Beaumont

Soft Lab/Mic

ORDER ENTRY Part 1 of 2



Updated: 9/28/2015

Topic Overview

- Order Entry Screen Navigation
- Patient Order Information
- Locate Test ID; Place Order
- Specimen Receiving
- Label Printing

Definitions / Abbreviations:

- Important abbreviations used in the Order Entry tutorial:
 - OE: Order Entry
 - SSN: Social Security Number
 - **ENV**: Performing laboratory environment code
 - **DOB**: Date Of Birth
 - Format MM/DD/YYYY
 - MRN: Medical Record Number
 - Assigned by EPIC OneChart



- Log On to SoftLab
- Double-Click on the Order Entry icon





- You may search for a patient by entering any portion of patient demographics
- Place Cursor in Last Name field
 - Type Demosoft
 - Place cursor in First
 Name field and type

- Click Next to execute search



Order Entry Search Window

🗐 Order Entry	
File View Orders Tools	Help
Open Ctrl+O	Im I
Recent Orders 🔹 🕨	1 Order 180300225, Req. 3075 Coll. 05/03/2011 Tst: NA
Recent Patients 🔹 🕨	2 Order 180300192, Req. 5855 Coll. 05/03/2011 Tst: BMP
Exit Alt+F4	<u>3</u> Order 180300187, Req. 2703 Coll. 05/03/2011 Tst: OCBFL
	4 Order 172900416, Req. 7900 Coll. 04/29/2011 Tst: BILTD TSH HGBCO XBRDP PAPSM GYN
	5 Order 172900416, Req. 7900 Coll. 04/29/2011 Tst: BILTD TSH HGBCO CBCWD XBRDP PAPSM
	6 Order 172700301, Req. 2941 Coll. 04/27/2011 Tst: HIV12 VDRL
	7 Order 142100118, Req. 5229 Coll. 01/21/2011 Tst: NAKW
	8 Order 142100117, Req. 4252 Coll. 01/21/2011 Tst: NAKW
	9 Order 142100115, Req. 4252 Coll. 01/21/2011 Tst: NAKW
	<u>A</u> Order 142100113, Req. 4252 Coll. 01/21/2011 Tst: NAKW

- Alternatively, to return to a recent order, click on
 File > Recent Orders >
 - Hover over the Orders with your mouse
 - Click the corresponding order #



- Click appropriate visit #
- Press [Enter]
- **Do not** create a new patient or a new stay.

Search _ D	<
Patient: DEMOSOFT ROFECADULT , MRN: 4001328	
Min. DEMonor130004, DBB. 07/13/1300, 36%.1	
Bill #:RX0000002079, Adm date:01/28/2011, Ward:Royal Oak - Test OB/GYN Practice, Room, Bed Adv 1988 #: 40012292002, Adm date:01/28/2010, Mard:Royal Oak - Test OB/GYN Practice, Room, Bed Adv 1988 #: 40012292002, Adm date:01/28/2010, Mard:Royal Oak - Test OB/GYN Practice, Room, Bed Adv 2010 #: 10 Provide Adv 2010 #: 1	
18/20153, Coll:05/11/2011 09:00, Reg:MORRIS, LEON H, Pr:Routine, Tm., Tst:PT	li
181000387, Coll:05/10/2011 12:02, Reg:MORRIS, LEON H, Pr:Routine, Tm;, Tst:CBCWD,RETH 181000222, Coll:05/10/2011 13:00, Reg:MORRIS, LEON H, Pr:Routine, Tm;, Tst:NA	
180900419, Coll:05/09/2011 14:00, Req:SYKES, ELIZABETH , Pr:Routine, Tm:, Tst:CBCWD,FC	£
180900341, Coll:05/09/2011 13:00, Req:MORRIS, LEON H, Pr.Routine, Tm:, Tst:PT	
180900323, Coll:05/09/2011 12:00, Req:MURRIS, LEUN H, Pr:Routine, Im:, 1st:PTI 180900319, Coll:05/09/2011 12:00, Req:MOBBIS, LEON H, Pr:Routine, Im:, Tst:PDINB	
180900135, Coll:05/09/2011 09:30, Req:MORRIS, LEON H, Pr:Routine, Tm:, Tst:GLFAS	
180600424, Coll:05/06/2011 22:00, Req:MORRIS, LEON H, Pr:Routine, Tm:, Tst:HBSAG	
Llick here to see more orders	
< Back 🔷 New 🗹 Finish 🗶 Cancel	



