

Providers – Add-On Test

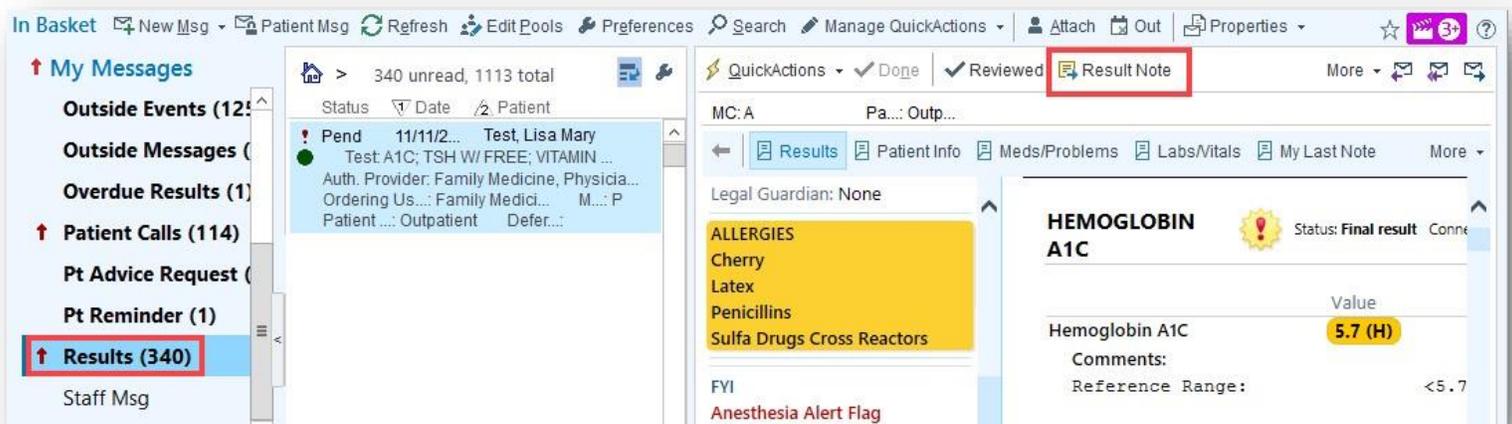
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Below is the workflow for Outpatient and HOD add-on tests.

- Chemistry, Hematology, Coagulation, Referral, Special Chemistry and Serology add-ons must be placed via Epic.
 - 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: <https://www.testmenu.com/nyphcolumbia>
- Weill Cornell: <https://www.testmenu.com/nyphweillcornell>
- Lower Manhattan Hospital : <https://www.testmenu.com/nyplowermanhattan>
- Queens: <https://www.testmenu.com/queens>

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**.

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The screenshot shows a 'Result Note' window. On the left, under 'Select Orders', there are buttons for 'All', 'None', and 'Abnormal'. Below these are several checked orders: 'AUTO DIFFERENTIAL [272284200]', 'CBC W/ PLATELETS+ DIFF (COMPLETE)', 'GLUCOSE, PLASMA [272283490]', 'COMPREHENSIVE METABOLIC PANEL', 'LIPID PROFILE [272266844]', 'ESTIMATED GLOMERULAR FILTRATION', and 'VITAMIN B12 [272282835]'. On the right, the 'HEMOGLOBIN A1C' test is displayed with a status of 'Final result' and a release time of '11/11/2020 4:36 PM'. A table shows historical values: 1d ago (5.7 H), 1yr ago (5.8 H), 2yr ago (5.6 CM), 3yr ago (5.8 H), and 5yr ago (5.6 CM). The 'Reflex Order' button is highlighted with a red box.

