result has been corrected in Cerner by someone in the lab.
  - Abnormal results will show in this column as...H (High), L (Low), Cr (Critical), or Abn (Abnormal).
- C. **Range:** this details the reference range where applicable.
- D. **Units:** this details the unit of measure where applicable.
- E. **Print:** this is used to print the result in PDF format.
- F. **Reviewed:** clicking the reviewed box will show the result as reviewed but will not remove it from the inbox.
- G. **Archive:** clicking the archive box will remove the result from the inbox.

## 2.2: Patient Search

To find a patient, click on the Patient Search menu item and enter search criteria in the appropriate fields.

**Laboratory Functions**

- Inbox
- Patient Search**
- Patient History
- Cumulative Reports

**NOTE:** When searching, try to be as detailed as possible to prevent too many search results.



**Patient Search**

Last Name:

First Name:

IU Health MRN:

Client MRN:

Patient DOB:  /  /

Physician:

Req Number:

Accession:

Search Date:  Select a date range

OR

Enter a date range (mm/dd/yyyy).

-to-

**SEARCH**

**Match Type**

**Starts With**    **Exact**

Click the **SEARCH** button after all criteria has been entered.

**Search Results**

Please select a patient below, or go back and search again.

Client	IU Health MRN	Client MRN	Last Name	First Name	DOB
99999	56222601		Ctdemo	Jon	05/14/1987
99999	56222603		Ctdemo	Future	03/22/1991
99999	56285647		Ctdemo	Samantha	06/23/1994
99999	56286232		ctdemo	IUH	11/22/1991

Click on a medical record number listed in the **IU Health Medical Record Number** column to select a patient.

The following message will be displayed if no patients match the search criteria entered.

There are no patients matching your search criteria. Please try again.

### 2.3: Patient History

The patient must be active, to view the patient’s history.



The Patient History menu contains three tabs; **Not Received**, **In Progress** and **Result History**

**Back** **Patient History** (Audit)

---



### 2.3a: Not Received Tab

Orders that have not yet been received by the lab will be displayed in the Not Received tab.

**NOTE:** Please do not use the Remove from Pending, Delete Req, or Edit Order functions. Pending orders have been transmitted to IU Health’s Cerner system and editing them in Lifepoint is not possible. Call (317) 491-6000 to request a test be canceled or place a new order on the desired patient if something needs to be added.

Patient History <small>(Audit)</small>						
Not Received    Result History						
Client	Physician	Req Number	Ordered Date/Time	Remove From Pending	Delete	Edit Order
99999	Pathnet, Client, MD	9999010000000021 <small>Audit</small>	10/26/2023 08:48 PM (0 days)			Released    Print Labels
	3572812969 - 1,25 Dihydroxyvitamin D					
	686208 - Lipid Panel SerPI QN					
	685338 - Ammonia PI QN					
99999	Pathnet, Client, MD	9999010000000013 <small>Audit</small>	10/26/2023 08:14 PM (0 days)			Released    Print Labels
	686223 - Magnesium SerPI QN					

### 2.3b: In Progress Tab

Orders that have been received in lab but are not finalized will be displayed on the In Progress tab.

Patient History <small>(Audit)</small>				
Not Received    In Progress    Result History				
Lab	Client	Physician	Accession	Coll Date
CPL	99999	Pathnet, Client	23-299-000074	10/26/2023 (0 days)
	667629-PTT    In Progress			
	686208-LipidPni    In Progress			
CPL	99999	Pathnet, Client	23-298-000123	10/25/2023 (1 days)
	3572812969-1-25OHD    In Progress			
	686487-T4Total    In Progress			

### 2.3c: Result History Tab

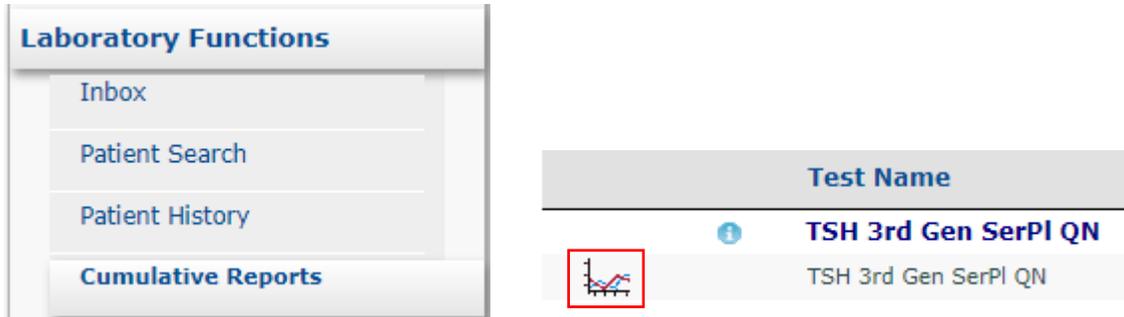
Orders that have been finalized and resulted will display on the Result History tab. To access an individual result, click the **Accession Number** hyperlink.

Patient History <small>(Audit)</small>				
Not Received    In Progress    Result History				
<input type="button" value="PRINT SELECTED"/>				
- <input type="checkbox"/>	Client	Physician	Accession Number	Collection Date
- <input type="checkbox"/>	99999	Pathnet, Client	<a href="#">23-299-000074</a>	10/26/2023
	667629 - aPTT PI QN    Final			
	686208 - Lipid Panel SerPI QN    Final			
- <input type="checkbox"/>	99999	Pathnet, Client	<a href="#">23-298-000123</a>	10/25/2023
	3572812969 - 1,25 Dihydroxyvitamin D    Final			
	686487 - T4 Total SerPI Qn    Final			
- <input type="checkbox"/>	99999	Pathnet, Client	<a href="#">23-297-000116</a>	10/24/2023
	667629 - aPTT PI QN    Final			
	686208 - Lipid Panel SerPI QN    Final			
	686541 - TSH 3rd Gen SerPI QN    Final			



## 2.4: Cumulative Reports and Graphs

If the result is graphable, there will be a Graph icon to the left of the test name. The user can either click on the **Graph** icon or click the **Cumulative Reports** menu item to pull up the graphable results.



When the **Graph** icon is clicked, the following report will be displayed. This graph can also be printed if needed.



When the **Cumulative Reports** menu item is selected, the following report screen will be displayed. The user can choose a date range or leave it blank. If left blank, the 6 most recent results will be displayed.

**Custom Cumulative Reports**

Date Range:  -to-   
\* Enter a date range, or leave blank to see the 6 most recent dates. Date format mm/dd/yyyy.

Report Type:  Full Table    Custom Table    Graph

**Full Table** will display a numeric table containing all the analytes displayable for the active patient.  
**Custom Table** will display a numeric table with only the analytes you select.  
**Graph** will give you the option of selecting one or more analytes to be displayed in a graph format. Only numeric results can be graphed.



Below is an example of the report that will be displayed. The report can also be printed.

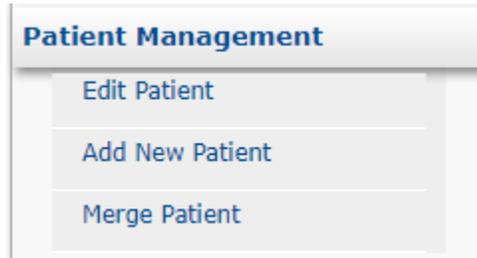
Printer Friendly Version		Save As Template		Custom Cumulative Reports			Back to Search Form	
Tests: See Below		Dates: All		DOB: 05/14/1987			Gender: M	
Patient: Jon Ctdemo		PID: 56222601					Date Order: Ascending Descending	
Comma-Delimited File								
Switch X / Y Axis								
* Result contains comment.								
Analyte Name	23-117-000218	23-115-000307	23-105-000248	23-105-000249	23-094-000267	Reference Range	Unit of Measure	
	CPL	CPL	CPL	CPL	CPL			
	04/27/2023	04/25/2023	04/15/2023	04/15/2023	04/04/2023			
	04:00 PM	10:00 AM	10:00 AM	10:00 AM	10:00 AM			
Urine CX						-		
INR						0.73 - 1.17		
PT						9.3 - 13.5	sec	
aPTT						23.4 - 38.0	sec	
TSH 3rd Gen SerPI QN	9.653 H	8.956 H	10.412 H		12.560 H	0.400 - 4.200	mIU/mL	



# 3: Patient Management

## 3.1: Add New Patient

The following steps should be taken to add a new patient into Lifepoint when searching does not find a patient.



Click the **Add New Patient** menu item to start the process.

### 3.1a: Patient Information Tab

Fill in all necessary information regarding the patient on the Patient Information tab. Any field marked with an asterisk (\*) is required and must be filled in.

**Add New Patient**

---

\* Required

IU Health MRN:  \*

Client MRN:

Last Name:  \*

First Name:  \*

Middle Name:

Sex:  \*

Date Of Birth:  /  /  \*

Room/Bed:

Unit:

SSN:  -  -  \*

Home Phone:  -  -

Work Phone:  -  -  -

Cell Phone:  -  -

Address:

City:

State:

Zip:

County:

Employer:

Relationship to Responsible Party:

---

Standing Diagnosis

Search for Diagnosis:



**NOTE:**

- IU Health medical record number will auto-populate.
- Please enter all 9's if a social security number is not available.
- Please add the patient's phone number for patient matching purposes.
- Please enter the patient's **Address, City, State, and Zip Code** information in the appropriate fields. This information is required for billing options such as **Insurance, Non-Skilled, or Self-Pay**.
- Please select **None, Spouse, Child, or Other** if the Relationship to Responsible Party is someone other than the patient (**Self**).

Click the **Responsible Party** tab next to continue.

### 3.1b: Responsible Party Tab

Please fill in responsible party information on this tab if **Self** was not chosen when adding the patient.

[Add New Patient](#)

Patient Information

**Responsible Party**

Primary Insurance

Secondary Insurance

Supplemental Insurance

\* Required

Last Name:   
 First Name:   
 Middle Name:   
 Social Security Number:  -  -   
 Address:   
 City:   
 State:   
 Zip:

Click the **Primary Insurance** tab next to enter insurance information into Lifepoint for the patient.

OR

Click the **UPDATE** button if insurance information is not needed.

### 3.1c: Primary, Secondary and Supplemental Insurance Tabs

No Insurance is the default for any new patient. If a patient requires insurance, then the end user will need to add it into the Primary, Secondary or Supplemental Insurance tabs. Any field marked with an asterisk (\*) is required and must be filled in.



**Add New Patient**

Patient Information	Responsible Party	Primary Insurance	Secondary Insurance	Supplemental Insurance
---------------------	-------------------	-------------------	---------------------	------------------------

\* Required

Insurance Company:

Policy Number:  \*

Group:  \*

Subscriber Relationship:  \*

Last Name:  \*

First Name:  \*

Middle Initial:

Suffix:

Date of Birth:  /  /  \*

Sex:  \*

Address:  \*

City:  \*

Subscriber State:  \*

Subscriber Zip:  \*

Employer:

**NOTE:**

- Enter the first few letters of an insurance company into the **Insurance Company** field to search for the patient’s insurance.
- A drop-down list will appear with search results that the end user can choose from to select the appropriate insurance company. Please enter all required information.
- Patient information will auto fill into the patient demographic fields if the **Subscriber Relationship** is **Self**.
- Click the **Secondary** or **Supplemental Insurance** tab next to repeat the process and enter insurance information into Lifepoint for the patient.

Click the **UPDATE** button if no other insurance information is needed to start the order entry process.



# 4: Laboratory Orders

## 4.1: Order Tests

After adding or finding a patient, click on the **Order Tests** menu item to place an order.



### 4.1a: Patient Information Tab

Please confirm the correct patient is selected on the **Patient Information** tab before progressing through the order entry process.

Ctdemo, Jon IU Health MRN: 56222601 Client MRN: Client: 99999 - Lifepoint Demo ORG		Male   DOB: 05/14/1987   Age: 36 SSN: 000-00-0000 Address: , , Insurance:	
Jon Revtyak - Lifepoint Demo Org Report Status: Alerts: 3 Stats: 0 Criticals: 0 Inbox: 6 Logout			
Order Tests			
Patient Information <b>Diagnosis</b> Tests    Review			
Patient Information			
Last Name: Ctdemo First Name: Jon Middle Initial: IU Health MRN: 56222601			
Patient Insurance			
Ins Company: Policy No: Group: Destination Laboratory: CPL			
<a href="#">Edit Patient Information</a>			

Click the **Diagnosis** tab if the correct patient has been selected.

### 4.1b: Diagnosis Tab

Search for a specific diagnosis code to associate to the order being placed.

Ctdemo, Jon IU Health MRN: 56222601 Client MRN: Client: 99999 - Lifepoint Demo ORG		Male   DOB: 05/14/1987   Age: 36 SSN: 000-00-0000 Address: , , Insurance:	
Jon Revtyak - Lifepoint Demo Org Report Status: Alerts: 3 Stats: 0 Criticals: 0 Inbox: 6 Logout			
Order Tests			
Patient Information <b>Diagnosis</b> Tests    Review			
Search for a Diagnosis: <input type="text" value="Enter at least 3 characters to search"/>			
Commonly Selected Diagnosis Codes			
<input type="checkbox"/> Z00.8 ENC FOR OTHER GENERAL EXAMINATION			

**NOTE:** Use one of the following options to add diagnosis codes to the order.



- Search for a diagnosis code by entering the code or name into the **Search for a Diagnosis** field.
- Select a diagnosis code from one of the **Commonly Selected Diagnosis Codes** listed.
  - The **Commonly Selected Diagnosis Codes** section can be customized per client.

Click on the **Tests** tab once all diagnosis codes have been added.

### 4.1c: Tests Tab

Search for lab tests to add to the order being placed.

