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DOCUMENT NUMBER: RIV-PPP-0994
DOCUMENT TITLE: Link and Unlink Procedure Orders After Lab Check In
DOCUMENT NOTES:

LOCATION: RIV-dft	VERSION: 02
DOC TYPE: RIV PPP	STATUS: Draft

EFFECTIVE DATE:	NEXT REVIEW DATE:
RELEASE DATE:	EXPIRATION DATE:

AUTHOR:	PREVIOUS NUMBER:
OWNER:	CHANGE NUMBER: RIV-CR-0480



Job Aid



Lab and HOV Lab Service Representatives Scheduling/Registration	Date: April 2024
	Version: 5

Link and Unlink Procedure Orders After Lab Check In

Additional lab procedure orders can be linked or unlinked after the check in process.

Link Procedure Orders After Lab Check In

Access the patient's Appointment Desk.

1. Select the checked in Lab appointment on the **Future** tab.

The appointment status is Arrived.
2. Click **Cancel Check In**.

W/	Rfl	Status	Encounter Date	Appt Tim	Len	Department	Pro
		Sch	5/18/2021 Tue	8:15 AM	15	FOFAM	RA
		Arrived	5/18/2021 Tue	11:50 AM	10	RIV LAB	CH
		Sch	5/19/2021 Wed	8:15 AM	15	FOFAM	RA

Buttons: Check In, Check Out, **Cancel Check In**, Edit Appointment Info, Edit Appointment Notes

- The Cancel Check In window appears.
- The Appointment check in status is canceled.
3. Click **OK**.

Cancel Check-In

Success
This appointment's check in has been canceled.

OK

The appointment status changes to Scheduled (Sch).

4. Right-click and select **Link Requests**.

W/	Rfl	Status	Encounter Date	Appt
		Sch	5/18/2021 Tue	8:15
		Sch	5/18/2021 Tue	11:50 AM
		Sch	5/19/2021 Wed	8:15

Buttons: Check In, Check Out, Cancel Check In, Edit Appointment Info

Right-click menu options: Recur, Message, Assign Referral, Print Last Receipt, Confirm, **Label**, **Link Requests**, Link Appointments, Release Order, Add Appt to Wait List, No Show/Reschedule

The Link Appointment to Requests window appears.



Tip

Click **Show all available requests** if the procedure orders are not visible.

5. Select the additional procedure order(s).
6. Click **Accept**.

The additional procedure orders are linked to the lab appointment in Healthconnect.



Note

Refer to the KRMS Lab system to verify the linked procedure orders interfaced to that system at the conclusion of the check in process.

Linked	Procedure	Spec Source	Ordering Provider	Priority	Creation Date	Schedule Instructions
<input checked="" type="checkbox"/>	GLUCOSE, URINE	URINE [1300]	CADENCE, PROVIDER [299...	Routine	01/08/2021	
<input checked="" type="checkbox"/>	CBC W AUTOMA...	BLOOD [1212]	CADENCE, PROVIDER [299...	Routine	01/08/2021	
<input checked="" type="checkbox"/>	LIPID PANEL	BLOOD [1212]	CADENCE, PROVIDER [299...	Routine	01/08/2021	
<input checked="" type="checkbox"/>	SPECIFIC GRAVI...	URINE [1300]	CADENCE, PROVIDER [299...	Routine	01/08/2021	

Show all available requests Expand **Accept** Cancel

The Appointment Desk appears.

7. Verify the appointment is selected and click **Check In**.

Future Past Finalized Requests									
W/	Rfl	Status	Encounter Date	Appt Tim	Len	Department	Prov		
		Sch	5/18/2021 Tue	8:15 AM	15	FOFAM	RAT		
		Sch	5/18/2021 Tue	11:50 AM	10	RIV LAE	CHP		
		Sch	5/19/2021 Wed	8:15 AM	15	FOFAM	RAT		

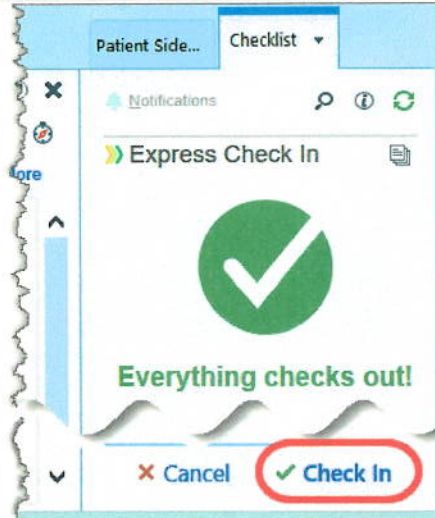
Check In Check Out Cancel Check In Edit Appointment Info Edit Appointment Notes

**Lab and HOV Lab Service Representatives
Scheduling/Registration**

Link and Unlink Procedure Orders After Lab Check In

The Express Check In window appears.

- Click **Check In** on the Express Check In window.



The Appointment Desk appears.

The appointment status changes to Arrived to indicate the patient is checked in.

W/	Rfl	Status	Encounter Date	Appt Tim	Len	Department	Provider
		Sch	5/18/2021 Tue	8:15 AM	15	FOFAM	RATTLE, DOCTOR-RI
		Arrived	5/18/2021 Tue	11:50 AM	10	RIV LAB	CHKLAB-RI, TECHA
		Sch	5/19/2021 Wed	8:15 AM	15	FOFAM	RATTLE, DOCTOR-RI

Buttons: Check In, Check Out, Cancel Check In, Edit Appointment Info, Edit Appointment Notes, Cancel/Reschedule

Unlink Procedure Orders After Lab Check In

Access the patient's Appointment Desk.

