Below is the workflow for Outpatient and HOD add-on tests.

- Chemistry, Hematology, Coagulation, Referral, Special Chemistry and Serology add-ons must be placed via Epic.
 - \circ These add-ons are monitored 24/7 in the Automated Lab.
- These need to be added using the order ADDON TEST (LAB5757).
 - In order for the lab to process the Add-on Test, the specimen must still be viable. If there isn't enough of the specimen left or it has expired, the lab may require that another specimen be collected.
 - Please refer to the test menu as a reference for test names, information and add-on stability:
- Columbia: <u>https://www.testmenu.com/nyphcolumbia</u>
- Weill Cornell: https://www.testmenu.com/nyphweillcornell
- Lower Manhattan Hospital : https://www.testmenu.com/nyplowermanhattan
- Queens: <u>https://www.testmenu.com/queens</u>

Reflex Order via In Basket Results Folder (Preferred Method)

- 1. In the **Results** folder of the In Basket, select the appropriate Results message.
- 2. Click Result Note.



3. Click Reflex Order.



Providers – Add-On Test

Revision Date: 05/11/2022

Select Order	S			E Dotoi			-	Reflex Orde	r 🖿 C	hart Review	
All	<u>N</u> one A	bnormal					-	Iteliex Olde		Mait i teview	
CBC W/ P	FERENTIAL [27228 LATELETS+ DIFF (0 , PLASMA [272283	4200] COMPLETE 490]	HEM A1C	OGLOBIN	😲 Sta	tus: Final result C	Connect: Release	d on 11/11/2020) 4:36 PM Next	appt with me:None	
	TENSIVE METABUL	IC PANEL			Range	1d ago	1yr ago	2yr ago	3yr ago	5yr ago	
ESTIMATE	ED GLOMERULAR F		E He	moglobin C	<=5.6 %	5.7 (H)	5.8 (H) CM	5.6 ^{CM}	5.8 (H) CM	5.6 ^{CM}	

4. Select which order you want to reflex from.

Order ID	Procedure Name	Order Type	Order Status	AL
272284200	AUTO DIFFERENTIAL	Lab [7]	Completed	GI
272266841	CBC W/ PLATELETS+ DIFF (COMPLETE)	Lab [7]	Completed	GI
272283490	GLUCOSE, PLASMA	Lab [7]	Completed	GI
272283438	COMPREHENSIVE METABOLIC PANEL WITHOUT PLASMA GLUCOSE	Lab [7]	Completed	GI
272266844	LIPID PROFILE	Lab [7]	Completed	GI
272387967	ESTIMATED GLOMERULAR FILTRATION RATE	Lab [7]	Completed	GI
72282835	VITAMIN B12	Lab [7]	Completed	GI
272282833	TSH W REFLEX TO FT4	Lab [7]	Completed	GI
272266845	HEMOGLOBIN A1C	Lab [7]	Completed	GI
(11			2

 This will open an Addendum in the encounter where the original specimen was collected. Your Order Preference list will automatically open; here you will search for and select the Add-on Test [LAB575] order. Click Accept.



Providers – Add-On Test

Revision Date: 05/11/2022

		🚖 🗭 Imn	nun 🛞		·· []	· ·	U	Notes • Visi	t Checklist	
				Order Sea		29 (7)	1.00		_ 0	x
6570				Oldel Sea						
0573	57				2	<u>B</u> rowse	Preference	E List <u>Facility L</u>	ist <u>D</u> atabas	se
I Pa	anels (No r	esults found)						Outpatient P	rocedures	
~								ADDON TES	ат Г	×
J O	utpatient M	edications (No result	ts found)							
ີ 0	utpatient Pr	rocedures 😤								
ີ 0	utpatient Pr	rocedures ≈	Type	Pref List	Major Ava	ailable Lab/F	Rad CPT C			
ධ o ධ	utpatient Pr Code LAB5757	Name	Type Lab	Pref List NYC CV	Major Ava	ailable Lab/F WC, NYPLAE	Rad CPT C 3 01			
2 o 2 o	Code LAB5757 LAB5757	ADDON TEST	Type Lab Lab	Pref List NYC CV WCM A	Major Ava NYPLAB-\ NYPLAB-\	ailable Lab/F WC, NYPLAE WC, NYPLAE	Rad CPT C 3 01 3 01			
	utpatient Pr Code LAB5757 LAB5757 LAB5757	ADDON TEST ADDON TEST ADDON TEST	Type Lab Lab Lab	Pref List NYC CV WCM A	Major Ava NYPLAB-\ NYPLAB-\ NYPLAB-\	ailable Lab/F WC, NYPLAE WC, NYPLAE WC, NYPLAE	Rad CPT C 3 01 3 01			
20 20 20 20	utpatient Pr Code LAB5757 LAB5757 LAB5757	ADDON TEST ADDON TEST ADDON TEST	Type Lab Lab Lab	Pref List NYC CV WCM A	Major Ava NYPLAB-V NYPLAB-V NYPLAB-V	ailable Lab/F WC, NYPLAE WC, NYPLAE WC, NYPLAE	Rad CPT C 3 01 3 01 3 01			
	utpatient Pr Code LAB5757 LAB5757 LAB5757	rocedures Name ADDON TEST ADDON TEST ADDON TEST	Type Lab Lab Lab	Pref List NYC CV WCM A	Major Ava NYPLAB-\ NYPLAB-\ NYPLAB-\	ailable Lab/F WC, NYPLAE WC, NYPLAE WC, NYPLAE	Rad CPT C 3 01 3 01 3 01			
ао ао ао ао ао ао ао ао ао ао ао ао ао а	utpatient Pr Code LAB5757 LAB5757 LAB5757	Name ADDON TEST ADDON TEST ADDON TEST	Type Lab Lab Lab	Pref List NYC CV WCM A	Major Ava NYPLAB-V NYPLAB-V NYPLAB-V	ailable Lab/F WC, NYPLAE WC, NYPLAE WC, NYPLAE	Rad CPT C 3 01 3 01 3 01	🗶 Clear A	All Selected	