Ctdemo, Jon  
IU Health MRN: 56222601  
Client MRN:  
Client: 99999 - Lifepoint Demo ORG

Male | DOB: 05/14/1987 | Age: 36  
SSN: 000-00-0000  
Address: , ,  
Insurance:

Jon Revtyak - Lifepoint Demo Org Report Status: Alerts: 3 Stats: 0 Criticals: 0 Inbox: 6 Logout

Order Tests

Patient Information

Diagnosis

Tests

Review

**Search for a Test:**

**Enter Test Codes:**

Lab		
<input type="checkbox"/> 3572812969 - 1,25 Dihydroxyvitamin D	<input type="checkbox"/> 667629 - Activated Partial Thromboplastin Time (aPTT)	<input type="checkbox"/> 685338 - Ammonia PI QN
<input type="checkbox"/> 665674 - CBC without Differential	<input type="checkbox"/> 686208 - Lipid Panel SerPI QN	<input type="checkbox"/> 686223 - Magnesium SerPI QN
<input type="checkbox"/> 667741 - Prothrombin Time (PT) with INR	<b>Microbiology</b>	
<input type="checkbox"/> 692537 - Stool Culture	<input type="checkbox"/> 692553 - Urine Culture	<input type="checkbox"/> 692558 - Wound Culture and Stain

**NOTE:** Use one of the following options to order a test on a patient.

- Enter the first few letters in the **Search for a Test** field to search for the test.
- Enter the IU Health catalog code in the **Enter Test Codes** field and hit **ENTER**.
  - Order multiple tests at once by inserting a comma in-between each catalog code.
  - Find catalog codes on the [IU Health Lab Test Directory](#).
  - Please call IU Health Laboratory Client Services at 317.491.6000 or 800.433.0740 for help ordering if unable to find a test or catalog code on the IU Health Lab Test Directory.
- Select a test from the **Common Tests** section by checking the box beside the desired test.
  - Display collection and draw information by clicking on the blue circle next to each test.

Click the **Review** tab once all tests are added to the order.

### 4.1d: Review Tab

End users will finalize the order entry process by filling our necessary clinical and collection information on this tab.

**NOTE:** Any field marked with an asterisk (\*) is required and must be filled in before the order can be placed.



Citderno, Jon  
IU Health MRN: 56222601  
Client MRN:  
Client: 99999 - Lifepoint Demo Org

Male | DOB: 05/14/1987 | Age: 36  
SSN: 000-00-0000  
Address: . . .  
Insurance:

TEST ENVIRONMENT (INV)

Jon Reivyski - Lifepoint Demo Org Report Status: Alerts: 3 Status: 0 Critical: 0 Inboxes: 6 Logout

**Order Tests**

Patient Information | Diagnosis | Tests | Review

ORDER STANDING ORDER CANCEL

Add Code	Code	Selected Diagnosis	Questions	Destination
<a href="#">Remove</a>	209.8	ENC FOR OTHER GENERAL EXAMINATION		<input type="button" value="CFL"/>
<a href="#">Remove</a>	<a href="#">Add Test</a>	0605223 - Magnesium SerPl OR		<input type="button" value="CFL"/>
<a href="#">Remove</a>		0607629 - Activated Partial Thromboplastin Time (aPTT)		<input type="button" value="CFL"/>
<a href="#">Remove</a>		0602558 - Wound Culture and Stain	<a href="#">Answer Questions</a>	<input type="button" value="CFL"/>

**Additional Information**

**E** \* Coll Date: MMDDYYYY **J** \* Requesting Physician: -- Select -- SEARCH TEXT

**F** \* Coll Time: HHMMAMPM **K** \* Bill To: Insurance

**G** \* Priority:  Routine  Stat  Draw Station  On Site Draw

**H** \* Report Delivery:  Inbox  Call  Fax  PstFax#  **L** Labels: 1

**I** \* Fasting Status:  Fasting  Random  Unknown

**M** Comments:

This order appears to require one or more of the following container(s):

LI Green  Blue top tube

Sterile Container

\* Collect these tubes in the following draw order:  
1. Blue top 2. Red top 3. Serum separator 4. Green top 5. Lavender top 6. Grey top

**N** ORDER STANDING ORDER CANCEL **O**

- A. **Add Code:** use this hyperlink to add diagnosis codes if needed. Clicking this hyperlink will take an end user back to the Diagnosis tab.
- B. **Add Test:** use this hyperlink to add a test to the order if needed. Clicking this hyperlink will take an end user back to the Tests tab.
- C. **Remove:** use these hyperlinks to remove diagnosis codes and tests from the order. Clicking the hyperlink will immediately remove the code or test from the order.
- D. **Answer Questions:** use this hyperlink to add answers to required Ask at Order Entry questions for testing purposes. Click **SAVE** once all required questions are answered and the hyperlink will change from **Red** to **Blue**.
- E. **Coll Date:** Enter the collection date of the sample(s) in this field.
- F. **Coll Time:** Enter the collection time of the sample(s) in this field.
- G. **Priority:** Enter the priority of processing the sample(s) in this field.
- H. **Report Delivery:** Enter the requested delivery of results in this field. All results are routed to the Inbox. Check the appropriate box and enter a valid number if a **Call** or **Fax** is required. This information is sent with the order to the IU Health Cerner system.
- I. **Fasting Status:** Enter the fasting status of the patient in this field, if necessary for the tests being ordered.
- J. **Requesting Provider:** Select the requesting provider out of the drop-down list or click the **SEARCH** button to search for the provider.
- K. **Bill To:** Select the correct billing option from the drop-down list for the patient. Available choices will depend on how the account is set up with IU Health.
  - **Client** is for the client bill.
  - **Insurance** is for patient billing to insurance.
  - **Non-Skilled** is patient billing used by Nursing Home facilities.
  - **Skilled** is client billing used by Nursing Home facilities.
  - **Self-Pay** is direct patient billing.
- L. **Labels:** Choose the number of labels needed for ordered tests between 1 and 10.
- M. **Comments:** Add any additional comments to this field that should be on ALL tests within this order.



- N. **ORDER:** Click the **ORDER** button when all required information has been entered, and orders will be transmitted to the IU Health Cerner system. Please submit a paper copy of the requisition with each specimen.
- O. Click the **CANCEL** button if the order is not needed and everything will be removed.

**NOTE:** An order requisition and patient labels will print after submitting the order.

## 4.2: Creating a Standing/Future Order

Follow the order entry steps previously mentioned when placing a Standing/Future Order.

Click the **STANDING ORDER** button when all required information has been entered, and this will open a screen to add frequency and collection details to the order.

**NOTE:** Unlike real-time orders, there will be no requisition printed at the time of ordering.

Ctdemo, Future  
IU Health MRN: 56286357  
Client MRN:  
Client: 99999 - Lifepoint Demo ORG

Female | DOB: 03/22/1991 | Age: 32  
SSN: 000-00-0000  
Address: Test Rd, Indianapolis, IN 46202  
Insurance: Cigna

Jon Revtyak - Lifepoint Demo Org Report Status: Alerts: 8 Stats: 0 Criticals: 1 Inbox: 20 Logout

**Order Tests**

Patient Information   Diagnosis   Tests   Review

Add Code	Code	Selected Diagnosis
Remove	Z00.8	ENC FOR OTHER GENERAL EXAMINATION

Add Test	Ordered Test	Questions	Destination
Remove	667741 - Prothrombin Time (PT) with INR		CPL
Remove	686208 - Lipid Panel SerPl QN		CPL

Additional Information

\* Coll Date:       \* Requesting Physician:

\* Coll Time:       \* Bill To:

\* Priority:  Routine  Stat       Draw Station  On Site Draw

\* Report Delivery:  Inbox  Call  Fax    Ph/Fax #:       Phlebotomist:

\* Fasting Status:  Fasting  Random  Unknown      Labels:

Comments:

## 4.2a: Creating a One-Time Standing/Future Order

The following information should be entered to create a One-Time Standing/Future Order.

**STANDING ORDER 2413 Details**

Location	Physician	Tests
99999	Pathnet, Client, MD	667741 - Prothrombin Time (PT) with INR 686208 - Lipid Panel SerPl QN

Add Dates

Recurrence Pattern **A**

One Time  
 Daily  
 Weekly  
 Monthly

Range of recurrence **B**

Start:

Draw

**C**   **D**



- A. **Recurrence Pattern:** Click the One-Time radio button.
- B. **Range of Recurrence Start:** Enter the start date of the sample(s) in this field.
- C. Click **SUBMIT** button to place the order.
- D. Click **SUBMIT & PRINT** button to place the order and print out a copy of the order.

### 4.2b: Creating a Recurring Standing/Future Order

The following information should be entered to create a Recurring Standing/Future Order.

**STANDING ORDER 2413 Details**

Location	Physician	Tests	
99999	Pathnet, Client, MD	667741 - Prothrombin Time (PT) with INR 686208 - Lipid Panel SerPl QN	<b>H</b> <input type="button" value="CANCEL ORDER"/>

**Add Dates**

Recurrence Pattern **A**

One Time

Daily

Weekly

Monthly

Recur every  week(s) on:

Sunday     Monday     Tuesday     Wednesday

Thursday     Friday     Saturday

Range of recurrence

Start:  **B**

End by:

End after:  occurrences

Draw  **E**

**F**     **G**

- A. **Recurring Pattern:** Click one of the three radio buttons listed below based on how often the test needs to be collected.
  - **Daily** – Test(s) needing to be collected daily.
  - **Weekly** – Test(s) needing to be collected weekly. End users can select a combination of specific days, and then define if those draws need to occur every week, every two weeks, or every three weeks.
  - **Monthly** – Test(s) needing to be collected monthly. End users can select the day and week of the month test(s) needs to be collected, and then define if those draws need to occur every month, every two months, etc.
- B. **Range of Recurrence Start:** Enter the start date of the order(s) in this field.
- C. **Range of Recurrence End by:** Enter the end date of the order(s) in this field.
- D. **Range of Recurrence End After:** Enter the number of occurrences for order(s) to be drawn in this field.
- E. **Draw:** Enter the type of collection needed for the order(s) being placed. Options consist of Regular, AM, or PM.
- F. Click the **SUBMIT** button to place the order.
- G. Click the **SUBMIT & PRINT** button to place the order and print out a copy of the order.
- H. Click the **CANCEL ORDER** button if the order is not needed and everything will be removed.

The Existing Standing/Future Orders area will display the standing order once **SUBMIT** or **SUBMIT & PRINT** is clicked.

Existing Standing / Future Orders										
	Test Code - Name	Parent Standing #	Date	Time		October 2023				
<input type="button" value="ADD"/>	665674 - CBC without Differential	2363	10/18/2023	REGULAR	Edit					1
<input type="button" value="CANCEL ALL"/>	686208 - Lipid Panel SerPl QN									
	667741 - Prothrombin Time (PT) with INR	2413	10/30/2023	REGULAR	Edit	2	3	4	5	6
	686208 - Lipid Panel SerPl QN					9	10	11	12	13
	667741 - Prothrombin Time (PT) with INR	2413	11/06/2023	REGULAR	Edit	16	17	18	19	20
	686208 - Lipid Panel SerPl QN					23	24	25	26	27
	667741 - Prothrombin Time (PT) with INR	2413	11/13/2023	REGULAR	Edit	30	31			
	686208 - Lipid Panel SerPl QN									
	667741 - Prothrombin Time (PT) with INR	2413	11/20/2023	REGULAR	Edit					
	686208 - Lipid Panel SerPl QN									
	667741 - Prothrombin Time (PT) with INR	2367	11/21/2023	REGULAR	Edit					
	686208 - Lipid Panel SerPl QN									
	667741 - Prothrombin Time (PT) with INR	2413	11/27/2023	REGULAR	Edit					
	686208 - Lipid Panel SerPl QN									
	665674 - CBC without Differential	2367	11/28/2023	REGULAR	Edit					
	665674 - CBC without Differential	2367	11/29/2023	REGULAR	Edit					
	665674 - CBC without Differential	2367	11/30/2023	REGULAR	Edit					
	665674 - CBC without Differential	2367	12/01/2023	REGULAR	Edit	6	7	8	9	10
	665674 - CBC without Differential	2367	12/02/2023	REGULAR	Edit	13	14	15	16	17
	665674 - CBC without Differential	2367	12/03/2023	REGULAR	Edit	20	21	22	23	24
	665674 - CBC without Differential	2367	12/03/2023	REGULAR	Edit	27	28	29	30	



Standing orders will also show on the Standing/Future Orders tab in the Patient History.

Ctdemo, Future  
 IU Health MRN: 56286357  
 Client MRN:  
 Client: 99999 - Lifepoint Demo ORG

Female | DOB: 03/22/1991 | Age: 32  
 SSN: 000-00-0000  
 Address: Test Rd, Indianapolis, IN 46202  
 Insurance: Cigna

Jon Revtyak - Lifepoint Demo Org Report Status: Alerts: 8 Stats: 0 Criticals: 1 Inbox: 20 Logout

**Patient History** (Audit)

Standing / Future Orders Not Received Result History

Practice	Physician	Standing Number	Next	End	Frequency		
99999	Pathnet, Client, MD	2413	Mon 10/30/2023	11/27/2023 (5)	Every 1 weeks (Mo)	Cancel	Edit
	667741 - Prothrombin Time (PT) with INR						
	686208 - Lipid Panel SerPI QN						

### 4.2c: Editing a Standing/Future Order

Select the **Standing/Future Orders** menu item under Laboratory Orders after searching for the correct patient.



Existing Standing/Future Orders for the selected patient will be displayed.