4. Select which order you want to reflex from.

The 'Selection List' dialog box contains a table with the following data:

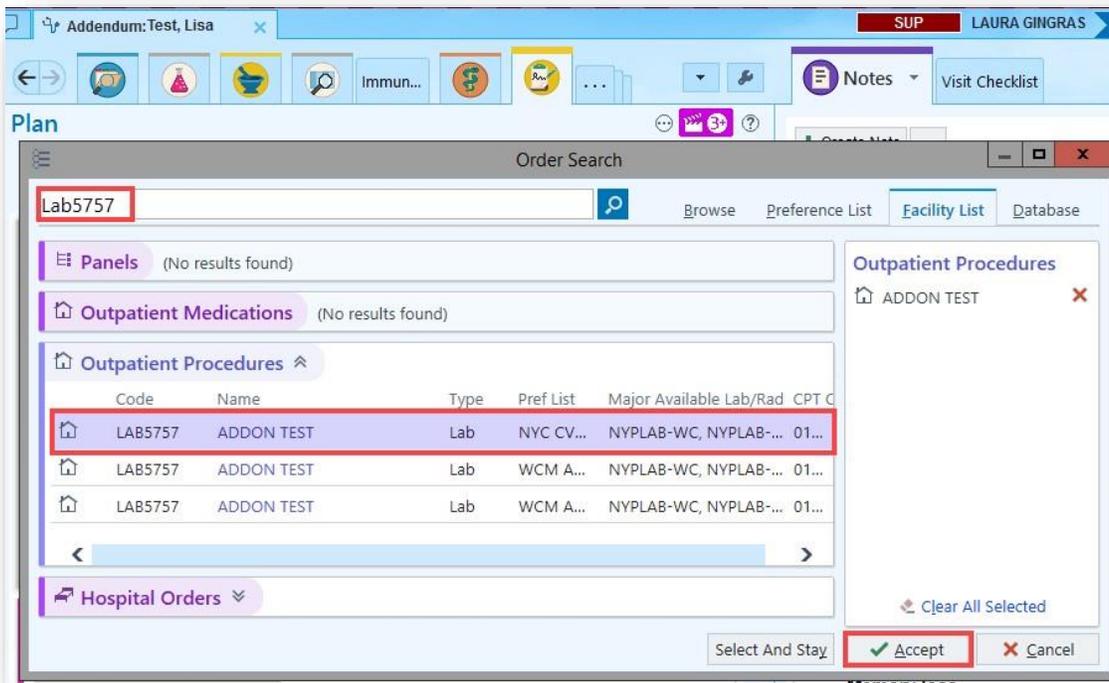
Order ID	Procedure Name	Order Type	Order Status	Alt
272284200	AUTO DIFFERENTIAL	Lab [7]	Completed	GI
272266841	CBC W/ PLATELETS+ DIFF (COMPLETE)	Lab [7]	Completed	GI
272283490	GLUCOSE, PLASMA	Lab [7]	Completed	GI
272283438	COMPREHENSIVE METABOLIC PANEL WITHOUT PLASMA GLUCOSE	Lab [7]	Completed	GI
272266844	LIPID PROFILE	Lab [7]	Completed	GI
272387967	ESTIMATED GLOMERULAR FILTRATION RATE	Lab [7]	Completed	GI
272282835	VITAMIN B12	Lab [7]	Completed	GI
272282833	TSH W REFLEX TO FT4	Lab [7]	Completed	GI
272266845	HEMOGLOBIN A1C	Lab [7]	Completed	GI

Buttons for 'Accept' and 'Cancel' are located at the bottom right of the dialog.

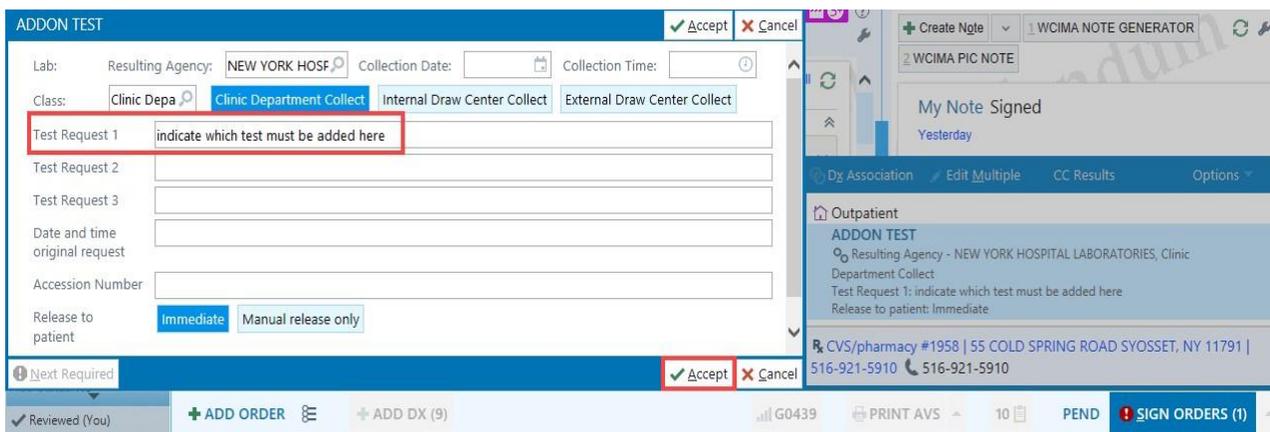
5. This will open an Addendum in the encounter where the original specimen was collected. Your Order Preference list will automatically open; here you will search for and select the **Add-on Test [LAB575]** order. Click **Accept**.

