

Service Representatives	Date:	June 2021
Scheduling/Registration	Version:	4

Walk In Lab Procedure Orders on the Active Requests Tab

Select lab procedure order(s) and walk in from the Active Requests Tab.

Access Patient's Appointment Desk and Walk In Lab Procedure Orders

<p>1. Do one of the following:</p> <ul style="list-style-type: none"> Click Appts on the main toolbar. <p>OR</p> <ul style="list-style-type: none"> Click Epic > Scheduling > Appts. 																									
<p>The Patient Lookup window appears.</p> <p>2. Type the patient's Medical Record Number (MRN) in the Name/MRN field.</p> <p>3. Click Find Patient or press Enter.</p>																									
<p>The Patient Select window appears.</p> <p>4. Verify the patient information.</p> <p>5. Click Accept.</p>																									
<p>The patient's Appointment Desk appears.</p> <p>6. Click the Active Requests tab.</p> <p>7. Select the appropriate order(s).</p> <p>8. Click Walk In.</p>	<table border="1"> <thead> <tr> <th>Procedure</th> <th>Spec Source</th> <th>Ordering Provider</th> <th>Pri</th> </tr> </thead> <tbody> <tr> <td>GLUCOSE, 24 HR URINE</td> <td>URINE [1300]</td> <td>CADENCE-AMB, PROVIDER [2999001]</td> <td>Ro</td> </tr> <tr> <td>SPECIFIC GRAVITY, URINE, DIPSTICK</td> <td>URINE [1300]</td> <td>CADENCE-AMB, PROVIDER [2999001]</td> <td>Ro</td> </tr> <tr> <td>LIPID PANEL</td> <td>BLOOD [1212]</td> <td>CADENCE-AMB, PROVIDER [2999001]</td> <td>Ro</td> </tr> <tr> <td>CBC W AUTOMATED DIFFERENTIAL</td> <td>BLOOD [1212]</td> <td>CADENCE-AMB, PROVIDER [2999001]</td> <td>Ro</td> </tr> <tr> <td>CBC WO DIFFERENTIAL</td> <td>BLOOD [1212]</td> <td>CADENCE-AMB, PROVIDER [2999001]</td> <td>Ro</td> </tr> </tbody> </table>	Procedure	Spec Source	Ordering Provider	Pri	GLUCOSE, 24 HR URINE	URINE [1300]	CADENCE-AMB, PROVIDER [2999001]	Ro	SPECIFIC GRAVITY, URINE, DIPSTICK	URINE [1300]	CADENCE-AMB, PROVIDER [2999001]	Ro	LIPID PANEL	BLOOD [1212]	CADENCE-AMB, PROVIDER [2999001]	Ro	CBC W AUTOMATED DIFFERENTIAL	BLOOD [1212]	CADENCE-AMB, PROVIDER [2999001]	Ro	CBC WO DIFFERENTIAL	BLOOD [1212]	CADENCE-AMB, PROVIDER [2999001]	Ro
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Tip

To select multiple orders on the Active Requests tab, do the following:

1. Select the first order.
2. Press the Shift key on your keyboard and select the last order in the list.

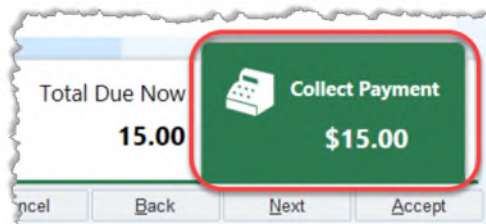
The blue bar in front of the procedure order(s) indicates the order is selected.