Ctdemo, Future  
 IU Health MRN: 56286357  
 Client MRN:  
 Client: 99999 - Lifepoint Demo ORG

Female | DOB: 03/22/1991 | Age: 32  
 SSN: 000-00-0000  
 Address: Test Rd, Indianapolis, IN 46202  
 Insurance: Cigna

Jon Revtyak - Lifepoint Demo Org Report Status: Alerts: 8 Stats: 0 Criticals: 1 Inbox: 20 Logout

**Existing Standing / Future Orders**

ADD  
 CANCEL ALL

Test Code - Name	Parent Standing #	Date	Time			October 2023						
				Edit	Cancel	Mo	Tu	We	Th	Fr	Sa	Su
667741 - Prothrombin Time (PT) with INR	2413	10/30/2023	REGULAR	Edit	Cancel							1
686208 - Lipid Panel SerPI QN	2413	11/06/2023	REGULAR	Edit	Cancel	2	3	4	5	6	7	8
667741 - Prothrombin Time (PT) with INR	2413	11/13/2023	REGULAR	Edit	Cancel	9	10	11	12	13	14	15
686208 - Lipid Panel SerPI QN	2413	11/20/2023	REGULAR	Edit	Cancel	16	17	18	19	20	21	22
667741 - Prothrombin Time (PT) with INR	2413	11/27/2023	REGULAR	Edit	Cancel	23	24	25	26	27	28	29
686208 - Lipid Panel SerPI QN	2413	11/27/2023	REGULAR	Edit	Cancel	30	31					
November 2023												
						Mo	Tu	We	Th	Fr	Sa	Su
								1	2	3	4	5
6	7	8	9	10	11	12						
13	14	15	16	17	18	19						
20	21	22	23	24	25	26						
27	28	29	30									

#### 4.2c.1: Edit One Child Order

Click the **Edit** hyperlink to add or remove a test from one child order of a Standing/Future Order. The child order selected will appear at the top of the page.





**Order Tests**

Patient Information    Diagnosis    **Tests**    Review

Standing Order # 2415

**C**    [SAVE STANDING ORDER](#)    [CANCEL](#)

Add Code	Code	Selected Diagnosis	Questions	Destination
Remove	Z00.8	ENC FOR OTHER GENERAL EXAMINATION		
<b>A</b> Add Test	<b>Ordered Test</b>			
Remove	667741	Prothrombin Time (PT) with INR		CPL
Remove	686208	Lipid Panel SerPI QN		CPL

**Additional Information**

\* Coll Date:       \* Requesting Physician:     [SEARCH](#)    [TEXT](#)

\* Coll Time:       \* Bill To:

\* Priority:  Routine     Stat       Draw Station     On Site Draw

\* Report Delivery:  Inbox     Call     Fax    Ph/Fax #:       Phlebotomist:

\* Fasting Status:  Fasting     Random     Unknown      Labels:

Comments:

- A. Click the **Add Test** hyperlink to add a test to the Standing/Future Order.
- B. Click the **Remove** hyperlink to remove a test from the Standing/Future Order.
- C. Click the **SAVE STANDING ORDER** button at the top or bottom of the screen to save the changes.

**NOTE:** The Standing/Future Orders details page will be displayed after saving the changes that were just made. A new Standing/Future Order number will get created and show up in the existing list of Standing Orders.

Ctdemo, Future IU Health MRN: 56286357 Client MRN: Client: 99999 - Lifepoint Demo ORG	Female   DOB: 03/22/1991   Age: 32 SSN: 000-00-0000 Address: Test Rd, Indianapolis, IN 46202 Insurance: Cigna
--	--

Jon Revtyak - Lifepoint Demo Org    Report Status: Alerts: 8    Stats: 0    Criticals: 1    Inbox: 20    Logout

**STANDING ORDER 2417 Details**

Location	Physician	Tests	<a href="#">EDIT DETAILS</a> <a href="#">CANCEL ORDER</a>
99999	Pathnet, Client, MD	667741 - Prothrombin Time (PT) with INR 686208 - Lipid Panel SerPI QN 667629 - Activated Partial Thromboplastin Time (aPTT)	

**Add Dates**

Recurrence Pattern  
 One Time  
 Daily  
 Weekly  
 Monthly

Range of recurrence  
 Start:        End by:        End after:  occurrences

Draw

[SUBMIT](#)    [SUBMIT & PRINT](#)

Enter updated information into the **Range of Recurrence** section if the **Start** or **Stop Date** or the **Draw** time for this child order needs to be edited.

Click the **SUBMIT** button to finalize all changes.



**www.lptest18.com says**

Do you want to remove the existing uncollected dates for this Standing Order, and replace them with your new dates/time?

Confirm changes that were just made by clicking the **OK** button on the warning message that appears after clicking the **SUBMIT** button.

### 4.2c.2: Edit All Child Orders

Click the **Parent Standing #** hyperlink to add or remove tests to all child orders of a Standing/Future Order. The Standing Order selected will appear at the top of the page.

**NOTE:** If there's no date in the **EDIT DETAILS** button or displayed to the right of the Standing Order number, then all child orders of the Standing/Future Order will be edited.

Ctdemo, Future  
IU Health MRN: 56286357  
Client MRN:  
Client: 99999 - Lifepoint Demo ORG

Female | DOB: 03/22/1991 | Age: 32  
SSN: 000-000-0000  
Address: Test Rd, Indianapolis, IN 46202  
Insurance: Cigna

Jon Revtyak - Lifepoint Demo Org Report Status: Alerts: 0 Stats: 0 Criticals: 1 Inbox: 20 Logout

**Existing Standing / Future Orders**

Test Code - Name	Parent Standing #	Date	Time		
667741 - Prothrombin Time (PT) with INR	2419	10/26/2023	REGULAR	Edit	Cancel
686208 - Lipid Panel SerPl QN					
667741 - Prothrombin Time (PT) with INR	2413	11/13/2023	REGULAR	Edit	Cancel
686208 - Lipid Panel SerPl QN					
667741 - Prothrombin Time (PT) with INR	2413	11/20/2023	REGULAR	Edit	Cancel
686208 - Lipid Panel SerPl QN					
667741 - Prothrombin Time (PT) with INR	2413	11/27/2023	REGULAR	Edit	Cancel
686208 - Lipid Panel SerPl QN					

October 2023

Mo	Tu	We	Th	Fr	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2023

Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Click the **EDIT DETAILS** button to edit the order.

Ctdemo, Future  
IU Health MRN: 56286357  
Client MRN:  
Client: 99999 - Lifepoint Demo ORG

Female | DOB: 03/22/1991 | Age: 32  
SSN: 000-000-0000  
Address: Test Rd, Indianapolis, IN 46202  
Insurance: Cigna

Jon Revtyak - Lifepoint Demo Org Report Status: Alerts: 0 Stats: 0 Criticals: 1 Inbox: 20 Logout

**STANDING ORDER 2419 Details**

Location	Physician	Tests	
99999	Pathnet, Client, MD	667741 - Prothrombin Time (PT) with INR 686208 - Lipid Panel SerPl QN 667629 - Activated Partial Thromboplastin Time (aPTT)	<input type="button" value="EDIT DETAILS"/> <input type="button" value="CANCEL ORDER"/>

**Add Dates**

Recurrence Pattern  
 One Time  
 Daily  
 Weekly  
 Monthly

Range of recurrence  
 Start:   End by:   
 End after:  occurrences

Draw





Ctdemo, Future IU Health MRN: 56286357 Client MRN: Client: 99999 - Lifepoint Demo ORG	Female   DOB: 03/22/1991   Age: 32 SSN: 000-00-0000 Address: Test Rd, Indianapolis, IN 46202 Insurance: Cigna
--	--

Jon Revtyak - Lifepoint Demo Org Report Status: Alerts: 8 Stats: 0 Criticals: 1 Inbox: 20 Logout

Patient History (Audit)

Practice	Physician	Standing Number	Next	End	Frequency		
99999	Pathnet, Client, MD	2413	Mon 11/13/2023	11/27/2023 (3)	Every 1 weeks (Mo)	Cancel	Edit
667741 - Prothrombin Time (PT) with INR 686208 - Lipid Panel SerPI QN							
99999	Pathnet, Client, MD	2415		(0)		Cancel	
667741 - Prothrombin Time (PT) with INR 686208 - Lipid Panel SerPI QN							
99999	Pathnet, Client, MD	2419	Thu 10/28/2023	10/28/2023 (1)	Daily	Cancel	Edit
667741 - Prothrombin Time (PT) with INR 686208 - Lipid Panel SerPI QN 667629 - Activated Partial Thromboplastin Time (aPTT) 3572812969 - 1,25 Dihydroxyvitamin D							

**NOTE:** The Standing/Future Orders details page will be displayed after clicking the **Edit** hyperlink.

Ctdemo, Future IU Health MRN: 56286357 Client MRN: Client: 99999 - Lifepoint Demo ORG	Female   DOB: 03/22/1991   Age: 32 SSN: 000-00-0000 Address: Test Rd, Indianapolis, IN 46202 Insurance: Cigna
--	--

Jon Revtyak - Lifepoint Demo Org Report Status: Alerts: 8 Stats: 0 Criticals: 1 Inbox: 20 Logout

STANDING ORDER 2419 Details

Location	Physician	Tests	
99999	Pathnet, Client, MD	667741 - Prothrombin Time (PT) with INR 686208 - Lipid Panel SerPI QN 667629 - Activated Partial Thromboplastin Time (aPTT) 3572812969 - 1,25 Dihydroxyvitamin D	<input type="button" value="EDIT DETAILS"/> <input type="button" value="CANCEL ORDER"/>

**Add Dates**

Recurrence Pattern

One Time  
 Daily  
 Weekly  
 Monthly

Range of recurrence

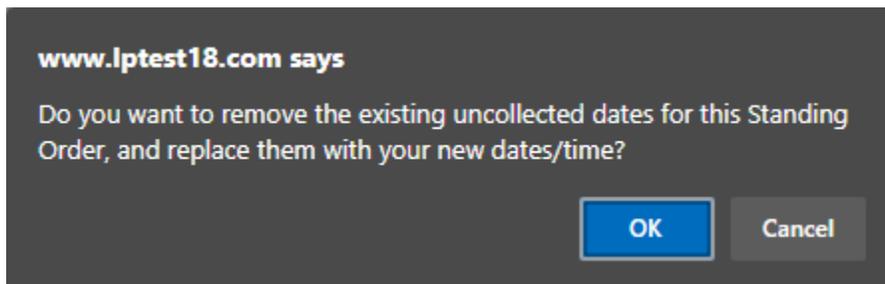
Start:

End by:   
 End after:  occurrences

Draw

Enter updated information into the **Range of Recurrence** section if the **Start** or **Stop Date** or the **Draw** time for this child order needs to be edited.

Click the **SUBMIT** button to finalize all changes.



Confirm changes that were just made by clicking the **OK** button on the warning message that appears after clicking the **SUBMIT** button.





### 4.2d.1: Canceling One Child Order

Click the **Cancel** hyperlink associated to the child order that needs to be canceled.

Ctdemo, Future  
IU Health MRN: 56286357  
Client MRN:  
Client: 99999 - Lifepoint Demo ORG

Female | DOB: 03/22/1991 | Age: 32  
SSN: 000-00-0000  
Address: Test Rd, Indianapolis, IN 46202  
Insurance: Cigna

Jon Revtyak - Lifepoint Demo Org Report Status: Alerts: 0 Stats: 0 Criticals: 1 Inbox: 20 Logout

**Existing Standing / Future Orders**

Test Code - Name	Parent Standing #	Date	Time				October 2023							
							Mo	Tu	We	Th	Fr	Sa	Su	
667741 - Prothrombin Time (PT) with INR														1
686208 - Lipid Panel SerPI QN	2419	10/26/2023	REGULAR	Edit	<b>Cancel</b>		2	3	4	5	6	7	8	
667629 - Activated Partial Thromboplastin Time (aPTT)							9	10	11	12	13	14	15	
3572812969 - 1,25 Dihydroxyvitamin D							16	17	18	19	20	21	22	
667741 - Prothrombin Time (PT) with INR	2419	10/27/2023	REGULAR	Edit	Cancel		23	24	25	26	27	28	29	
686208 - Lipid Panel SerPI QN							30	31						
667629 - Activated Partial Thromboplastin Time (aPTT)														
3572812969 - 1,25 Dihydroxyvitamin D														
667741 - Prothrombin Time (PT) with INR	2419	10/28/2023	REGULAR	Edit	Cancel					1	2	3	4	5
686208 - Lipid Panel SerPI QN							6	7	8	9	10	11	12	
667629 - Activated Partial Thromboplastin Time (aPTT)							13	14	15	16	17	18	19	
3572812969 - 1,25 Dihydroxyvitamin D							20	21	22	23	24	25	26	
667741 - Prothrombin Time (PT) with INR	2419	10/30/2023	REGULAR	Edit	Cancel		27	28	29	30				
686208 - Lipid Panel SerPI QN														
667629 - Activated Partial Thromboplastin Time (aPTT)														
3572812969 - 1,25 Dihydroxyvitamin D														
667741 - Prothrombin Time (PT) with INR	2413	11/13/2023	REGULAR	Edit	Cancel									
686208 - Lipid Panel SerPI QN														
667741 - Prothrombin Time (PT) with INR	2413	11/20/2023	REGULAR	Edit	Cancel									
686208 - Lipid Panel SerPI QN														
667741 - Prothrombin Time (PT) with INR	2413	11/27/2023	REGULAR	Edit	Cancel									
686208 - Lipid Panel SerPI QN														

The child order will be **cancelled immediately after clicking the Cancel hyperlink**. Notification of the canceled child order will display in the header above the Existing Standing/Future Orders section, and the child order will no longer display in the list.

