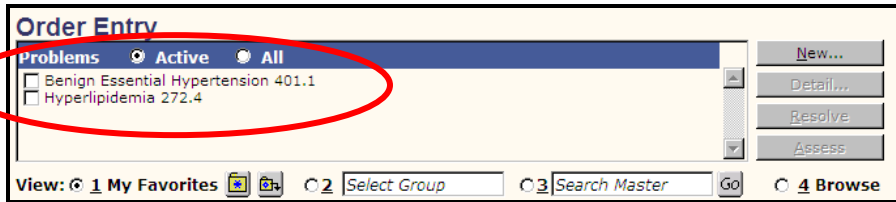



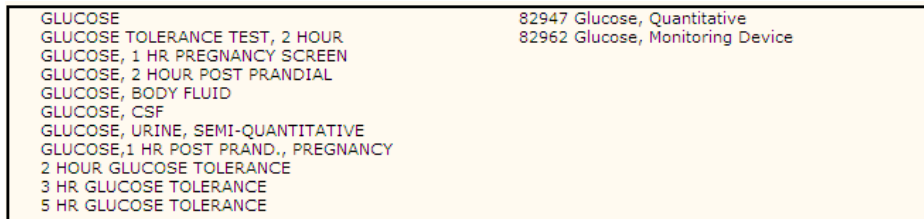
Placing Electronic Lab Orders to DLS

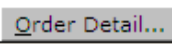
Electronic order entry for tests to DLS laboratory is now available to all clients using Enterprise-ConnxtMD. Placing orders in this format provides instantaneous transmission of lab orders with the possible elimination of paper requisitions in the near future.

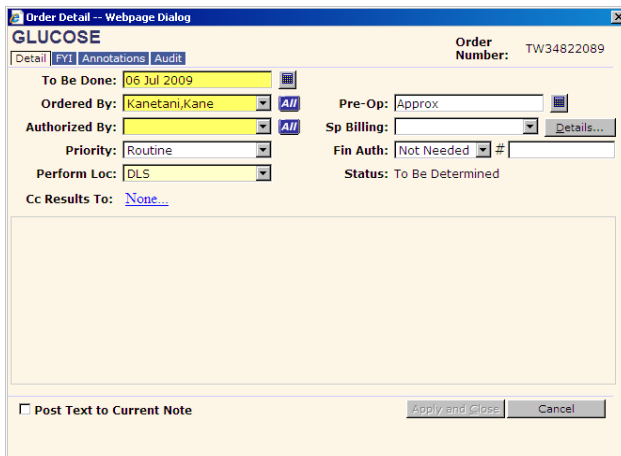
1. Select patient and appointment encounter. The lab order **must** be linked to a valid appointment (current or past) in ConnxtMD. Other encounter types, i.e. audit, are not acceptable. If an appointment is not available one needs to be created and “arrived” or place order using paper order requisition.
2. From the New Order tab, select a diagnosis code or codes. A diagnosis code is required.



3. Select order using the Search Master or My Favorites. You must be certain you are selecting a code defined as orderable over the interface.
 - a. Orderables that will cross the interface are listed all in CAPital letters.
 - b. Orderables with a CPT number preceding it is a test to be done within the physician’s office.
 - c. As you find orders by searching, you may want to add those orderables to your favorites by highlighting the order and pressing the  button.



4. Click to select your order.
5. If necessary or desired, highlight the orderable then click on the  button to change the order details.



- a. Leave "To Be Done:" at its default value. Future date *may* be entered but not necessary.
- b. Ordered By will default the users name.
- c. The "Authorized By" is the physicians name and must have a valid DLS PIN, authorized for electronic transactions.
- d. Priority will default to Routine but can be changed if desired.
- e. Perform Loc will default to DLS.
- f. Some orders require additional information. Complete any blank yellow required field(s).
- g. If a cc of the results is desired click on the [None...](#) hyperlink to the right of the Cc Results To: prompt.
 - i. Click in check box next to PCP for copy to PCP if available
 - ii. Click in check box next to Patient for copy to patient if desired
 - iii. Click in check box next to Ad Hoc for other recipients
 - iv. Enter name of physician(s) the cc needs to go to. (*Note: there is a 150 character limit to this field*)
 - v. Click [OK](#) button.
 - vi. If more Ad Hoc rows are needed
 1. Select Ad Hoc from Recipient Type dropdown box
 2. Click [Add](#) button
 3. Enter name of recipients as step ii above.

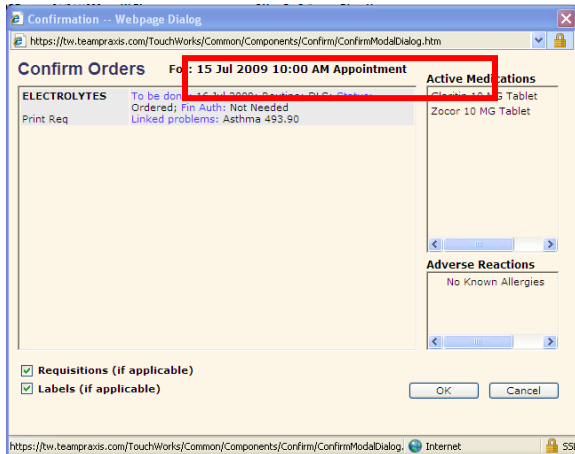
The screenshot shows a web browser window titled "Recipients -- Webpage Dialog". The main heading is "Recipients". Below it, there are two input fields: "Recipients" and "Orig. Note". The "CC:" field contains "Test, Physician (ad hoc)".

