

Ordering Labs at MRPG

Date: 2/21/2019

MRPG staff will place lab orders to be sent to Milford Regional Medical Center (MRMC) to be resulted. Some departments may collect the specimen in the practice, while others will send the patient to the lab. The steps below outline the **Clinic Collect** and the **Lab Collect** workflow.

Try it out!

Clinic Collect

1. In the **Add Order** activity at the bottom of your screen, type the lab order you wish to have performed.
2. Locate the lab order on the **Preference List** or **Facility List** tab. Do not use **Database Lookup**. Double click on the order and click **Accept**

The screenshot shows the 'Order Search' window with 'CBC' entered in the search bar. The 'Preference List' and 'Facility List' tabs are highlighted. Under the 'Procedures' section, a table lists search results:

Name	Type	Px Code	Resulting Agencies	Pref List	Code 1 Cost
CBC and differential	Lab	LAB293	BWH, DFCI, MGH...	MRM...	Cust...

3. In the order compose, complete the following fields:
 - a. Status= Normal or Future
 - b. Class= Clinic Collect
 - c. Expected Date= Date the patient should have the lab drawn
 - d. Resulting Agency= Milford Regional Medical Center.

The screenshot shows the 'order compose' form for 'CBC and differential'. The following fields are highlighted with red boxes:

- Status: Normal (selected), Standing, Future
- Expected Date: 1/10/2019
- Expires: 1/10/2020
- Priority: Routine (selected), STAT
- Class: Lab Collect (selected), Lab Collect, Clinic Collect
- Expected Date: (empty field)
- Lab: (empty field)
- Resulting Agency: MILFORD REGIONAL (selected)

4. Click **Sign** and associate a diagnosis if prompted.
5. A blue dot will now appear on the schedule. This informs the MA or Nurses that there is a specimen to be collected.
6. The staff will use the **Visit Orders** report on the Multi Provider Schedule. To add this report, search for **Visit Orders** under the report field where your snapshot is displayed. Use the wrench icon to add it permanently to your view.

The screenshot shows the report selection interface with 'visit orders' entered in the search field. A wrench icon is visible next to the search field.

- In the **Visit Order Report**, click **Collect Specimen** to document the collection of the specimen you are collecting.

Time	Patient	Age/Sex	Type	Notes	Status	Provider	PCP	Checked In	Meds My
8:00 AM	Adamite, Floyd	65 y.o. / M	OFFICE VISIT	Exam	Scheduled	Finn Adamite, MD	MCQUEENIE, DIANA		
9:00 AM	Adamite, Fred	65 y.o. / M	ADULT NEW	follow-up	Scheduled	Finn Adamite, MD	MCQUEENIE, DIANA		
10:00 AM	Adamite, Fillipe	47 y.o. / M	ADULT NEW	diabetes and consultation	Scheduled	Finn Adamite, MD			

Report: Visit Orders

Select Font Size

Fred Adamite (MR # <10000473925>)

Procedure Orders this Encounter %

Active

Urinalysis *Enter Results Ordered On: 06/05/2015 1346

Current Facility-Administered Medications %

None

Orders Needing Specimen Collection

Ordered 06/05/15 1346

Urinalysis - Prio: Routine, Needs to be Collected

Scheduled 06/05/15 1347

Task Collect Specimen Status Open

Sample Medications Needing Completion

None

- When prompted, enter the **Collection Date** and **Collection Time** in the window that opens.

- Complete the **Collection By Field**. The person logged in will default, but it can be changed.
- Click **Collection Complete** to print requisition.
- Attach an ADT label printed by the front desk to the specimen and place in a bag with the requisition. **Lab order will also be transmitted to MRPG Lab.**

Lab Collect

- In the **Add Order** activity at the bottom of your screen, type the lab order you wish to have performed.
- Locate the lab order on the **Preference List** or **Facility List** tab. Do not use **Database Lookup**. Double click on the order and click **Accept**

Order Search

CBC

Browse Preference List Facility List

Panels (No results found)

Medications (No results found)

Procedures

Name	Type	Px Code	Resulting Agencies	Pref List	Code 1 Cost
CBC and differential	Lab	LAB293	BWH, DFCI, MGH...	MRM...	Cust...

3. In the order compose, complete the following fields:
 - a. Status= Normal or Future
 - b. Class= Lab Collect
 - c. Expected Date= Date the patient should have the lab drawn
 - d. Resulting Agency= Milford Regional Medical Center.

The screenshot shows the 'CBC and differential' order entry form. The form is titled 'CBC and differential' and has 'Accept' and 'Cancel' buttons. The 'Status' field is set to 'Future'. The 'Expected Date' is set to '1/10/2019'. The 'Expires' field is set to '1/10/2020'. The 'Priority' is set to 'Routine'. The 'Class' is set to 'Lab Collect'. The 'Expected Date' field is empty. The 'Lab' field is set to 'MILFORD REGION'.

4. Click **Sign** and associate a diagnosis if prompted.
5. Your order will be sent to the MRMC Lab.