Ctdemo, Future  
IU Health MRN: 56286357  
Client MRN:  
Client: 99999 - Lifepoint Demo ORG

Female | DOB: 03/22/1991 | Age: 32  
SSN: 000-00-0000  
Address: Test Rd, Indianapolis, IN 46202  
Insurance: Cigna

Jon Revtyak - Lifepoint Demo Org Report Status: Alerts: 0 Stats: 0 Criticals: 1 Inbox: 20 Logout

**Standing Order # 2419 for 10/26/2023 has been cancelled.**

**Existing Standing / Future Orders**

Test Code - Name	Parent Standing #	Date	Time				October 2023							
							Mo	Tu	We	Th	Fr	Sa	Su	
667741 - Prothrombin Time (PT) with INR														1
686208 - Lipid Panel SerPI QN	2419	10/27/2023	REGULAR	Edit	Cancel		2	3	4	5	6	7	8	
667629 - Activated Partial Thromboplastin Time (aPTT)							9	10	11	12	13	14	15	
3572812969 - 1,25 Dihydroxyvitamin D							16	17	18	19	20	21	22	
667741 - Prothrombin Time (PT) with INR	2419	10/28/2023	REGULAR	Edit	Cancel		23	24	25	26	27	28	29	
686208 - Lipid Panel SerPI QN							30	31						
667629 - Activated Partial Thromboplastin Time (aPTT)														
3572812969 - 1,25 Dihydroxyvitamin D														
667741 - Prothrombin Time (PT) with INR	2419	10/29/2023	REGULAR	Edit	Cancel									
686208 - Lipid Panel SerPI QN														
667629 - Activated Partial Thromboplastin Time (aPTT)														
3572812969 - 1,25 Dihydroxyvitamin D														
667741 - Prothrombin Time (PT) with INR	2419	10/30/2023	REGULAR	Edit	Cancel									
686208 - Lipid Panel SerPI QN														
667629 - Activated Partial Thromboplastin Time (aPTT)														
3572812969 - 1,25 Dihydroxyvitamin D														
667741 - Prothrombin Time (PT) with INR	2413	11/13/2023	REGULAR	Edit	Cancel		6	7	8	9	10	11	12	
686208 - Lipid Panel SerPI QN							13	14	15	16	17	18	19	
667741 - Prothrombin Time (PT) with INR	2413	11/20/2023	REGULAR	Edit	Cancel		20	21	22	23	24	25	26	
686208 - Lipid Panel SerPI QN							27	28	29	30				
667741 - Prothrombin Time (PT) with INR	2413	11/27/2023	REGULAR	Edit	Cancel									
686208 - Lipid Panel SerPI QN														

### 4.2d.2: Cancelling All Child Orders

Click the **Parent Standing #** hyperlink to remove all child orders of a Standing/Future Order. The Standing/Future Order selected will appear at the top of the page.



<p>Ctdemo, Future IU Health MRN: 56286357 Client MRN: Client: 99999 - Lifepoint Demo ORG</p>	<p>Female   DOB: 03/22/1991   Age: 32 SSN: 000-00-0000 Address: Test Rd, Indianapolis, IN 46202 Insurance: Cigna</p>
--	--

Standing Order # 2419 for 10/26/2023 has been cancelled.

Existing Standing / Future Orders

Test Code - Name	Parent Standing #	Date	Time	October 2023						
				Mo	Tu	We	Th	Fr	Sa	Su
667741 - Prothrombin Time (PT) with INR 686208 - Lipid Panel SerPI QN	2419	10/27/2023	REGULAR							1
667741 - Prothrombin Time (PT) with INR 686208 - Lipid Panel SerPI QN	2419	10/28/2023	REGULAR							15
667741 - Prothrombin Time (PT) with INR 686208 - Lipid Panel SerPI QN	2419	10/29/2023	REGULAR							22
667741 - Prothrombin Time (PT) with INR 686208 - Lipid Panel SerPI QN	2419	10/30/2023	REGULAR							5
667741 - Prothrombin Time (PT) with INR 686208 - Lipid Panel SerPI QN	2413	11/13/2023	REGULAR							12
667741 - Prothrombin Time (PT) with INR 686208 - Lipid Panel SerPI QN	2413	11/20/2023	REGULAR							19
667741 - Prothrombin Time (PT) with INR 686208 - Lipid Panel SerPI QN	2413	11/27/2023	REGULAR							26

Click the **CANCEL ORDER** button to cancel all child orders of the selected Standing Order.

<p>Ctdemo, Future IU Health MRN: 56286357 Client MRN: Client: 99999 - Lifepoint Demo ORG</p>	<p>Female   DOB: 03/22/1991   Age: 32 SSN: 000-00-0000 Address: Test Rd, Indianapolis, IN 46202 Insurance: Cigna</p>
--	--

STANDING ORDER 2419 Details

<p>Location: 99999 Physician: Pathnet, Client, MD Tests: 667741 - Prothrombin Time (PT) with INR 686208 - Lipid Panel SerPI QN 667629 - Activated Partial Thromboplastin Time (aPTT) 3572812969 - 1,25 Dihydroxyvitamin D</p>	<p><a href="#">EDIT DETAILS</a> <a href="#">CANCEL ORDER</a></p>
<p>Recurrence Pattern  <input type="radio"/> One Time  <input checked="" type="radio"/> Daily  <input type="radio"/> Weekly  <input type="radio"/> Monthly</p>	
<p>Range of recurrence          Start: 10/26/2023  <input type="radio"/> End by: <input type="text"/>  <input type="radio"/> End after: <input type="text"/> occurrences</p>	
<p>Draw: <input type="text" value="REGULAR"/></p>	
<p><a href="#">SUBMIT</a> <a href="#">SUBMIT &amp; PRINT</a></p>	

The Standing/Future Order will be **cancelled immediately after clicking the CANCEL ORDER button** and will no longer be displayed in the Existing Standing/Future Orders section or on the Standing/Future Orders tab in the Patient History.

<p>Ctdemo, Future IU Health MRN: 56286357 Client MRN: Client: 99999 - Lifepoint Demo ORG</p>	<p>Female   DOB: 03/22/1991   Age: 32 SSN: 000-00-0000 Address: Test Rd, Indianapolis, IN 46202 Insurance: Cigna</p>
--	--

Existing Standing / Future Orders

Test Code - Name	Parent Standing #	Date	Time	November 2023						
				Mo	Tu	We	Th	Fr	Sa	Su
667741 - Prothrombin Time (PT) with INR 686208 - Lipid Panel SerPI QN	2413	11/13/2023	REGULAR							5
667741 - Prothrombin Time (PT) with INR 686208 - Lipid Panel SerPI QN	2413	11/20/2023	REGULAR							12
667741 - Prothrombin Time (PT) with INR 686208 - Lipid Panel SerPI QN	2413	11/27/2023	REGULAR							19



### 4.2d.3: Cancel All Standing/Future Orders on a Patient

Click the **CANCEL ALL** button to remove all Standing/Future Orders from a patient's chart.

Ctdemo, Future  
IU Health MRN: 56286357  
Client MRN:  
Client: 99999 - Lifepoint Demo ORG

Female | DOB: 03/22/1991 | Age: 32  
SSN: 000-00-0000  
Address: Test Rd, Indianapolis, IN 46202  
Insurance: Cigna

Jon Revtyak - Lifepoint Demo Org Report Status: Alerts: 8 Stats: 0 Criticals: 1 Inbox: 20 Logout

**Existing Standing / Future Orders**

ADD

**CANCEL ALL**

Test Code - Name	Parent Standing #	Date	Time			November 2023							
				Edit	Cancel	Mo	Tu	We	Th	Fr	Sa	Su	
667741 - Prothrombin Time (PT) with INR	2413	11/13/2023	REGULAR	Edit	Cancel				1	2	3	4	5
686208 - Lipid Panel SerPI QN													
667741 - Prothrombin Time (PT) with INR	2413	11/20/2023	REGULAR	Edit	Cancel								
686208 - Lipid Panel SerPI QN						6	7	8	9	10	11	12	
667741 - Prothrombin Time (PT) with INR	2413	11/27/2023	REGULAR	Edit	Cancel	13	14	15	16	17	18	19	
686208 - Lipid Panel SerPI QN						20	21	22	23	24	25	26	
						27	28	29	30				

All Standing/Future Orders will be **canceled immediately after clicking the CANCEL ALL button** and will no longer be displayed on the **Standing/Future Orders** tab in the Patient History.

Ctdemo, Future  
IU Health MRN: 56286357  
Client MRN:  
Client: 99999 - Lifepoint Demo ORG

Female | DOB: 03/22/1991 | Age: 32  
SSN: 000-00-0000  
Address: Test Rd, Indianapolis, IN 46202  
Insurance: Cigna

Jon Revtyak - Lifepoint Demo Org Report Status: Alerts: 8 Stats: 0 Criticals: 1 Inbox: 20 Logout

**Patient History (Audit)**

Not Received Result History

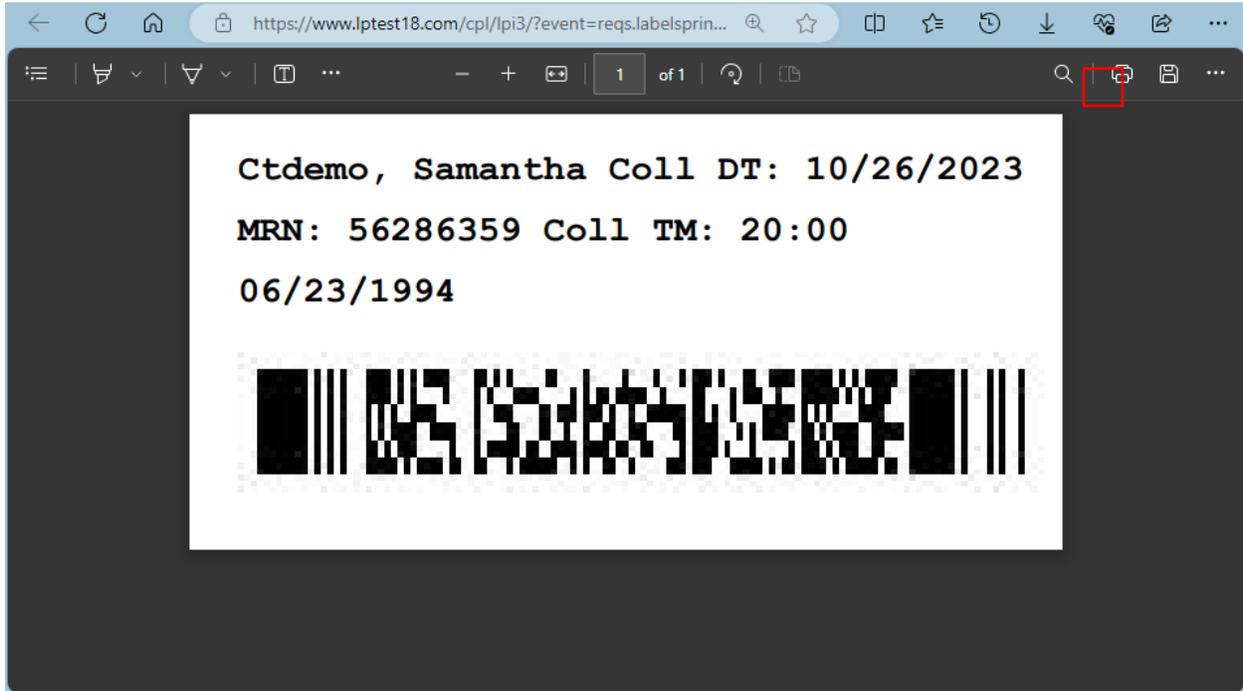
PRINT SELECTED

-	<input type="checkbox"/> Client	Physician	Accession Number	Collection Date
-	<input type="checkbox"/> 99999	Pathnet, Client	23-298-000119	10/25/2023
		667741 - PTINR Final		





Click the **Printer** icon to print labels.



### 5.3: Reprinting Requisition and Label

Click on the **Not Received** tab in Patient History to start the reprinting process.

Ctdemo, Samantha  
IU Health MRN: 56286359  
Client MRN:  
Client: 99999 - Lifepoint Demo ORG

Female | DOB: 06/23/1994 | Age: 29  
SSN: 000-00-0000  
Address: 333 Test Dr., Indianapolis, IN 46202  
Insurance:

Jon Revtyak - Lifepoint Demo Org Report Status: Alerts: 0 Stats: 0 Criticals: 1 Inbox: 20 Logout

Back Patient History (Audit)

Not Received Result History

Client	Physician	Req Number	Ordered Date/Time	Remove From Pending	Delete	Edit Order
99999	Pathnet, Client, MD	<a href="#">9999010000000021</a> Audit	10/26/2023 08:48 PM (0 days)			Released <a href="#">Print Labels</a>
	3572812969 - 1.25 Dihydroxyvitamin D					
	686208 - Lipid Panel SerPI QN					
	685338 - Ammonia PI QN					

**NOTE:** Use one of the following options to reprint patient labels or an order requisition.

- Click on the **Req Number** hyperlink to display and reprint the order requisition.
- Click on the **Print Labels** hyperlink to display and reprint patient labels.

### 5.4: Printing Results

Click on the **Print** hyperlink to view and print the results.



Ctdemo, Samantha  
IU Health MRN: 56286359  
Client MRN:  
Client: 99999 - Lifepoint Demo ORG

Female | DOB: 06/23/1994 | Age: 29  
SSN: 000-00-0000  
Address: 333 Test Dr., Indianapolis, IN 46202  
Insurance:

Jon Revtyak - Lifepoint Demo Org Report Status: Alerts: 0 Stats: 0 Criticals: 1 Inbox: 20 Logout

Separate Report Navigation: Next

<a href="#">Print</a>	<a href="#">Audit</a>	<a href="#">View Req</a>						<input type="checkbox"/> Reviewed	<input type="checkbox"/> Archive
Accession	Name	DOB	Sex	Phone	Req Num	Col Date	Col Time		
23-296-000083	Ctdemo, Samantha	06/23/1994	F	3178889999	9999010000000017	10/23/2023	10:00 AM		
Test Name	Results	Range	Units						
<b>Magnesium SerPI QN</b>	3.2 H	1.6 - 2.9	mg/dL						
Magnesium SerPI QN									

A pop-up box will display the patient's result after clicking the **Print** button.

Click the **Printer** icon and select a printer from the available devices to print the patient's result.

