

## EPIC ORDERS INTERFACE QUICK REFERENCE GUIDE

Welcome to the EPIC Orders Interface! On your Go-live date you will notice a change in the labels that print from your label printer. These new labels are referred to as EPIC Interface labels (See Example) and will provide not only the patient demographics but the name of the test(s) that are ordered. The EPIC Downtime labels (See Example) will print in the event there is an interface delay. Please refer to the Collection Guide for guidance on placement of the label.

### Add-On Requests

**Specimen has left Department:** Please follow routine add-on Request procedure by contacting the NYP Client Services Department at (212)746-0670 to request any add-ons.

**Specimen still at Department:** Print a copy of the EPIC interface label and affix it to the newly printed requisition. Submit this requisition & label along with the Specimen.

**\*\*\*Whenever any labels are reprinted, DO NOT place a second label on the specimen tubes as this may interfere with the lab's robotics system\*\*\***

### Cancellation of Orders

**Specimen has left Department:** Contact the NYP Client Services Department at (212)746-0670 to request the test be cancelled or if a test is canceled in error, so that it can be rectified.

**Specimen still at Department:** Cancel the test in EPIC. If the cancelled test had its own dedicated tube with no other tests required of the tube please discard the tube.

### STAT Requests

Affix a STAT sticker to the pink EPIC Interface specimen bag. Call Client Services at (212)746-0669 or (212)746-0670 to request a STAT pick-up if needed.

### Use of EPIC Orders Bags

The pink EPIC Orders specimen bags should be used for all clinical pathology bloods and microbiology requests (cultures, swabs etc.) whether or not a Downtime Label or EPIC Interface label is applied to specimens. All Anatomic Pathology, including Cytology, biopsy and Surgical Pathology requests, should be affixed with Downtime labels and placed in the routine specimen bags.

### EXTRA TUBES

We advise you submit fully filled specimen tubes that match the number of EPIC Interface labels. If you are accustomed to submitting extra tubes, you may do so by using EPIC generated Downtime labels.

**\*\*\*If enough tubes are not drawn, place extra labels on the requisition so that additional test(s) may be run as needed\*\*\***

### 24hrs URINE COLLECTIONS

It is required to include the number of hours that the urine was collected as well as total volume for all timed collections. If the order is placed after the collection has been completed, please enter the correct information in the appropriate fields. If the order is placed before the specimen is collected, please write down the correct collection time interval and total volume on the requisition once the order is released.

Please note, when a Creatinine Clearance test is ordered, it is necessary to additionally order a serum Creatinine test, if one is not included in the order.