Recipients	Method	Destination
<input type="checkbox"/> PCP		
<input type="checkbox"/> Patient	ZTEST, KANE	
<input type="checkbox"/> Current Provider		
<input type="checkbox"/> Ref(1)		
<input type="checkbox"/> Ref(2)		
<input type="checkbox"/> Ref(3)		
<input checked="" type="checkbox"/> Ad Hoc	Test, Physician	(999)999-9999

Below the table, there is a "Recipient Type:" dropdown menu set to "Ad Hoc" and an "Add" button. At the bottom of the dialog, there are three buttons: "Resubmit", "OK", and "Cancel".

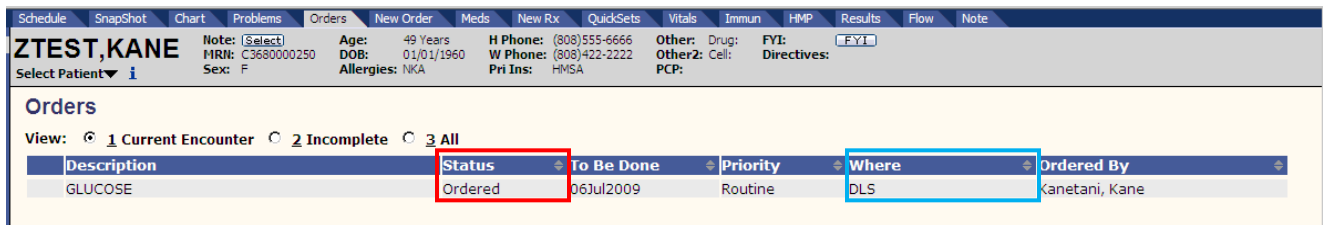
6. Click in the # box once, then the [Apply and Close](#) button.
7. Repeat steps 4-7 for any other orders or [Save](#) button when done

8. A Confirm Orders window will appear. Confirm that the order(s) are linked to an appointment (red box)

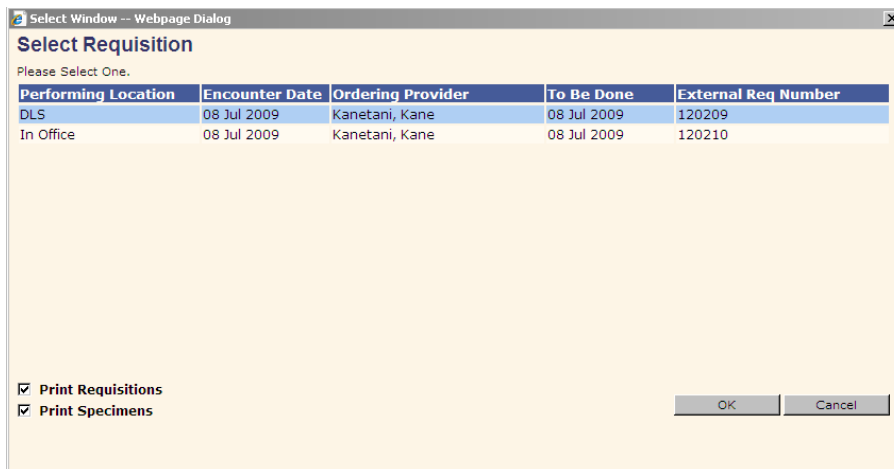


9. Requisition for DLS will print to your default printer.

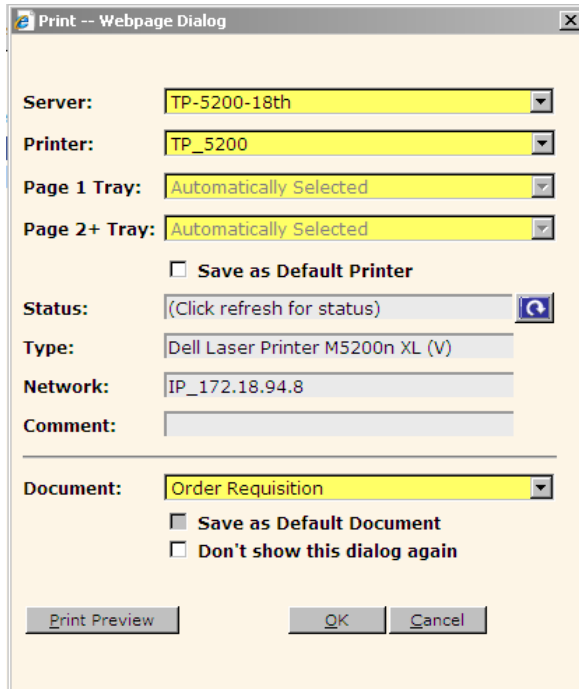
10. Verify that the order appears with a Status of Ordered (red box) on the Orders tab and the Where column indicates DLS (blue box).
- If the order status displays “Needs Information”, highlight the order, click the Order Details button and enter the requested information.
 - If the Where column does not indicate DLS you have not selected an interface order and will not be sent to DLS.