Procedure	Spec Source	Ordering Provider
GLUCOSE, 24 HR URINE	URINE [1300]	CADENCE-AMB, PROVIDER [2999001]
SPECIFIC GRAVITY, URINE, DPSTICK	URINE [1300]	CADENCE-AMB, PROVIDER [2999001]
LIPID PANEL	BLOOD [1212]	CADENCE-AMB, PROVIDER [2999001]

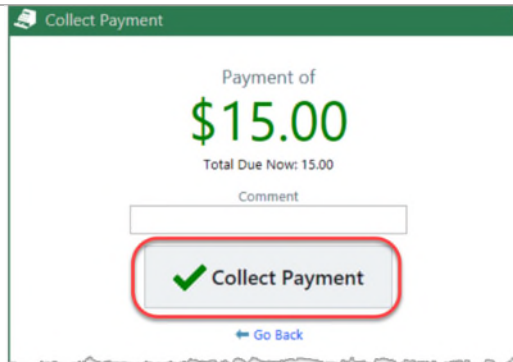
Process Payment

The Check In window appears.

2. Click **Collect Payment**.



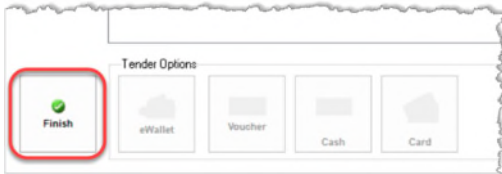
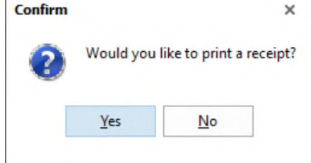
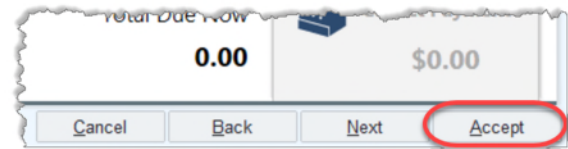
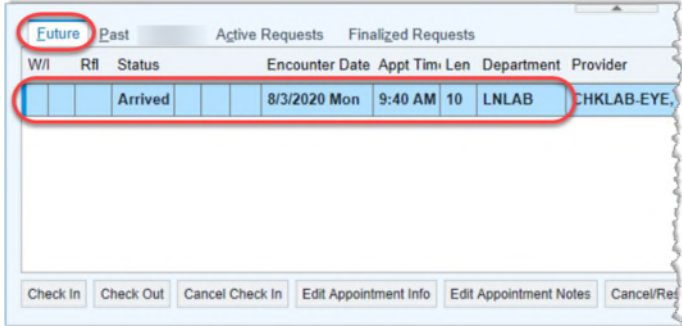
3. Click **Collect Payment** again.



The PaymentMate Transaction window appears.

4. Select the form of payment in the **Tender Options** section.
5. Follow system prompts to process the payment.

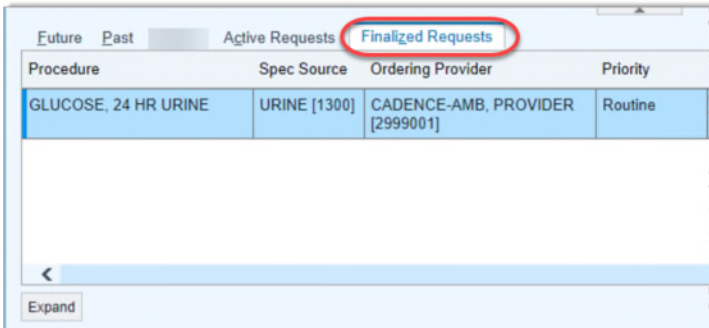


<p>The payment information appears in the PaymentMate Transaction window at the conclusion of the payment process.</p> <p>6. Click Finish.</p>	
<p>7. Click Yes or No.</p>	
<p>8. Click Accept.</p>	
<p>A lab appointment appears on the Future tab.</p> <p>The appointment status is Arrived to indicate the patient is checked in.</p>	



Note

Processed procedure orders appear on the Finalized Requests tab.



Procedure	Spec Source	Ordering Provider	Priority
GLUCOSE, 24 HR URINE	URINE [1300]	CADENCE-AMB, PROVIDER [2999001]	Routine



Tip

For more information on **processing payments**, go to <http://myhelp.kp.org> and search for the following Keywords: **process payments**.