- Patient Last <u>n</u> ame: DEMOSOFT	first: ROFECADULT	middle:
D0 <u>B</u> : 07/15/1960 💌 Age: 50 Deceased: 🗆 D0D: _/_/	MRN: 4001328	Se <u>x</u> : [female MP]: DEMOR07156004 Patient Comm
SSN:	ESO: CASE 💽	Sp.:

- The top portion of OE Window contains patient demographic information
- Demographic information is generated from Epic and sent <u>TO</u> Soft. User cannot modify the Soft record.



- The left hand side of the screen contains 5 tabs:
 - General
 - Insurance
 - Specimens
 - Results
 - BBank

😰 General 🔊 Insurance (1) 🛛 Specimens (0) 🏠 Results (0) 🍐 BBank
Stay
<u>Att.</u> Dr. <mark>1198 MORRIS, LEON H Billing:</mark> 40013282002
Adm On: 07/30/2010 💌 By: 1198 💌 Dis Date: 🖳 // 🔄 Stay Comm 🔽
Ward: R1N2 1 NORTH EC R0 (AREA E) Room: E 16 EC Bed:
ISO:
Order
Order: At 13:52 05/12/2011 💌 By: AMARM Active 🔽 Depot. R1 🖂
Report To:
Reg. by: 1198 MORRIS, LEON H
Orig ward:
Priority: Routine Order Collect time: Env: 00
Ins <u>ur</u> :
Diag: 🔽 🔽 🖂 Nurse Draw 🗌
Aux Order: Venip: none of the above Reg.#:
ABN 🗖

- General Tab contains
 - Order Information:
 - Order Number
 - Time, Date, user ID
 - Call Instructions
 - Order Comments
 - Priority of Order
 - Stay Information:
 - Patient's current location
 - Attending Physician
 - Admission Date
 - Discharge date (if any)
 - Stay comments

<u> 🕅 G</u> eneral 💦 Insurance (1) 🛛 🖁 Specimens (0) 🖄 Results (0) 🔌 BBa	an <u>k</u>
Stay	
Att. Dr. 1198 💌 MORRIS, LEON H	Billing: 40013282002
Adm On: 07/30/2010 💌 By: 1198 💌 Dis Date://_	Stay Comm 🔽
Ward: R1N2 🔄 1 NORTH EC RO (AREA E)	Room: E 16 EC Bed:
ISO:	
Order	
Order: At: 13:52 05/12/2011 💌 By: AMARM	Active 🔽 Depot: 🖪 🖂
Report To:	
Reg. by: 1198 MORRIS, LEON H	Call 🔲 Order Comm_
Orig ward:	
Priority: Routine Order 💌 Collect time:	E <u>n</u> v: 00
Ins <u>u</u> r: 💌 🖂 🖂	
Diag: 🔽 🔽 🔽	Nurse Draw 🔲
Aux Order: Venip: none of the above	Req.#:
	A <u>B</u> N 🗖

General Tab

- Insurance and Diagnosis Codes
- Use the Green Arrow drop down menus to select ANY Insurance and Diagnosis Code

😰 General 🔊 isurance (1) 🛛 🖁 Specimens (3) 🎘 Results (14) 🕼 BBank	Priority: Routine Order 💌 Collect time: 🔄
Att. Dr. 1198 MORRIS, LEON H Billing: 40013282002 Adm On: 07/30/2010 By: 1198 Dis Date: _/_/ Stay Comm V Ward: R1N2 1 NORTH EC R0 (AREA E) Room: E 16 EC Bed:	Insur: 1018P 💌 🔍 🖂 Diag: 002.2 💌 🔍 🔍 🖾
ISO:	Aux Order: Venip: urine
Report To: MORRIS, LEON H	
Orig ward: R1N2 1 NORTH EC RO (AREA E) Priority; Routine Order Env: 00	
Insur: 1023 V Venip: venipuncture Req.#:	
A <u>B</u> N 🗖	