6. In the Order Details window, indicate which test must be added on and click Accept

ADDON TEST Lab: Resulting Agency: NEW YORK HOSF Collection Date: Collect Class: Clinic Depa C Clinic Department Collect Internal Draw Center Collect Extern	Accept ★ Cancel ★ Create Note ★ Cr
Test Request 1 indicate which test must be added here Test Request 2 Test Request 3	Yesterday Dg Association Edit Multiple CC Results Options
Accession Number Release to Immediate Manual release only	ADDON TEST © Resulting Agency - NEW YORK HOSPITAL LABORATORIES, Clinic Department Collect Test Request 1: indicate which test must be added here Release to patient: Immediate
Patient Next Required	♣ CVS/pharmacy #1958 55 COLD SPRING ROAD SYOSSET, NY 11791 ▲ Accept ★ Cancel
Reviewed (You) + ADD ORDER E + ADD DX (9)	,il G0439 ⊕ PRINT AVS → 10 📋 PEND 🥊 SIGN ORDERS (1)

7. Associate Diagnoses and Sign the Addon Test order



Add-On Test via Epic Order

Add on Orders should be placed via Addendum to the original encounter where the specimen was collected.

- 1. Find the original encounter and create an Addendum.
 - a. In the Encounter Tab of Chart Review, find the original Office Visit or Lab Visit encounter.
 - b. Right-click on the encounter and select Edit or Addend Encounter.

⋲⋺(hart Review	Me	dications li	mmunizations	Health Maintenance	e Patient
hart Revi	ew	1					
En	coun	ters Notes	Lat	os Path	Audiometr	y Imaging Proc	edures
Preview	•	CRefresh (3:0	5 PM)	Selec	t All 🗮 Desel	ect All 📄 Revie <u>w</u> Se	lected
▼ <u>F</u> ilters	~	Hide Add'l Visit	s	Urology	HIP 11 CO		missions
		When		Туре		With	
		02/10/2021	Ē	Non-Sche	duled Provide	Family Medicine,	Physici
		02/10/2021	Ē	Chart Note	е	Surgery, Physicia	n
	Ú	02/10/2021	ů	Office Visi	it 2	Hide Preview	
		02/09/2021	ů.	Office Visi	t	Additional Information	
		02/08/2021	ů	Office Visi	it	Display in Chart Sideba	ar
6 Month	ns Ag	0			pt	Add to Bookmarks	
	ம	10/15/2020	ă	Office Visi	it 🗖	Edit Comments	sici
<						Edit or Addend Encour	ter

2. Search for ADDON TEST [LAB5757] in the Visit Taskbar of the Addendum.





3. Fill in the add-on test order details in the provided fields below, click Accept, and Sign the order.

Lab: Resulting	Agency: NEW YORK HOSE Collection Date:	
Class: Clinic De	pa O Clinic Department Collect Internal Draw Center Collect External Draw Center Collect	
Test Request 1	Measles (Rubeola) AB IGG	
Test Request 2		
Test Request 3		
Date and time original request	11/4/2020 at 9:03am	
Accession Number		
Release to patient	Immediate Manual release only	
how Additional Order Det	ails ≫	

Add-On Test via Phone Call ONLY (Epic order not required)

- **Microbiology add-ons:** must be communicated via phone call to Microbiology:
- CU: 212-305-6276
- WCM: 212-746-2400
- Lawrence: 914-787-4037
- Hudson: 914-734-3309
- Queens: 718-670-1282



If placing an Add-on Test in an Orders Only encounter or other unscheduled encounter, the ordering provider will be prompted with a hard stop and warning that the Add-on Test will not release or transmit to the NYP lab system.



Revision Date: 05/11/2022

You cannot sign these ord	lers because information is missing or requires your attent	ion:
Addon tests must be ordered from transmit to NYP labs. To order fror	n the same encounter the original lab order was released or collected, otherw m the encounter the lab was released, go to Chart Review > Encounters, sele	vise will not ct the
appropriate encounter (i.e. lab visi the Addon order from there.	it, or encounter where the collection was done), right click to Edit or Addend,	and place

Providers can also double check the encounter type from the storyboard to see if they will get the hard stop when attempting to order the Add-on Test.

Infection: COVID-19	C, COVID-	19 Pending		R
Isolation: N	lone			÷.
Care Team:	No PCP			
Primary Cv	g: Aetna He	alth Plans/		2
Allergies (6	5)			1
Active Trea	tment/The	rapy Plans		-
ACO Status	: No			4
Pain Agree	ment: Not o	n File		1
None				-
6/29 ORDE	RS ONLY			1
Wt: 186 II SINCE LAS VISIT	Addon Te release to from Orde Telephone	st will not NYP Labs rs Only or encounters	1	1