ReportView.cfm - Work - Microsoft Edge  
 https://www.lptestreport18.com/CPL/resultpdf/results/ReportView.cfm?RRToken=GYxOcmH9pyimDNf6YALBr2hgKe00&datasource=CPL

**Test Results** **Chartable Report**

**Indiana University Health**  
 350 W. 11th Street  
 Indianapolis, IN 46202-4108  
 P:317-491-6000  
 800-443-0740  
 F:317-491-6001

**Patient Information**  
 Patient Name Ctdemo, Samantha  
 Client MRN 56286359  
 DOB-Sex 06/23/1994 F  
 IU Health MRN 56286359  
 Room/Bed  
 Unit

**Comments**

**Client Information**  
 Lifepoint Demo ORG  
 Pathnet, Client  
 350 W 11th St  
 Indianapolis IN 46202  
 317-491-6000  
 Client Number: 99999

**Order Information**  
 Accession Number 23-296-000083  
 Req Number 9999010000000017  
 Collection Date 10/23/2023 10:00  
 Received Date 10/26/2023 20:40  
 Fasting Status Fasting:

TEST NAME	RESULT	REFERENCE RANGE	UNITS
***Magnesium SerPI QN*** Resulted: 10/26/2023 20:41	3.2 H	1.6-2.9	mg/dL
Performing Lab: IU Health Pathology Laboratory -350 W 11th Street, Indianapolis, IN, 46202, CLIA # 15D0902829			
*** END OF REPORT ***			

Current Print 10/26/2023 21:05  
 First Printed 10/26/2023 21:05 JREVITYAK|99999|CPL Page 1 of 1



# 6: General Information

## 6.1: Activity Logs

Select the **Activity Logs** menu item when needing to run a report for **Abnormal Results**, the **Manifest** list, or **Pending Orders**.



### 6.1a: Abnormal Results List

Search for abnormal results by using the drop-down in the **Search by Date** field or set a date range choosing dates out of the calendar that displays when selecting either of the **Enter a Date Range** fields.

Back to Activity Logs Activity Logs - Abnormal Results List

Search by Date:

OR Enter a Date Range:  -to-

\* Date format mm/dd/yyyy

Click on an **Accession** hyperlink to access details of the order and result.

Back to Activity Logs Client: 99999 - Abnormal Results List - 10/01/2023 to 10/31/2023 Back to Search

Click here for printer friendly version. Records 1 - 11 of 11

Accession	Collection Date	PID	Patient Name	Result Code	Result Name	Result Value	Abnormal Flag	Reference Range
<a href="#">23-298-000119</a>	10/25/2023	56286357	Ctdemo,Future	754852 754944	INR PT	5.20 <8.0	CR L	0.75 - 1.24 9.3 - 13.5
<a href="#">23-297-000116</a>	10/24/2023	56285722	Ctdemo,Jon	755198 755785	aPTT TSH 3rd Gen SerPI QN	39.6 0.326	H L	23.4 - 38.0 0.400 - 4.200
<a href="#">23-298-000123</a>	10/25/2023	56285722	Ctdemo,Jon	3573290187	1,25 Dihydroxyvitamin D	80.3	H	19.9 - 79.3
<a href="#">23-299-000074</a>	10/26/2023	56285722	Ctdemo,Jon	755198	aPTT	40.3	H	23.4 - 38.0
<a href="#">23-296-000083</a>	10/23/2023	56286359	Ctdemo,Samantha	755493	Magnesium SerPI QN	3.2	H	1.6 - 2.9

### 6.1b: Manifest List

Generate a manifest list consisting of all orders that have been placed and transmitted to IU Health. The manifest list is sent with all specimens and is used primarily as a tracking mechanism for both clients and the lab.



[Back to Activity Logs](#)

Activity Logs - Manifest List

Choose Search Criteria

Priority:  All  Routine  Stat  
Temperature:  All  Frozen  Not Frozen  Ambient  Refrigerated

Receiving Lab:

Status:  Un-Released  All  Released

Order Type:  Both  One Time  Complete Standing

Search by Date:

OR Enter a Date Range:  -to-

\* Date format mm/dd/yyyy

Select information to be displayed on report

[Check All](#) | [Clear All](#)

- Patient
- Cell Phone
- Patient ID
- Tests Ordered
- Patient DOB
- Ordered D&T
- Lab
- Tech Id
- Billing
- Req. #
- Temperature
- Insurance
- IndPSC
- Client MRN
- ABN
- Comments
- Physician
- Diagnosis
- Room #
- AAOE
- Alternate PID

Enter search criteria and then click the **SUBMIT** button to generate out the manifest list.

[Back to Activity Logs](#) [Back to Search](#)

99999 - Manifest List - 10/18/2023 to 10/26/2023

Choose Action

Show 25 entries Search:

	Patient	Tech Id	ABN	Cell Phone	Billing	Patient ID	Req. #	Physician	Diagnosis	Patient DOB	Insurance	Room #	Ordered D&T	IndPSC	Lab
<input type="checkbox"/>	Ctdemo, Jon				Client	56285722	9999910000000023 audit	Pathnet, Client, MD	Z00.8 - ENC FOR OTHER GENERAL EXAMINATION	05/14/1987			10/26/2023 08:51 PM	Onsite	CPL
<input type="checkbox"/>	Ctdemo, Jon				Client	56285722	9999910000000022 audit	Pathnet, Client, MD	Z00.8 - ENC FOR OTHER GENERAL EXAMINATION	05/14/1987			10/26/2023 08:50 PM	Onsite	CPL
<input type="checkbox"/>	Ctdemo, Samantha				Client	56286359	9999910000000021 audit	Pathnet, Client, MD	Z00.8 - ENC FOR OTHER GENERAL EXAMINATION	06/23/1994		<input type="checkbox"/>	10/26/2023 08:48 PM	Onsite	CPL
<input type="checkbox"/>	ctdemo, IUH				Client	56286232	9999910000000020 audit	Pathnet, Client, MD	Z00.8 - ENC FOR OTHER GENERAL EXAMINATION	11/22/1991			10/26/2023 08:18 PM	Onsite	CPL
<input type="checkbox"/>	ctdemo, IUH				Client	56286232	9999910000000019 audit	Pathnet, Client, MD	Z00.8 - ENC FOR OTHER GENERAL EXAMINATION	11/22/1991			10/26/2023 08:17 PM	Onsite	CPL
<input type="checkbox"/>	ctdemo, IUH				Client	56286232	9999910000000018 audit	Pathnet, Client, MD	Z00.8 - ENC FOR OTHER GENERAL EXAMINATION	11/22/1991			10/26/2023 08:17 PM	Onsite	CPL
<input type="checkbox"/>	Ctdemo, Samantha				Client	56286359	9999910000000017 audit	Pathnet, Client, MD	Z00.8 - ENC FOR OTHER GENERAL EXAMINATION	06/23/1994		<input type="checkbox"/>	10/26/2023 08:16 PM	Onsite	CPL
<input type="checkbox"/>	Ctdemo, Samantha				Client	56286359	9999910000000016 audit	Pathnet, Client, MD	Z00.8 - ENC FOR OTHER GENERAL EXAMINATION	06/23/1994		<input type="checkbox"/>	10/26/2023 08:16 PM	Onsite	CPL
<input type="checkbox"/>	Ctdemo, Samantha				Client	56286359	9999910000000015 audit	Pathnet, Client, MD	Z00.8 - ENC FOR OTHER GENERAL EXAMINATION	06/23/1994		<input type="checkbox"/>	10/26/2023 08:15 PM	Onsite	CPL
<input type="checkbox"/>	Ctdemo, Samantha				Client	56286359	9999910000000014 audit	Pathnet, Client, MD	Z00.8 - ENC FOR OTHER GENERAL EXAMINATION	06/23/1994		<input type="checkbox"/>	10/26/2023 08:14 PM	Onsite	CPL
<input type="checkbox"/>	Ctdemo, Samantha				Client	56286359	9999910000000013 audit	Pathnet, Client, MD	Z00.8 - ENC FOR OTHER GENERAL EXAMINATION	06/23/1994		<input type="checkbox"/>	10/26/2023 08:14 PM	Onsite	CPL
<input type="checkbox"/>	Ctdemo, Future				Client	56286357	9999910000000012 audit	Pathnet, Client, MD	Z00.0 - ENC GEN ADULT EXAM W/O ABNORM FIND 03/22/1991				10/26/2023 08:13 PM	Onsite	CPL
<input type="checkbox"/>	Ctdemo, Future				Client	56286357	9999910000000011 audit	Pathnet, Client, MD	Z00.0 - ENC GEN ADULT EXAM W/O ABNORM FIND 03/22/1991				10/26/2023 08:13 PM	Onsite	CPL
<input type="checkbox"/>	Ctdemo, Jon				Client	56285722	9999910000000010 audit	Pathnet, Client, MD	Z00.8 - ENC FOR OTHER GENERAL EXAMINATION	05/14/1987			10/26/2023 08:12 PM	Onsite	CPL

Click **Choose Action** and select **Print All** or **Print Selected** from the drop-down list to print the report.

**NOTE:** Click the box to the left of the patient's name before choosing **Print Selected** from the drop-down list.



### 6.1c: Pending Orders Report

Search for pending orders that have already been transmitted to IU Health but have yet to be resulted.

Back to Activity Logs Activity Logs - Pending Orders Report

Order Status:  Both  Not Received  In Progress

Search by Date:

OR Enter a Date Range:  -to-

\* Date format mm/dd/yyyy

**NOTE:**

- **Order Status** is defaulted to Both.
- Use the drop-down in the **Search by Date** field or set a date range choosing dates out of the calendar that displays when selecting either of the **OR Enter a Date Range** fields to display pending orders.
- Click the **SUBMIT** button to generate out a pending orders report.

The report is split into two tabs; **Not Received** and **In Progress**.

Back to Activity Logs 99999 - Pending Orders Report - 10/01/2023 to 10/31/2023 Back to Search

Not Received  In Progress

[Click here for printer friendly version.](#) \* Click on requisition number or accession to view.  
[Click here to export the Not Received list](#)

Lab	Practice	Physician	Patient	Req Number	Ordered Date/Time		
CPL	99999	Pathnet, Client, MD	CTBROWN, BILL	0999990000000037	10/24/2023 11:59 AM (2 days)	Released	<a href="#">Print Labels</a>
				686208 - Lipid Panel SerPI QN			
CPL	99999	Pathnet, Client, MD	CTDEMO, FUTURE	9999010000000011	10/26/2023 08:13 PM (0 days)	Released	<a href="#">Print Labels</a>
				685338 - Ammonia PI QN			
				692553 - Urine Culture			
CPL	99999	Pathnet, Client, MD	CTDEMO, SAMANTHA	9999010000000013	10/26/2023 08:14 PM (0 days)	Released	<a href="#">Print Labels</a>
				686223 - Magnesium SerPI QN			
CPL	99999	Pathnet, Client, MD	CTDEMO, SAMANTHA	9999010000000021	10/26/2023 08:48 PM (0 days)	Released	<a href="#">Print Labels</a>
				3572812969 - 1,25 Dihydroxyvitamin D			
				686208 - Lipid Panel SerPI QN			
				685338 - Ammonia PI QN			

Click the **Click here for printer-friendly version** or **Click here to export the list** hyperlinks to generate out the pending orders report.

### 6.1d: Standing/Future Orders

Manage and maintain Standing/Future Orders with the help of five different report types to ensure patient orders are completed and up to date.

#### 6.1d.1: Standard Draw

Click the **Standard Draw** hyperlink to access a list of standard draws for any given day.

Back to Activity Logs Activity Logs - Standing Order Reports

[Standard Draw](#)  
[Completed](#)  
[Overdue](#)  
[Expiring](#)  
[Cancelled / Rescheduled History](#)

Enter information in the **Choose Search Criteria** section of the Standard Draw report to pull the draw list.



Back to Activity Logs Activity Logs - Standing/Future Orders Draw List

Choose Search Criteria

**A** Search by Date:

**B** OR Enter a Date Range:  -to-

**C** Time:

Sort By:  Room  Unit  Patient

Show Diagnosis:  Yes  No

Show AAOEs:  Yes  No

**D** Page Break:

**E** Labels:

**F** Patient Last Name:

          IU Health MRN:

**G**

- A. **Search by Date:** use the drop-down menu to select a data range for this report.
- B. **OR Enter a Date Range:** set a date range choosing dates out of the calendar that displays when selecting either field for this report.
- C. **Time:** use the drop-down menu to choose the time draws are due for this report.
- D. **Page Break:** use the drop-down menu to separate the report by patient or by room.
- E. **Labels:** checkmark the box to print labels for orders contained in the report.
- F. Enter either the **Patient Last Name** or **IU Health Medical Record Number** to print labels for a single patient instead of all patients listed on the report.
- G. Click the **SUBMIT** button to generate a summary report.

The Standard Draw summary report will appear for the dates and times selected.

<a href="#">Back to Activity Logs</a>	Standing/Future Order Draws For 10/01/2023 to 10/31/2023 : REGULAR	<a href="#">Back to Standing / Future Orders</a>
Location Lifepoint Demo ORG	Count 6	Report Type <a href="#">View/Print</a> Interactive

Click the **View/Print** hyperlink to view or print the Standard Draw list and labels or click the **Back to Activity Logs** or **Back to Standing/Future Orders** hyperlinks to return to the appropriate section.

Two pop-up boxes will display the patient’s labels and the Standard Draw list after clicking the **View/Print** hyperlink. End users then have the option to print labels to a DYMO or networked label printer and the Standard Draw list to a networked laser printer.