- Select the checked in Lab appointment on the **Future** tab.

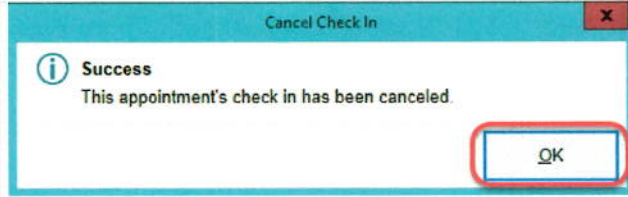
The appointment status is Arrived.

- Click **Cancel Check In**.

W/	Rfl	Status	Encounter Date	Appt Tim	Len	Department	Pro
		Sch	5/18/2021 Tue	8:15 AM	15	FOFAM	RA
		Arrived	5/18/2021 Tue	11:50 AM	10	RIV LAB	CHK
		Sch	5/19/2021 Wed	8:15 AM	15	FOFAM	RA

Buttons: Check In, Check Out, Cancel Check In, Edit Appointment Info, Edit Appointment Notes

The Cancel Check In window appears.
The Appointment check in status is canceled.



3. Click **OK**.

The appointment status changes to Scheduled (Sch).

4. Right-click and select **Link Requests**.



The Link Appointment to Requests window appears.



Tip

Click **Show all available requests** if the procedure orders are not visible.

5. Deselect the procedure order(s).

6. Click **Accept**.

Procedure orders are unlinked from the lab appointment in Healthconnect and appear on the **Active Requests** Tab.

Refer to the KRMS Lab system to verify the unlinked procedure orders interfaced to that system at the conclusion of the check in process.



Warning

A procedure order **cannot** be unlinked if it has already been accessioned.

**Lab and HOV Lab Service Representatives
Scheduling/Registration**

Link and Unlink Procedure Orders After Lab Check In

Linked	Procedure	Spec Source	Ordering Provider	Priority	Creation Date	Schedule Instructions
<input type="checkbox"/>	CBC W AUTOMA...	BLOOD [1212]	CADENCE, PROVIDER [299...	Routine	01/08/2021	
<input type="checkbox"/>	LIPID PANEL	BLOOD [1212]	CADENCE, PROVIDER [299...	Routine	01/08/2021	
<input type="checkbox"/>	SPECIFIC GRAVI..	URINE [1300]	CADENCE, PROVIDER [299...	Routine	01/08/2021	
<input type="checkbox"/>	GLUCOSE, URINE	URINE [1300]	CADENCE, PROVIDER [299...	Routine	01/08/2021	

Show all available requests Expand **Accept** Cancel

The Appointment Desk appears.

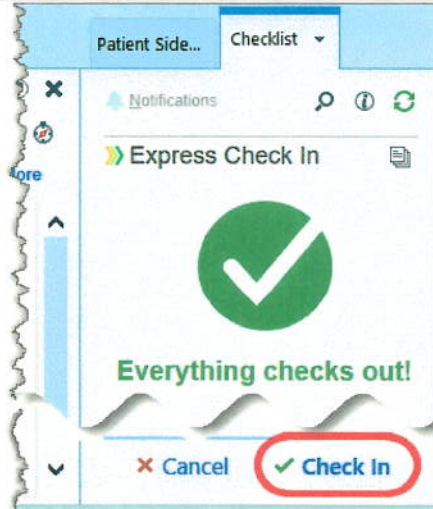
- 7. Verify the appointment is selected and click **Check In**.

Future		Past	Finalized Requests					
W/	Rfl	Status	Encounter Date	Appt Tim	Len	Department	Prov	
		Sch	5/18/2021 Tue	8:15 AM	15	FOFAM	RAT	
		Sch	5/18/2021 Tue	11:50 AM	10	RIV LAB	CHH	
		Sch	5/19/2021 Wed	8:15 AM	15	FOFAM	RAT	

Check In Check Out Cancel Check In Edit Appointment Info Edit Appointment Notes

The Express Check In window appears.

- 8. Click **Check In** on the Express Check In window.



Lab and HOV Lab Service Representatives Scheduling/Registration

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The Appointment Desk appears.

The appointment status changes to Arrived to indicate the patient is checked in.

		Future	Past	Active Requests					
W/	Rfl	Status	Encounter Date	Appt Tim	Len	Department	Provider		
		Sch	5/18/2021 Tue	8 15 AM	15	FOFAM	RATTLE DOCTOR-RI		
		Arrived	5/18/2021 Tue	11:50 AM	10	RIV LAB	CHKLAB-RI, TECHA		
		Sch	5/19/2021 Wed	8 15 AM	15	FOFAM	RATTLE DOCTOR-RI		



Tip

Double-click the appointment or click **Expand** to view procedure orders that have been linked or unlinked in Healthconnect.

Expand ✕

DOB:	3/22/2002	SSN:	xxx-xx-2153
Age:	22 yrs	Sex:	Female
Home Phone:	818-334-7721	Work Phone:	
Address:	5231 Brand Blvd	E-Mail:	cadence@kp.org
City/State/Zip:	Burbank, CA 91501		
Perm Comments:			

Appointment Requests

Request #	Category	Procedure	Appointment Association
1182756745	Hematology	CBC W AUTOMATED DIFFERENTIAL [85025 (CPT®)]	Linked
1182756746	Serum Chemistry	LIPID PANEL [250613]	Linked
1182756747	Urinalysis	SPECIFIC GRAVITY, URINE, DIPSTICK [81002 (CPT®)]	Unlinked
1182756748	Urine Chemistry	GLUCOSE, URINE [82945 (CPT®)]	Unlinked

Regional Parent Document Reference Number: SCPMG-PPP-0444 Rev: 02