- Insurance Tab
- Displays account information on the Insurance Provider for the patient, which you have selected from previous step

	Pj <u>G</u> e	ner	🔄 Insurance (1) 😼 Specimens	:(0) 🏠	Resuļts (0)	🌰 BBan <u>k</u>			
	No	Code	Insurance	Number			Name			Comment
		1023	R60098765	BE	AUMONT E	MPLOYEE H	EALTH PLAN	1C		
נ										
	<u> </u>									
	+	Add	+ 🕹 Add Au <u>s</u>	🔹 主 Insert (F5) 😑 🛛	Delete I	nsurance Co	mment	Auxiliary Insu	irance 🗖 合
	Insura	ance nu	mber: R6009876	5	P	rice schedul	×∣U P	refix:	G	iroup ID: JR6
	H Be	nsured H elation to	ersonal Informat	on —				न		S a 1
	Name	flast fire	t middle): DEMC	ISOFT		BOFFO				
	- Camo	- (raot, ma	DOB: 07/15	/1960 💌	Sex	Ifemale				,
			Street: 123 E	ASY WAY					 City: B0	CHESTER
			State: MI		Zip:	48307	_		Country:	

Insurance Tab

🖻 General 🛛 🔊 Insurance (1) 🖓 Specimens (0) 🏠 Results (0) 🕼 BBan <u>k</u>													
🖏 Cancel	Comment	🔂 Collect	®⊻ Re	ceive 🔛 Co)II/Rec	🔁 Coll	All 🧐 Rec A		Coll,	Rec	: All		
	Specimen		Collected			Received			Flags				
WKST	# Type PriC	PriE List#	By	Date	Time	By	Date	Time	М	А	L	CR	W X

- Specimens Tab
- View Specimens Ordered by tube type and test ID
- Collect and Receive



🖻 General 🛛 🔊 Insurance (1) 🛛 🌡 Specimens (0) 💫 Results (0) 刘 BBank												
•	Comment	🛋 Verify	🛋 Verify All	🕀 Check	1	Rev	📆 Canner	i Msg	₿D	efault Res	Test H	listory
	T Ord	Tind	Result	FI	Flags	М	Prev Res	Prev	Date	C Status	Tech	DateV
	-											

- Results Tab
- Review any results, if available under a particular Order Number
- Used only when results are required at order entry (i.e. Volume, Dosage Dates and Times, etc)



😰 General 🛛 🔄 Insurance (1) 🛛 🖧 Specimens (0) 🛛 🏠 Results (0, 🕢 BBank 🕖	
Last Red Specimen : Collected At : _/_/ Collected At : _/_/ Collected At : _/_/ Collected At : _/_/_ Coll	
Tests : 🔍 🔍 🔍 🔍 🔍	

- Blood Bank Tab
- This area is where Blood Bank Orders may be found



Patient Order Information

	Ordered (0)										
-2	Ins	sert 🙁	Can	cel 🔕 Car	icel order 🛛 🧃	Formulary	👳 Keypad				
Ty	ype	ID	F	Priority	Cycled	Name					
E											

• The right hand side of the screen will be the area where the Test Order is placed



How To Locate a Test ID



- To place an order, it is not necessary to know the Test ID Code.
- To find the Test ID, place your mouse on the **Test Order** portion of the OE screen (Far right section)
- Click on the Insert button to access a searchable Test Directory



How To Locate a Test ID

S	earch Resu	lts				<u>_ ×</u>
Cog	l <mark>iji <u>N</u>ame:</mark> de:	glucose 2-nd ld:	D	ept: Type: ALL]	
#	∆ Code	Test name	Туре			
1	\$AFID	Definitive ID, AFB	1			
2	\$AGG	Infectious Agent Detection, Immunoassay w/Direct Observ	1			
3	\$ANID	Definitive ID, Anaerobe	1			
4	\$BLAC	Susceptibility Studies, Enzyme Detection	1			
5	\$CONC	Concentration for Infectious Agents	1			
6	\$DFA	Infectious Agent Antigen Detection by Immunofluor Technique	1			
7	\$DZ	Susceptibility Studies, Agar Dilution, per Agent	1			
8	\$ESBL	Susceptibility Studies, Agar Dilution, per Agent	1			
9	\$ET	Susceptibility Studies, Antimicrobial Agent	1			
10	\$FLU	Infectious Agent, Antigen Detection	1			
11	\$HGRM	Smear, Gram, Primary Source	1			
12	\$ID	Aerobic ID, Definitive	1			
13	\$KB	Susceptibility Studies, Disk Method	1			
14	\$KPC	Susceptibility Studies, Agar Dilution, per Agent	1			
15	\$MD	Professional Charge, MD	1			
16	\$MIC	Suscentibility Studies, Microdilution				_
	<u>F</u> ind			4	ок 🗴	<u>C</u> ancel
				Total 50	Selected 1	