Phys	Loc/Patient	Standing#	Collection
Zimmerman, Michelle K.	99999 56286232 ctdemo, IUH 11/22/1991 Room # Unit#	2391 10/21/2023 REGULAR	Date: Time: Phleb: Comments:

Comments :  
Tests :  
3572812969 - 1,25 Dihydroxyvitamin D  
665674 - CBC without Differential  
Diagnosis :  
Z00.8 - ENC FOR OTHER GENERAL EXAMINATION

Phys	Loc/Patient	Standing#	Collection
Zimmerman, Michelle K.	99999 56286232 ctdemo, IUH 11/22/1991 Room # Unit#	2393 10/03/2023 REGULAR	Date: Time: Phleb: Comments:

Comments :  
Tests :  
667629 - Activated Partial Thromboplastin Time (aPTT)  
Diagnosis :  
Z00.8 - ENC FOR OTHER GENERAL EXAMINATION

Phys	Loc/Patient	Standing#	Collection
Zimmerman, Michelle K.	99999 56286232 ctdemo, IUH 11/22/1991 Room # Unit#	2401 10/16/2023 REGULAR	Date: Time: Phleb: Comments:

Comments :  
Tests :  
667629 - Activated Partial Thromboplastin Time (aPTT)  
3572812969 - 1,25 Dihydroxyvitamin D  
665674 - CBC without Differential  
667741 - Prothrombin Time (PT) with INR  
686208 - Lipid Panel SerPI QN  
685338 - Ammonia PI QN  
686223 - Magnesium SerPI QN  
692558 - Wound Culture and Stain  
**Specimen Type: Abscess**  
692553 - Urine Culture

Click the Printer icon in either pop-up box to print labels or the list.

ctdemo, IUH  
56286232 22-Nov-1991 31y F

Col: 21-Oct-2023 Site: 99999  
3572812969, 665674

ctdemo, IUH  
56286232 22-Nov-1991 31y F

Col: 21-Oct-2023 Site: 99999  
3572812969, 665674

ctdemo, IUH  
56286232 22-Nov-1991 31y F

Col: 21-Oct-2023 Site: 99999  
3572812969, 665674

ctdemo, IUH  
56286232 22-Nov-1991 31y F

Col: 21-Oct-2023 Site: 99999  
3572812969, 665674

Close either pop-up box after patient labels or the Standard Draw list has printed.



**NOTE:** The printed Standard Draw list should be carried by phlebotomists while performing draws to record draw times and other information needed to release orders in the Interactive section of the Standard Draw report.

Click the **Interactive** hyperlink to start the order release process.

<a href="#">Back to Activity Logs</a>	<b>Standing/Future Order Draws For 10/01/2023 to 10/31/2023 : REGULAR</b>	<a href="#">Back to Standing / Future Orders</a>
<b>Location</b> Lifepoint Demo ORG	<b>Count</b> 6	<b>Report Type</b> View/Print <b>Interactive</b>

The Standing/Future Orders Standard Draw list order release screen will appear.

<a href="#">Back to Activity Logs</a>	<b>Lifepoint Demo ORG: Standing/Future Orders Draw List 10/01/2023 to 10/31/2023, REGULAR</b>	<a href="#">Back to Standing / Future Orders</a>	
<b>Phys</b> Pathnet, Client, MD	<b>Loc/Patient</b> 99999 56286357 Ctdemo, Future 03/22/1991 Room # Unit#	<b>Standing#</b> 2421 10/30/2023 REGULAR	<b>Collection</b> Date: 10/26/2023 Time: 11:42 PM A Drawn? <input checked="" type="radio"/> Cancel? <input type="radio"/> Resched? <input type="radio"/> Phleb: JREVTYAKJ99999 CPL D Comments:
Comments :			
Tests :			
• 667741 - Prothrombin Time (PT) with INR			
• 3572812969 - 1,25 Dihydroxyvitamin D			
• 686208 - Lipid Panel SerPI QN			
Diagnosis :			
Z00.8 - ENC FOR OTHER GENERAL EXAMINATION			
		E	F
		<input type="button" value="SUBMIT"/>	<input type="button" value="SUBMIT AND PRINT"/>

\* - Last Standing/Future Order

- A. The collection status of standing orders is defaulted to **Drawn**.
- B. **Time:** Update the collection date and time in this field.
- C. **Phleb:** The end user logged into Lifepoint will be defaulted in as the Phlebotomist in this field.
- D. **Comments:** Add collection comments related to the draw in this box. This information is required.
- E. **SUBMIT:** Click this button to release the standing order.
- F. **SUBMIT AND PRINT:** Click this button to release the standing order and print out a copy of the labels and order requisition.

**NOTE:** Orders that were not collected must be marked as either **Cancel** or **Reschedule**.

<b>Phys</b> Pathnet, Client, MD	<b>Loc/Patient</b> 99999 56286357 Ctdemo, Future 03/22/1991 Room # Unit#	<b>Standing#</b> 2421 10/30/2023 REGULAR	<b>Collection</b> Date: Time: A Drawn? <input type="radio"/> Cancel? <input checked="" type="radio"/> Resched? <input type="radio"/> Phleb: JREVTYAKJ99999 CPL C Comments:
Comments :			
Tests :			
• 667741 - Prothrombin Time (PT) with INR			
• 3572812969 - 1,25 Dihydroxyvitamin D			
• 686208 - Lipid Panel SerPI QN			
Diagnosis :			
Z00.8 - ENC FOR OTHER GENERAL EXAMINATION			
		D	E
		<input type="button" value="SUBMIT"/>	<input type="button" value="SUBMIT AND PRINT"/>

\* - Last Standing/Future Order

- A. Change the collection status of standing orders to the appropriate radio button to mark the order as **canceled** or **rescheduled**.
- B. **Phleb:** The end user logged into Lifepoint will be defaulted in as the Phlebotomist in this field.
- C. **Comments:** Add collection comments related to the draw in this box. This information is required.
- D. **SUBMIT:** Click this button to release the standing order.
- E. **SUBMIT AND PRINT:** Click this button to release the standing order and print out a copy of the labels and order requisition.



**NOTE:** Orders marked as **Drawn** will transmit to Cerner after all orders are updated on the Standard Draw list. Orders marked **Cancel** or **Reschedule** will be removed from the Standard Draw list and will not be transmitted.

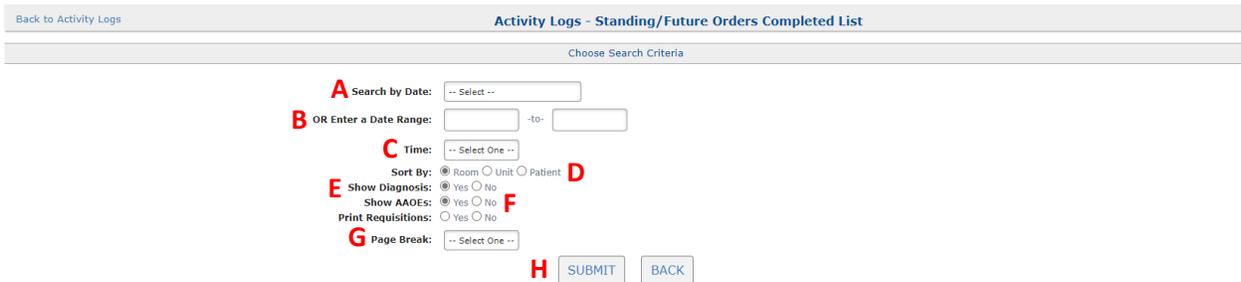
### 6.1d.2: Completed

Click the **Completed** hyperlink to access a list of completed standing orders for any given day.



**NOTE:** Orders marked as **Drawn** on the Standard Draw List will be incorporated on this Completed report.

Enter information in the **Choose Search Criteria** section of the Completed report to pull a list of completed draws.



- A. **Search by Date:** use the drop-down menu to select a data range for this report.
- B. **OR Enter a Date Range:** set a date range choosing dates out of the calendar that displays when selecting either field for this report.
- C. **Time:** use the drop-down menu to choose the time draws were completed for this report.
- D. **Sort By:** use these radio buttons to choose how this report is sorted.
- E. **Show Diagnosis:** use these radio buttons to include or exclude diagnosis codes from this report.
- F. **Show AAOEs:** use these radio buttons to include or exclude answers for Ask at Order entry questions from this report.
- G. **Page Break:** use this drop-down to organize this report by Patient or by Room.
- H. Click the **SUBMIT** button to generate a Completed report.

The Completed Standing/Future Orders summary report will appear for the dates and times selected.



Click the **View/Print** hyperlink to view or print order requisitions of Standing/Future Order captured in the Completed list or click the **Back to Activity Logs** or **Back to Standing/Future Orders** hyperlinks to return to the appropriate section.



A pop-up box will display the order requisitions after clicking the **View/Print** hyperlink. End users then have the option to print order requisitions of Standing/Future Order captured in the Completed list to a networked laser printer.

Click the **Printer** icon to print order requisitions.

**LifePoint Order Requisition**  
 Priority: Routine  
 Client: 99999  
 Req #: 099990000000031

**Indiana University Health Pathology Laboratory**  
 350 W. 11th Street  
 Indianapolis, IN 46202-4108  
 P:317-491-6000  
 800-443-0740  
 F:317-491-6001

**Indiana University Health**

**Patient Information**

ctbrown, bill 350 W 11st Indianapolis, IN 46202 (654) 558-7887	SSN: 000-00-0000 DOB: 08/14/1967 Age: 56 Gender: M Room/Bed: Unit:	Requesting Location LifePoint Demo ORG 350 W 11th St Indianapolis, IN 46202 Phone:(317) 491-6000 Fax:
---	---	--

ILH MRN: 56285636  
 CLIENT MRN:  
 Client Use Only:

**Order Information**

Requesting Physician: 1497077853 Zimmerman, Michelle K. Coll Dt/Tm: 17-Oct-2023 05:21 PM  
 Report Delivery:  
 Draw Location: On Site Draw Fasting: No  
 ABN Printed: No  
 Comments: Left Arm

**Tests Ordered** Container Specimen Temperature  
 665674 - CBC without Differential Lavender Blood Refrigerated  
 Diagnosis Z00.8-ENC FOR OTHER GENERAL EXAMINATION

**Billing Information - Patient Bill**

Guarantor Relationship: Self  
 ctbrown, bill  
 350 W 11st  
 Indianapolis, IN 46202  
 Resp party SSN: 000-00-0000  
 Primary: Blue Cross / Blue Shield  
 P.O. Box 37010  
 Louisville, KY  
 Insured Self  
 ctbrown, bill  
 350 W 11st  
 Indianapolis, IN 46202  
 Gender/DOB: Male 08/14/1967  
 Policy Number: 1254789953  
 Group: 125478

Close the pop-up box after order requisitions of Completed Standing/Future Orders have printed.

Click the **Interactive** hyperlink to generate a list of the Completed Standing/Future Orders for the date range entered.



Back to Activity Logs	Completed Standing/Future Orders For 10/01/2023 to 10/31/2023 : REGULAR	Back to Standing / Future Orders
<b>Location</b>	<b>Count</b>	<b>Report Type</b>
Lifepoint Demo ORG	4	View/Print <b>Interactive</b>

Click the **PRINT** button to print a copy of the Completed list.

Back to Activity Logs	Lifepoint Demo ORG: Completed Standing/Future Orders List 10/01/2023 to 10/31/2023, REGULAR	Back to Standing / Future Orders	
<b>Phys</b>	<b>Loc/Patient</b>	<b>Standing#</b>	<b>Collection</b>
Pathnet, Client, MD	99999 56286357 Ctdemo, Future 03/22/1991 Room # Unit#	<b>2421</b> 10/30/2023 REGULAR	Date: 10/27/2023 Time: 12:08 AM Phleb: JREVTYAK 99999 CPL Req#: 099999000000040
Comments : right arm			
Tests : 3572812969 - 1,25 Dihydroxyvitamin D 686208 - Lipid Panel SerPI QN			
Diagnosis : Z00.8 - ENC FOR OTHER GENERAL EXAMINATION			
<b>Phys</b>	<b>Loc/Patient</b>	<b>Standing#</b>	<b>Collection</b>
Pathnet, Client, MD	99999 56286357 Ctdemo, Future 03/22/1991 Room # Unit#	<b>2421</b>	Date: 10/27/2023 Time: 12:08 AM Phleb: JREVTYAK 99999 CPL Req#: 099999000000041
Comments : right arm			
Tests : 667741 - Prothrombin Time (PT) with INR			
Diagnosis : Z00.8 - ENC FOR OTHER GENERAL EXAMINATION			
<b>PRINT</b>			

### 6.1d.3: Overdue

Click the **Overdue** hyperlink to access a list of Overdue Standing/Future Orders for any given day.

Back to Activity Logs	Activity Logs - Standing Order Reports
<a href="#">Standard Draw</a> <a href="#">Cancelled</a> <a href="#">Overdue</a> <a href="#">Expiring</a> <a href="#">Cancelled / Rescheduled History</a>	

**NOTE:** Orders marked with **Cancel** or **Reschedule** on the Standard Draw list will be incorporated on this Overdue report.

Enter information in the **Choose Search Criteria** section of the Overdue report to pull a list of overdue draws.

Back to Activity Logs	Activity Logs - Standing/Future Orders Overdue List
Choose Search Criteria	
<b>A</b> Search by Date:	-- Select --
<b>B</b> OR Enter a Date Range:	<input type="text"/> -to- <input type="text"/>
<b>C</b> Sort By:	<input checked="" type="radio"/> Room <input type="radio"/> Unit <input type="radio"/> Patient
<b>D</b> Show Diagnosis:	<input checked="" type="radio"/> Yes <input type="radio"/> No
<b>E</b> Show AAOEs:	<input checked="" type="radio"/> Yes <input type="radio"/> No
<b>F</b> Page Break:	-- Select One --
<b>G</b>	<input type="button" value="SUBMIT"/> <input type="button" value="BACK"/>

- A. **Search by Date:** use the drop-down menu to select a data range for this report.
- B. **OR Enter a Date Range:** set a date range choosing dates out of the calendar that displays when selecting either field for this report.
- C. **Sort By:** use these radio buttons to choose how this report is sorted.
- D. **Show Diagnosis:** use these radio buttons to include or exclude diagnosis codes from this report.
- E. **Show AAOEs:** use these radio buttons to include or exclude answers for Ask at Order entry questions from this report.