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



7. Associate Diagnoses and Sign the Addon Test order

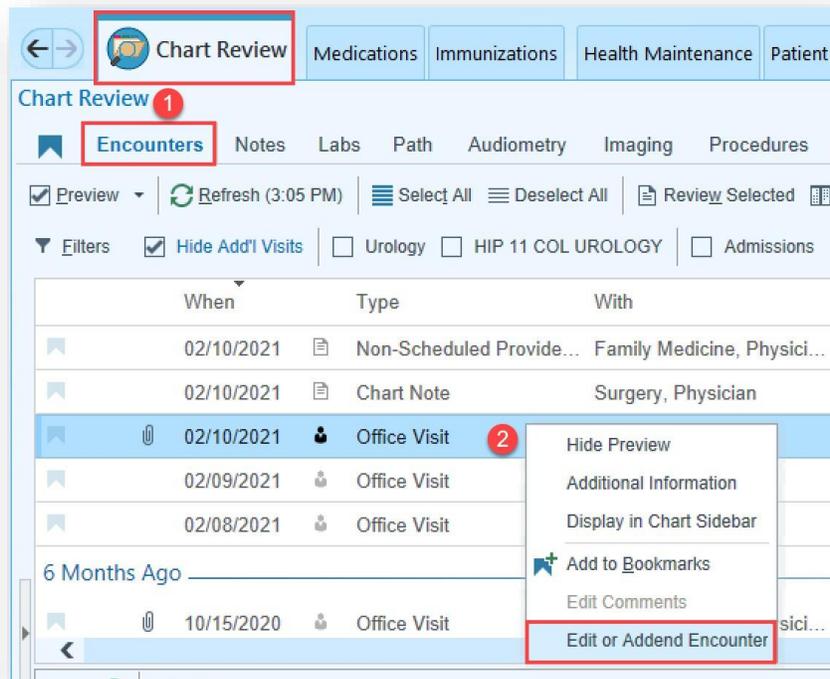
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Add-On Test via Epic Order

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**.



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



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

ADDON TEST

Lab: Resulting Agency: NEW YORK HOSF Collection Date: Collection Time:

Class: Clinic Depa 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

Show Additional Order Details

Next Required

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**

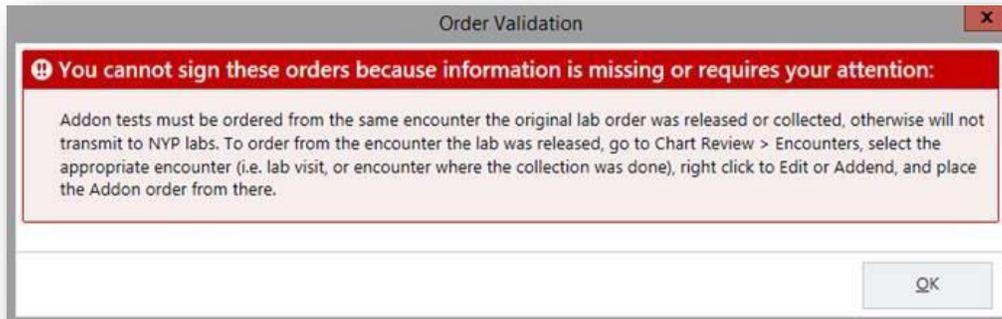


Please Note:

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.

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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.