- 1. Type all or a portion of the Test Name in the **Name** box
- 2. Press Find; or [F2]

S	earch Res	ılts			
E <mark>lan</mark>	III. <u>N</u> ame:	glucose		D <u>e</u> pt:	
Cog	je:	2-nd ld: Barc	ode Id:	Iype: ALL	
#	∆ Code	Test name	Synonym	Туре	
1	BMG	Glucose Meter	Glucose Meter		
2	G100G	Glucose, Fasting and 1 hr post (100g glucola)	100	G	
3	G100G	Glucose, Fasting and 1 hr post (100g glucola)	Fast	G	
4	G100G	Glucose, Fasting and 1 hr post (100g glucola)	Glu	G	
5	G100G	Glucose, Fasting and 1 hr post (100g glucola)	glucola	G	
6	G100G	Glucose, Fasting and 1 hr post (100g glucola)	post	G	
7	G50G	Glucose Pregnancy Screen, 1 hr post 50g glucola	Glucola	G	
8	G50G	Glucose Pregnancy Screen, 1 hr post 50g glucola	Glucose	G	
9	G50G	Glucose Pregnancy Screen, 1 hr post 50g glucola	Post	G	
10	G6PD	Glucose 6 Phosphate Dehydrogenase (G6PD)	G-6-PD	G	
11	G6PD	Glucose 6 Phosphate Dehydrogenase (G6PD)	G6PD	G	
12	GL1PC	Glucose, 1 hr PC	PP Glucose	1	
13	GL1PC	Glucose, 1 hr PC	PP Glucose	1	
14	GL1PC	Glucose, 1 hr PC	PP Glucose	1	
15	GL2PC	Glucose, 2 hr PC	2 Hr PC	1	
16	GL2PC	Glucose 2 hr PC	2 Hr PC	1	_
٩	<u>F</u> ind				<u>C</u> ancel
				Total 73 Selected 1	

- 3. Results are displayed. If you see the desired test, click it with your mouse. Or, use the scroll bar at the side.
- 4. Press [Enter], or Click **OK**

How to Locate Test ID

Type	sert 🐼 Ca Inc	ncel 🧕 Cai Priority	Cycled	Name	Кеурас		
1,00	GLU	i noney	0,000	Glucose			
G	CCP3			Blood Gases, Crit	tical Car	e Panel III	
,							
eypac	1 240 7 Be	əf İ	85	indOut		9 ClinPath AnatE	Path
1 m	nain ;	2 doctor	3 Bld-Bank_H	HLA 4 Cher	n	5 Hemo-Coag	6 Micro
/	_	_					
A R	espiratory Car	e Gases >OEG	iAS	📃 H Comprehe	nsive Me	etabolic Panel	0 📃
вс	ompiete biood	Count W DIII		📃 I Lipid Panel			P 📃 P
	rythrocyte Sec	dimentation Rate	9	J Hepatic Fu	Inction P	'anel	Q
U F	rotime INH			K Blood Ure	a Nitroge	en (BUN)	U H
<u>_</u> EU	Irinalysis Is shaluta a Dav	(معادر ال		L Creatinine		-((ALT)	<u>ш</u> р Пт
F E	lectrolytes Har Jasic Metabolik	nei (Lytes) - Papel		N Alanine A	minotran: Aminotra	stetase (ALT)	
 4					Animoure	insierase (AUT)	0
<u> </u>							
eypad							▲ X



- Keypad An alternate to the Insert function
- Contains frequently ordered Tests
 - Divided by Lab Department
- If not displayed, click on Keypad button
- Press the corresponding Letter associated with the test section
- Press Letter corresponding with Test Name