- F. **Page Break:** use this drop-down to organize this report by Patient or by Room.
- G. Click the **SUBMIT** button to generate an Overdue report.

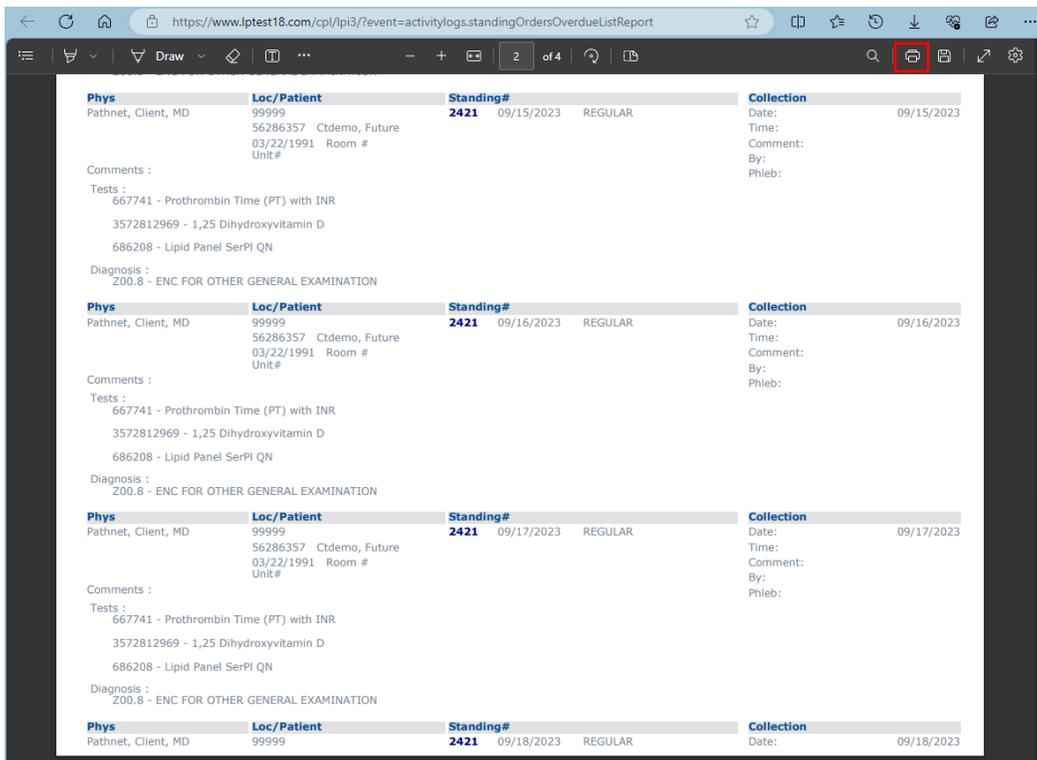
The Overdue Standing/Future Orders summary report will appear for the dates and times selected.



Click the **View/Print** hyperlink to view or print the Overdue list or click the **Back to Activity Logs** or **Back to Standing/Future Orders** hyperlinks to return to the appropriate section.

A pop-up box will display the Overdue list after clicking the **View/Print** hyperlink. End users then have the option to print the list to a networked laser printer.

Click the **Printer** icon to print the Overdue list.



Close this pop-up box after the Overdue list has printed.

Click the **Interactive** hyperlink to reschedule or cancel overdue Standing/Future Orders for the date range entered.



Click the **Reschedule** button to reschedule an overdue order.



Back to Activity Logs      Lifepoint Demo ORG: Overdue Standing/Future Orders List 09/01/2023 to 09/30/2023, ALL      Back to Standing / Future Orders

Phys	Loc/Patient	Standing#	Collection
Pathnet, Client, MD	99999 56286357 Ctdemo, Future 03/22/1991 Room # Unit#	2421 09/14/2023 REGULAR	Date: 09/14/2023 Time: Comment: By: Phleb:
Comments : Tests : 667741 - Prothrombin Time (PT) with INR 3572812969 - 1,25 Dihydroxyvitamin D 686208 - Lipid Panel SerPl QN Diagnosis : Z00.8 - ENC FOR OTHER GENERAL EXAMINATION			<input type="button" value="RESCHEDULE"/> <input type="button" value="CANCEL"/>
Phys	Loc/Patient	Standing#	Collection
Pathnet, Client, MD	99999 56286357 Ctdemo, Future 03/22/1991 Room # Unit#	2421 09/15/2023 REGULAR	Date: 09/15/2023 Time: Comment: By: Phleb:
Comments : Tests : 667741 - Prothrombin Time (PT) with INR 3572812969 - 1,25 Dihydroxyvitamin D 686208 - Lipid Panel SerPl QN Diagnosis : Z00.8 - ENC FOR OTHER GENERAL EXAMINATION			<input type="button" value="RESCHEDULE"/> <input type="button" value="CANCEL"/>

Reschedule the order for the desired date and draw time in the window that appears.

IU Health - Work - Microsoft Edge  
<https://www.lptest18.com/cpl/lpi3/?event=standingorder.editSchedule&Number=2421&editDate=09/14/2023&lid=TestCPL999996659160509&layout=false>     

STANDING ORDER # 2421 09/14/2023 Details  
 Order Comments :  
 Collection Comments :

Change Date  
 09/14/2023 to  Draw      

Test Code - Name	Parent Standing #	Date	Time	September 2023							
				Mo	Tu	We	Th	Fr	Sa	Su	
2421	09/14/2023	REGULAR							1	2	3
2421	09/15/2023	REGULAR									
2421	09/16/2023	REGULAR									
2421	09/17/2023	REGULAR		4	5	6	7	8	9	10	
2421	09/18/2023	REGULAR		11	12	13	14	15	16	17	
				18	19	20	21	22	23	24	
				25	26	27	28	29	30		

Click **SUBMIT** once all changes have been made, and the rescheduled order will be removed from the Overdue List.

Click the **CANCEL** button to cancel an overdue order.



Phys	Loc/Patient	Standing#	Collection
Pathnet, Client, MD	99999 56286357 Ctdemo, Future 03/22/1991 Room # Unit#	2421 09/14/2023 REGULAR	Date: 09/14/2023 Time: Comment: By: Phleb: RESCHEDULE
Comments : Tests : 667741 - Prothrombin Time (PT) with INR 3572812969 - 1,25 Dihydroxyvitamin D 686208 - Lipid Panel SerPl QN Diagnosis : Z00.8 - ENC FOR OTHER GENERAL EXAMINATION			
Pathnet, Client, MD	99999 56286357 Ctdemo, Future 03/22/1991 Room # Unit#	2421 09/15/2023 REGULAR	Date: 09/15/2023 Time: Comment: By: Phleb: RESCHEDULE
Comments : Tests : 667741 - Prothrombin Time (PT) with INR 3572812969 - 1,25 Dihydroxyvitamin D 686208 - Lipid Panel SerPl QN Diagnosis : Z00.8 - ENC FOR OTHER GENERAL EXAMINATION			

Click the **CANCEL DD/MM/YYYY** button displaying the collection date of the order to be canceled once prompted, and order will be removed from the Overdue List.

IU Health - Work - Microsoft Edge  
<https://www.lptest18.com/cpl/pi3/?event=standingorder.editSchedule&stNumber=2421&CancelDate=09/15/2023&lid=TestCPL999996659160509&layout=false>  
 CLOSE WINDOW

STANDING ORDER # 2421 Details  
 Order Comments :  
 Collection Comments :

**Cancel Schedule**  
**CANCEL 09/15/2023**

Test Code - Name	Parent Standing #	Date	Time	September 2023							
				Mo	Tu	We	Th	Fr	Sa	Su	
2421	09/15/2023	REGULAR							1	2	3
2421	09/16/2023	REGULAR									
2421	09/17/2023	REGULAR									
2421	09/18/2023	REGULAR		4	5	6	7	8	9	10	
2421	10/27/2023	REGULAR		11	12	13	14	15	16	17	
				18	19	20	21	22	23	24	
				25	26	27	28	29	30		
				October 2023							
				Mo	Tu	We	Th	Fr	Sa	Su	
										1	
				2	3	4	5	6	7	8	
				9	10	11	12	13	14	15	
				16	17	18	19	20	21	22	
				23	24	25	26	27	28	29	
				30	31						



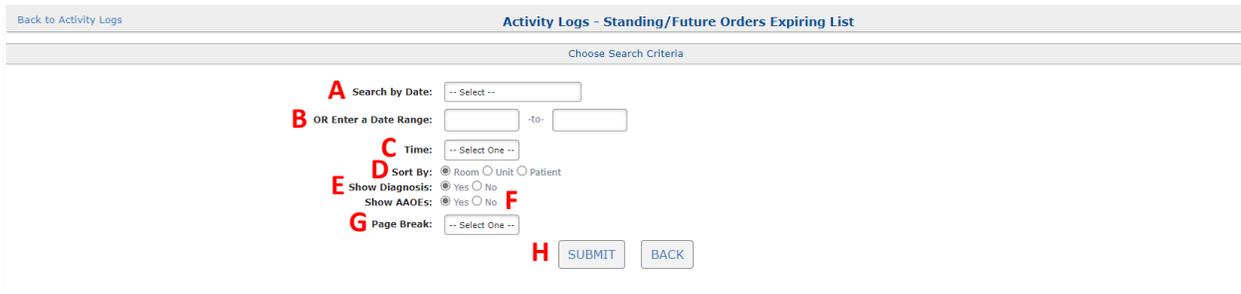
### 6.1d.4: Expiring

Click the **Expiring** hyperlink to access a list of expiring Standing/Future Orders for any given day.



**NOTE:** Any expiring Standing/Future Orders will display on this Expiring list.

Enter information in the **Choose Search Criteria** section of the Expiring report to pull a list of expiring draws.



- A. **Search by Date:** use the drop-down menu to select a data range for this report.
- B. **OR Enter a Date Range:** set a date range choosing dates out of the calendar that displays when selecting either field for this report.
- C. **Time:** use the drop-down menu to choose the time draws are due for this report.
- D. **Sort By:** use these radio buttons to choose how this report is sorted.
- E. **Show Diagnosis:** use these radio buttons to include or exclude diagnosis codes from this report.
- F. **Show AAOEs:** use these radio buttons to include or exclude answers for Ask at Order entry questions from this report.
- G. **Page Break:** use this drop-down to organize this report by Patient or by Room.
- H. Click the **SUBMIT** button to generate an Overdue report.

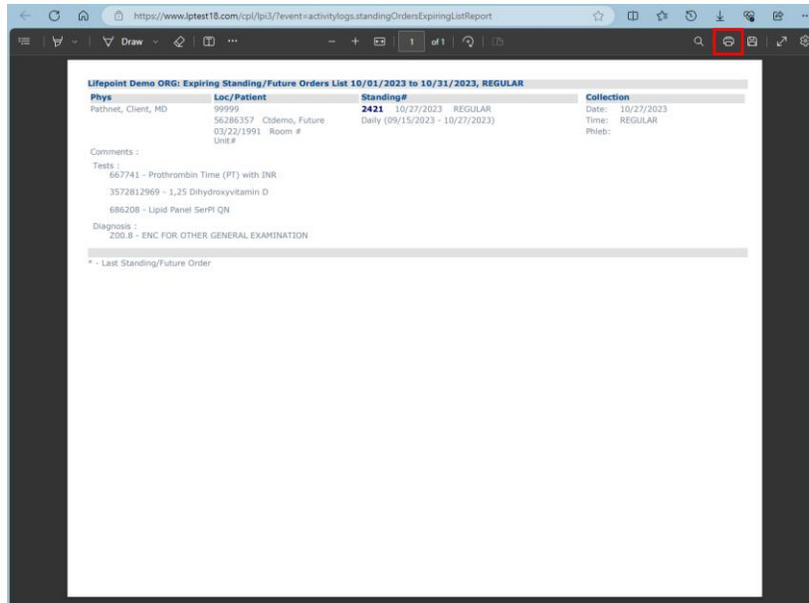
The Expiring Standing Order Draws summary report will appear for the dates and times selected.

Location	Count	Report Type
Lifepoint Demo ORG	1	<a href="#">View/Print</a> Interactive

Click the **View/Print** hyperlink to view or print the Expiring Standing Order Draws list or click the **Back to Activity Logs** or **Back to Standing/Future Orders** hyperlinks to return to the appropriate section.

A pop-up box will display the Expiring Standing Order Draws list after clicking the **View/Print** hyperlink. End users then have the option to print the list to a networked laser printer.

Click the **Printer** icon to print the Expiring list.



Close this pop-up box after the Expiring list has printed.

Click the **Interactive** hyperlink to extend or cancel expiring Standing/Future Orders for the date range entered.

Back to Activity Logs			Expiring Standing Order Draws For 10/01/2023 to 10/31/2023 : REGULAR			Back to Standing / Future Orders		
Location	Count	Report Type						
Lifepoint Demo ORG	1	View/Print <b>Interactive</b>						

Click the **Edit** hyperlink in the window that appears to cancel the expiring Standing/Future Order.

Back to Activity Logs			Lifepoint Demo ORG: Expiring Standing/Future Orders List 10/01/2023 to 10/31/2023, REGULAR			Back to Standing / Future Orders		
Phys	Loc/Patient	Standing#	Collection					
Pathnet, Client, MD	99999 56286357 Ctdemo, Future 03/22/1991 Room # Unit#	<b>2421</b> 10/27/2023 <b>Edit</b> REGULAR Daily (09/15/2023 - 10/27/2023)	Date: 10/27/2023 Time: REGULAR Phleb:					
Comments :								
Tests :								
667741 - Prothrombin Time (PT) with INR								
3572812969 - 1,25 Dihydroxyvitamin D								
686208 - Lipid Panel SerPI QN								
Diagnosis :								
Z00.8 - ENC FOR OTHER GENERAL EXAMINATION								
* - Last Standing/Future Order								

Edit the **Recurrence Pattern** and **Range of Recurrence** if the Standing/Future Order needs to be extended.