11. To reprint the order requisition, highlight the order and click the **Reprint** button.
- Highlight the DLS Performing Location row.
 - Click the **OK** button.



12. A printer dialog window will appear.
- Select the correct Server from the dropdown list.
 - If this is the most common printer you will be printing to click in the **Save as Default Printer** check box. This printer will default the next time you print and will only need to be changed if you need to print to a different printer.
 - Click .



Miscellaneous Notes:

1. You may annotate your orders and the annotation will appear on the paper requisition, but the annotation will not be included in the electronic order to DLS.
2. Cc results need only be entered on one test but will apply to all tests on the requisition.
3. Only 1 default printer can be defined
4. If you have ordered an incorrect test, D/C it on the Orders tab.
 - a. Highlight the incorrect order
 - b. Click on the **Details...** button
 - c. An Order Detail window will open

Order Detail -- Webpage Dialog

https://tw.teampraxis.com/TouchWorks/OrderWorks/CHWorks/Common/DetailForms/DetailDialog.htm

CBC W/ DIFF Order Number: TW35423951

Detail FYI Annotations Audit

To Be Done: 15 Jul 2009

Ordered By: Kanetani, Kane All

Authorized By: Kanetani, Kane All

Priority: Routine

Perform Loc: DLS

Pre-Op: Approx

Sp Billing: Details...

Fin Auth: Not Needed #

Status: Entered in Error

Cc Results To: None...

Post Text to Current Note

Apply and Close Cancel

- d. Select "Entered in Error" from the Status dropdown
- e. Click on the **Apply and Close** button.
 - i. An electronic discontinue order will be sent to DLS.

The following chart lists some of the more frequently ordered tests whose name may have changed in the system. It is suggested that you utilize the partial name search when looking for a particular order (i.e. typing just the first 4-5 letters of the order name). The "was" column is the order name found on the paper requisition, the "is" column the name found on the system.

Was	Is	Comment
Lipid Profile	Cardiac Risk/Lipid Profile	
Iron & TIBC	Iron, IBC & %Saturation	
CPK	CK, Total	
GC Culture	GC Screen	
Sputum Smear & Culture	Lower Resp Tract Culture w/Gram Stain	
AFB Smear & Culture	Acid Fast Smear & Culture	
Calcium, Total	Calcium	
Cholesterol, Total	Cholesterol	
Cholesterol, HDL	HDL-Cholesterol	
Protein, total	Total Protein	
PT (Prothrombin Time)	Prothrombin Time (PT)	
PTT, Activated	Part. Throm. Time	
ABO Group & Rh	Blood Group and Rh	
ANA	Anti-nuclear Ab	
Helicobacter pylori Abs, IgG & IgA	Helicobacter pylori Panel	
Helicobacter pylori Ab, IgG	H. pylori antibody, IgG	
Urinalysis, reflex to C&S	UA, *** w/reflex to C&S	*** = complete or micro only
Cardio CRP	CRP (High Sensitivity)	
Hemogram	Hemogram w/platelets	
Rubella Screen	Rubella Ab, IgG	
Obstetric Panel	CBC w/platelet ct, Hepatitis B Surface Antigen, Rubella Ab, IgG, RPR, Type & Screen	Order each test individually

The following chart is lists some of the more frequently ordered tests found in the system. It is suggested that you utilize the partial name search when looking for a particular order (i.e. typing just the first 4-5 letters of the order name).

CARDIAC RISK/LIPID PROFILE
CBC W/ PLATELET CT
BASIC METABOLIC PROFILE
COMPREHENSIVE METABOLIC PROFILE
HEMOGLOBIN A1C
HEPATIC FUNCTION PROFILE
SGPT (ALT)
UA, COMPLETE, W/ REFLEX TO C&S
GLUCOSE, CSF
PROTHROMBIN TIME (PT)
TSH, W/ REFLEX TO FREE T4
TSH
INFLUENZA TYPE A AND B, RT-PCR
T4, FREE
URINE CULTURE
URINALYSIS, COMPLETE
CREATINE, SERUM
SGOT (AST)
PSA, TOTAL, SCREEN
SEDIMENTATION RATE
MAGNESIUM
CK, TOTAL
CREATININE, URINE
PHOSPHORUS
IRON, IBC & % SATURATION
CALCIUM
CBC W/ DIFF
URIC ACID
FERRITIN
CBC W/O DIFF
PTH, INTACT
CHOLESTEROL, BODY FLUID
PSA, TOTAL, DIAGNOSTIC
TRIGLYCERIDES
VITAMIN B12
PART. THROM. TIME (PTT)
ANTI-NUCLEAR AB, SERUM
BUN
OCCULT BLOOD, STOOL, SCREEN
HDL-CHOLESTEROL