- Now that you chosen your desired tests, you will collect and receive them
- Click on Specimens Tab

	nouej									
🧮 File Edit View Orders Results	<u>Specimens</u> <u>T</u> ests <u>Tools</u> <u>V</u>	<u>M</u> indow <u>H</u> elp								
🛩 🖬 🖶 🐮 🎒 X 🖻 🕞	i 🏓 🌌 🕸 🐘 🔶	→ M V 🗙 🛱 🛛 🕄		🕒 🏗 🕵 🕫 🥩 🥩 🗷 🕭 🚱 👷 🧏 🚝						
Patient										
Last name: DEMOSOFT		first: ROFECADU	LT			middle:				
DOB: 07/15/1960 💌 Age: 50	Deceased: 🗖 DOD: 🛄 //_	<u>M</u> RN: 4001328	Se <u>x</u> : <mark>female</mark>	•	MP <u>I</u> : D	EMOR0715	6004	Patient Cor	nm 🔽	
SSN:		ESO: CASE					Sp <u>.</u> :		•	
🎼 General 🛛 🖓 Insurance (1) 🖓 S	pecimens (3) 🖄 Results (14)	BBank				ered (2)				
酸 <u>G</u> eneral 【 訳 Insurance (1) しいのの	pecimens (3) 🖧 Results (14)	🚺 BBank			Drd	ered (2)			Constant Diseased	
Beneral SInsurance (1) S Sa Cancel D Comment @ Collect	pecimens (3) Results (14) Reg Receive Sy Coll/Rec	🔌 BBan <u>k</u> 😭 Coll All 🛯 🗐 Rec All 💱	Coll/Rec All		📄 Orda 🐙 Ins	ered (2) ert 🙁 Ca	ncel 🔕 Ca	ncel order	智 Formulary 😡 Keypad	
Beneral Specimen Specimen	pecimens (3) Results (14) Reg Receive & Coll/Rec Collected	🎒 BBan <u>k</u> 😭 Coll All 🛯 🗐 Rec All 😭 Received	Coll/Rec All		Drda	ered (2) ert 😵 Ca ID	ncel 🔕 Ca Priority	ncel order	管 Formulary 😡 Keypad	
Beneral Insurance (1) Insurance	pecimens (3) Results (14) Rev Receive & Coll/Rec Collected By Date Time	Security Coll All Security Rec All Security Received By Date Time	Coll/Rec All Flags M A L C R W X		Crdi	ered (2) ert 🐼 Ca ID GLU	ncel 🔕 Ca Priority	ncel order	Formulary Reypad Name Glucose	
Beneral Insurance (1) Insurance	pecimens (3) Besults (14) Berry Receive Sy Coll/Rec Collected By Date Time 05/13/2011	BBank Coll All 🗐 Rec All 😭 Received By Date Time	Coll/Rec All Flags M A L C R W X		Orde I G	ered (2) ert 🐼 Ca ID GLU CCP3	ncel 🔕 Ca Priority	ncel order	Formulary Reypad Name Glucose Blood Gases, Critical Care Panel III	
Image: Specime state sta	Decimens (3) By Results (14) Receive Coll/Rec Collected By 05/13/2011 05/13/2011	BBank Coll All 😨 Rec All 💱 Received By Date Time	Coll/Rec All Flags M A L C R W X O O O O O O O		Orde Ins G	ered (2) ert 🐼 Ca ID GLU CCP3	ncel 🔕 Ca Priority	ncel order	Formulary Reypad Name Glucose Blood Gases, Critical Care Panel III	
Image: Second state of the s	Decimens (3) → Results (14)	BBank Coll All Received By Date Image: All Op/13/2011 AUTOV 05/13/2011 09:34	Coll/Rec All Flags M A L C R W X O		Ord Type I G	ered (2) ert 🐼 Ca ID GLU CCP3	ncel 🔕 Ca Priority	ncel order	Formulary W Keypad Name Glucose Blood Gases, Critical Care Panel III	

Specimens Tab:

- Specimen Information
 - Assigned workstation
 - Number of tubes per test
 - Tube type
 - E.g., S7T= SST
 - SYR= Syringe for blood gas
 - Date of Collection