IU Health - Work - Microsoft Edge  
 https://www.ipstest18.com/cpl/pi3/?event=standingorder.addSchedule&Number=2421&lid=TestCPL99996659160509&layout=false

Close Window

### STANDING ORDER 2421 Details

Location	Physician	Tests
99999	Pathnet, Client, MD	667741 - Prothrombin Time (PT) with INR 3572812969 - 1,25 Dihydroxyvitamin D 686208 - Lipid Panel SerPI QN

EDIT DETAILS CANCEL ORDER

Add Dates

Recurrence Pattern  
 One Time  
 Daily  
 Weekly  
 Monthly

Range of recurrence  
 Start: 10/28/2023  
 End by:   
 End after:  occurrences

Draw: REGULAR

SUBMIT SUBMIT & PRINT

### Existing Standing / Future Orders

ADD CANCEL ALL

Test Code - Name	Parent Standing #	Date	Time	September 2023
667741 - Prothrombin Time (PT) with INR 3572812969 - 1,25 Dihydroxyvitamin D 686208 - Lipid Panel SerPI QN	2421	09/15/2023	REGULAR	Mo Tu We Th Fr Sa Su 1 2 3
667741 - Prothrombin Time (PT) with INR 3572812969 - 1,25 Dihydroxyvitamin D 686208 - Lipid Panel SerPI QN	2421	09/16/2023	REGULAR	4 5 6 7 8 9 10 11 12 13 14 15 16 17
667741 - Prothrombin Time (PT) with INR 3572812969 - 1,25 Dihydroxyvitamin D 686208 - Lipid Panel SerPI QN	2421	09/17/2023	REGULAR	18 19 20 21 22 23 24 25 26 27 28 29 30
667741 - Prothrombin Time (PT) with INR 3572812969 - 1,25 Dihydroxyvitamin D 686208 - Lipid Panel SerPI QN	2421	09/18/2023	REGULAR	October 2023 Mo Tu We Th Fr Sa Su 1
667741 - Prothrombin Time (PT) with INR 3572812969 - 1,25 Dihydroxyvitamin D 686208 - Lipid Panel SerPI QN	2421	10/27/2023	REGULAR	2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

Click the **SUBMIT** button to extend the expiring Standing/Future Order.

Click the **CANCEL ORDER** button to remove the order from the Expired list.

IU Health - Work - Microsoft Edge  
 https://www.ipstest18.com/cpl/pi3/?event=standingorder.addSchedule&Number=2421&lid=TestCPL99996659160509&layout=false

Close Window

### STANDING ORDER 2421 Details

Location	Physician	Tests
99999	Pathnet, Client, MD	667741 - Prothrombin Time (PT) with INR 3572812969 - 1,25 Dihydroxyvitamin D 686208 - Lipid Panel SerPI QN

EDIT DETAILS CANCEL ORDER

Add Dates

Recurrence Pattern  
 One Time  
 Daily  
 Weekly  
 Monthly

Range of recurrence  
 Start: 10/28/2023  
 End by:   
 End after:  occurrences

Draw: REGULAR

SUBMIT SUBMIT & PRINT

### Existing Standing / Future Orders

ADD CANCEL ALL

Test Code - Name	Parent Standing #	Date	Time	September 2023
667741 - Prothrombin Time (PT) with INR 3572812969 - 1,25 Dihydroxyvitamin D 686208 - Lipid Panel SerPI QN	2421	09/15/2023	REGULAR	Mo Tu We Th Fr Sa Su 1 2 3
667741 - Prothrombin Time (PT) with INR 3572812969 - 1,25 Dihydroxyvitamin D 686208 - Lipid Panel SerPI QN	2421	09/16/2023	REGULAR	4 5 6 7 8 9 10 11 12 13 14 15 16 17
667741 - Prothrombin Time (PT) with INR 3572812969 - 1,25 Dihydroxyvitamin D 686208 - Lipid Panel SerPI QN	2421	09/17/2023	REGULAR	18 19 20 21 22 23 24 25 26 27 28 29 30
667741 - Prothrombin Time (PT) with INR 3572812969 - 1,25 Dihydroxyvitamin D 686208 - Lipid Panel SerPI QN	2421	09/18/2023	REGULAR	October 2023 Mo Tu We Th Fr Sa Su 1
667741 - Prothrombin Time (PT) with INR 3572812969 - 1,25 Dihydroxyvitamin D 686208 - Lipid Panel SerPI QN	2421	10/27/2023	REGULAR	2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

Click the **CANCEL ALL** button if there are multiple expiring child orders on the Standing/Future Order that need to be canceled.



STANDING ORDER 2421 Details

Location: 9999 Pathwet, Client, MD  
Physician: Pathwet, Client, MD  
Tests: 667741 - Prothrombin Time (PT) with INR, 3572812969 - 1,25 Dihydroxyvitamin D, 686208 - Lipid Panel SerPI QN

Buttons: EDIT DETAILS, CANCEL ORDER

Add Dates

Recurrence Pattern:  One Time,  Daily,  Weekly,  Monthly

Range of recurrence: Start: 10/28/2023, End by: [ ], End after: [ ] occurrences

Draw: REGULAR

Buttons: SUBMIT, SUBMIT & PRINT

Existing Standing / Future Orders

Test Code - Name	Parent Standing #	Date	Time	Mo	Tu	We	Th	Fr	Sa	Su
667741 - Prothrombin Time (PT) with INR	2421	09/15/2023	REGULAR						1	2
686208 - Lipid Panel SerPI QN	2421	09/16/2023	REGULAR						15	16
667741 - Prothrombin Time (PT) with INR	2421	09/17/2023	REGULAR						25	26
686208 - Lipid Panel SerPI QN	2421	09/18/2023	REGULAR						27	28
667741 - Prothrombin Time (PT) with INR	2421	10/27/2023	REGULAR							1

Buttons: ADD, CANCEL ALL

### 6.1d.5: Canceled/Rescheduled History

Click the **Cancel/Reschedule History** hyperlink to access a list of Standing/Future Orders that were canceled or rescheduled for any given day.

Back to Activity Logs | Activity Logs - Standing Order Reports

- Standard Draw
- Completed
- Overdue
- Expiring
- Cancelled / Rescheduled History**

**NOTE:** Any comments entered when canceling or rescheduling the order will also be included in this report.

Enter information in the **Choose Search Criteria** section of the Cancelled/Rescheduled History report to pull a list of cancelled or rescheduled draws.

Back to Activity Logs | Activity Logs - Standing/Future Orders Cancelled / Rescheduled History List

Choose Search Criteria

**A** Search by Date: -- Select --

**B** OR Enter a Date Range: [ ] -to- [ ]

**C** Status: -- Select One --

**D** Sort By:  Room  Unit  Patient

**E** Show Diagnosis:  Yes  No

**F** Show AAOEs:  Yes  No

**G** Page Break: -- Select One --

**H** SUBMIT BACK

- A. **Search by Date:** use the drop-down menu to select a data range for this report.
- B. **OR Enter a Date Range:** set a date range choosing dates out of the calendar that displays when selecting either field for this report.



- C. **Status:** use the drop-down menu to choose either Canceled or Rescheduled orders for this report. Leaving this answer blank with result in both Canceled and Rescheduled orders displaying in this report.
- D. **Sort By:** use these radio buttons to choose how this report is sorted.
- E. **Show Diagnosis:** use these radio buttons to include or exclude diagnosis codes from this report.
- F. **Show AAOEs:** use these radio buttons to include or exclude answers for Ask at Order entry questions from this report.
- G. **Page Break:** use this drop-down to organize this report by Patient or by Room.
- H. Click the **SUBMIT** button to generate a Cancel/Rescheduled History report.

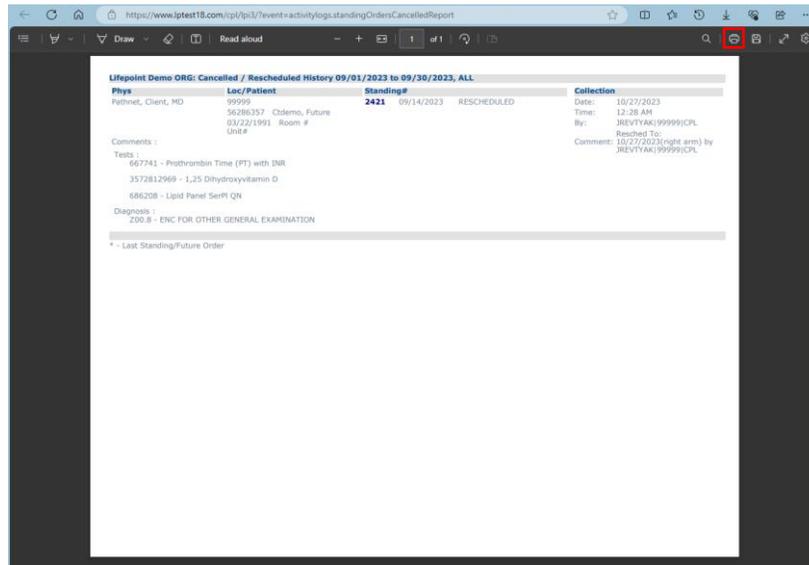
The Cancelled/Rescheduled History summary report will appear for the dates and times selected.



Click the **View/Print** hyperlink to view or print the Canceled/Rescheduled History list or click the **Back to Activity Logs** or **Back to Standing/Future Orders** hyperlinks to return to the appropriate section.

A pop-up box will display the Canceled/Rescheduled History list after clicking the **View/Print** hyperlink. End users then have the option to print the list to a networked laser printer.

Click the **Printer** icon to print the Canceled/Rescheduled History list.



Close this pop-up box after the Canceled/Rescheduled History list has printed.

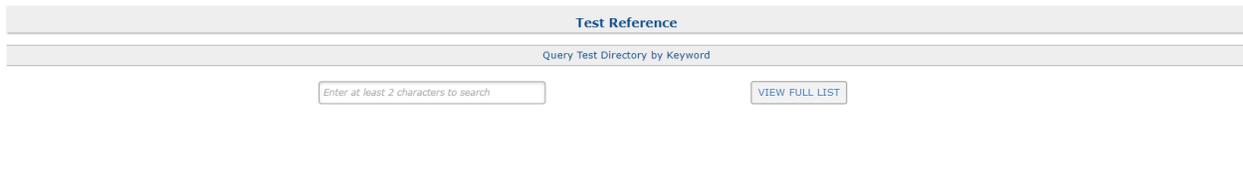


## 6.2: Test Reference

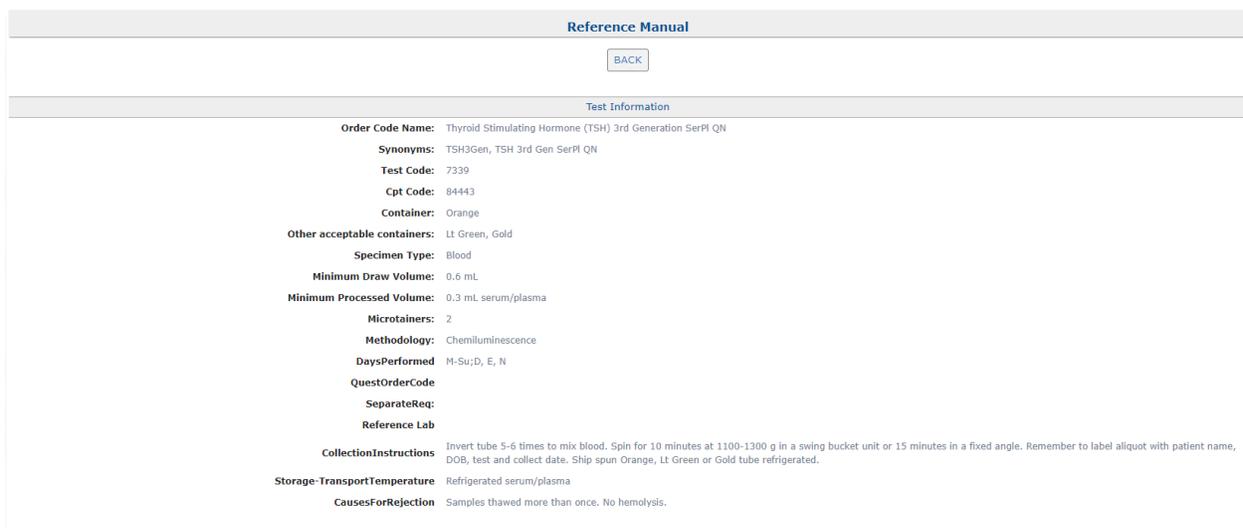
Select the **Test Reference** menu item when needing clinical and collection information about a test.



Enter the first few letters of the test in the search field, and results will appear in a drop-down list the end user can choose from to select the appropriate test.



Clinical and collection information will display after selecting an test from the drop-down list.





## 7: Practice Options

### 7.1: IU Health Lab Test Directory

The [IU Health Lab Test Directory](#) is a link to the IU Health Pathology Laboratory website that contains the most up-to-date information regarding methodology, collection, and transportation guidelines for every test.

Click the [IU Health Lab Test Directory](#) hyperlink to access the directory of services.



### 7.2: Outreach Operations Client Portal

Click on the [Outreach Operations Client Portal](#) hyperlink to access the client supply ordering portal if access has been granted.



## 8: Support

For any issues or questions, please email [DPLMLABINTERFACE@IUHealth.org](mailto:DPLMLABINTERFACE@IUHealth.org).

Thank you for choosing IU Health Pathology Laboratory.