B	🚰 <u>G</u> eneral 🛛 🕄 Insurance (1) 🕹 Specimens (3) 🐴 Results (14) 🍐 BBan <u>k</u>																		
3	🗞 Cancel 🕒 Comment 💀 Collect 🐵 Receive 😰 Coll/Rec 🚱 Coll All 🧐 Rec All 😰 Coll/Rec All																		
			Spec	cimen				Collected			Received				F	lags	;		
	WKST	ŧ	Туре	PriC	₽riE	List#	By	Date	Time	Ву	Date	Time	М	А	L	С	R	W	Х
1	RCHAF	1	S7T	R	R	0		05/13/2011											
2	RSLAE	1	SYR	R	R	0		05/13/2011											
3	RSLAE	1	NUL	R	R	0	AUTOV	05/13/2011	09:34	UTOV	05/13/2011	09:34		\checkmark		\checkmark	V		

Use the following buttons for collect and receipt functions:

- **Collect**: Collect an individual specimen
- Coll/Rec: Collect and Receive and individual specimen
- Coll All: Collect all specimens
- Coll/Rec All: Collect and Receive <u>all</u> specimens

😰 <u>G</u> eneral 🔊 Insurance (1) 员 Specimens (3) 🏠 Results (14) 🍐 BBan <u>k</u>																			
🗞 Cancel 🕒 Comment 🛛 Collect 🖾 Receive 🔂 Coll/Rec 🚱 Coll All 🕼 Rec All 🔂 Coll/Rec All																			
	Specimen							Collected			Received				F	lags	\$		
	WKST	#	Туре	PriC	PriE	List#	By	Date	Time	By	Date	Time	М	A	L	С	R	W	Х
1	RCHAF	1	S7T	R	R	0		05/13/2011											
2	RSLAE	1	SYR	R	R	0		05/13/2011											
3	RSLAE	1	NUL	R	R	0	AUTOV	05/13/2011	09:34	AUTOV	05/13/2011	09:34		$\mathbf{\nabla}$		\checkmark	\checkmark		

- Press the Coll/Rec All button
- You will get a pop-up window asking Stress All

• Place mouse cursor in box under Collected

- Type in a time on or earlier than Receipt time
- Press [Enter] or click OK

Verify Specimen(s)	? ×
By: AMARM at: 05/13/	/2011 🗾
By: AMARM 🔜 at: 10:09 05/13/	/2011 💌
🗸 OK 💥 Cance	el



time

- You will notice that by Receiving a specimen, a Received date and Time is now assigned
- You will also note that there are now check marks in the **Flags Box**

Image: Speciment Image: Collect Image: Collected Image: Collected Image: Collected Image: Collected Flags VVKST # Type PriC PriE List# By Date Time By Date Time M A L C 1 RCHAF 1 S7T R R 0 AMARW 05/13/2011 10:09 AMARW 05/13/2011 10:09 Image: Collected Image: Collected Image: Collected Flags 1 RCHAF 1 S7T R R 0 AMARW 05/13/2011 10:09 Image: Collected Image: Collected Image: Collected Flags 2 PSI 45 1 S7T R R 0 AMARW 05/13/2011 10:09 Image: Collected Image: Collecte	😰 General 🛛 🕄 Insurance (1) 🖁 Specimens (3) 🖓 Results (14) 🍐 BBank																			
Specimen Collected Received Flags VKST # Type PriC PriE List# By Date Time By Date Time M A L C R RCHAF 1 S7T R R 0 AMARV 05/13/2011 10:09 AMARV 05/13/2011 10:09 Image: Collected Image: Collected	Z.,	🗞 Cancel 🕒 Comment 🚭 Collect 🕾 Receive 😰 Coll/Rec 🚭 Coll All 🗟 Rec All 😰 Coll/Rec All																		
WKST # Type PriC PriE List# By Date Time By Date Time M A L C R 1 RCHAF 1 S7T R R 0 AMARW 05/13/2011 10:09 AMARW 05/13/2011 10:09 I V	Specimen Collected Received												F	Flag	s					
1 RCHAF 1 S7T R R 0 AMARY 05/13/2011 10:09 AMARY 05/13/2011 10:09 C		WKST	#	Туре	PriC	₽riE	List#	By	Date	Time	By	Date	Time	М	А	L	С	R	W	Х
	1	RCHAF	1	S7T	R	R	0	AMARM	05/13/2011	10:09	AMARN	05/13/2011	10:09		\checkmark		$\mathbf{\nabla}$	$\mathbf{\nabla}$		
Z RSLAET SYR R R 0 AMARW 05/13/2011 10:09 AMARW 05/13/2011 10:09 V	2	RSLAE	1	SYR	R	R	0	AMARM	05/13/2011	10:09	AMARN	05/13/2011	10:09		\checkmark		$\mathbf{\nabla}$	$\mathbf{\nabla}$		
3 RSLAE 1 NUL R R 0 AUTOV 05/13/2011 09:34 AUTOV 05/13/2011 09:34 🗌 🗹 🖸 🗹	3	RSLAE	1	NUL	R	R	0	AUTOV	05/13/2011	09:34	AUTOV	05/13/2011	09:34		\checkmark		$\mathbf{\nabla}$	$\mathbf{\nabla}$		

Flags Box:

- A check mark in these flag boxes indicate:
- M Specimen Message
- A Assigned to Phlebotomist

25

- L Label Printed
- C Collected
- **R** Received
- W On a worksheet
- X Cancelled



In this example there are Checks in the **A**, **C**, and **R** boxes, indicating specimen **Collection** and **Receipt**

 Move to the top left corner of screen and click the Save Icon or [Ctrl] + [S]

🚆 Order Entry - [New Order - Edit Mode]
🧮 Eile Edit View Orders <u>R</u> esults Specimens <u>T</u> ests Tools <u>W</u> ind
🖙 🖬 🔛 🎒 🥔 X 🖻 📾 🏲 🧐 🕸 🜇 📊 🔶 🔶
Patient
Last name: DEMOSOFT
D0 <u>B</u> : 07/15/1960 💌 Age: 50 Deceased: 🗆 D0D:/_/
SSN:



- A pop up window will be displayed to verify Medical Necessity.
- You should have already completed this in a previous step.
- If not, please select any Diagnosis code at this time
- Then click on Check Medical Necessity or [F7]

Med	1edical Necessity Checking											
-0:	rder <u>d</u> iagnose 102.2 💽	es i										
Γ												
St	Test	St	Grant		Diag	nosis		ABN	Service mo	difiers	Hold Bill	
⊢	GLU CCP3											
F												
C	neck <u>M</u> edica	INec	cessity (F7)	Diagnosis	Audit (^T)				🔨 C	к 🗙	Cancel	

- If the Error Dialogue box appears (at left), continue by pressing **OK** and continue on with the OE process
- Press [Enter] or click OK to exit Medical Necessity Checking box



Medi	cal Necess	ity (hecking								? ×
_ Or	ler <u>d</u> iagnose	s —									
D	12.2 🗾								1		
Γ									i 📃		
St	Test	St	Grant		Diagr	nosis	 ABN	Serv	/ice modifi	ers	Hold Bill
	GLU										
	CCP3										
										1	
Ch	eck <u>M</u> edical	Nec	essity (F7)	Diagnosis	Audit (^T)			1	OK		Cancel

- A Pop up box will appear asking you to confirm that you want to save order
- Press [Enter] or Click Yes to finalize the Order





Label Printing

- A label printing dialogue box will appear
- The **Print To** drop down menu should default to the printer closest to your terminal
- To change printers:
 - Click the drop down arrow next to the **Print To:** line and scroll down to the printer from which you wish to print the labels
- Once you have selected the printer of interest, click OK at the prompt

Standard Label	? ×
Print To: R01_Core_Centaur	
Label Properties	1
Number of Copies: 1	
Label Layout: LLAB_ZZ	
Print Preview Eax To OK	Cancel

Components of a Specimen Label





Summary

This module covered the following information for **SoftLab**:

- Order Entry Screen Navigation
- Patient Order Information
- Locate Test ID; Place Order
- Specimen Receiving
- Label Printing



Credits

 Questions on content and/or input or critique on required modifications should be addressed to:

Laboratory LIS Soft Support

LaboratoryLISSoftSupport@beaumont.edu

