

Core Lab General Manual Core Laboratory	Document No. CORE 6040 R Page 1 of 5
Acquiring Patient Demographics	Origination: 12/2013 Version: 0

Policy Statement	The laboratory strives to communicate patient laboratory results in an efficient and timely manner. The retrieval and communication of patient demographics are essential to this process.
Purpose	This procedure provides instructions on the retrieval of patient demographic information.
Scope	This procedure provides instructions on the information retrieval for patients in all Saint Agnes facilities.
Responsibility	It is the responsibility of all Medical Technologists, Medical Technologists II and Clinical Lead Technologists to be able to produce patient demographics when applicable.

Access Enterprise Medical Record (EMR)

Patient demographics are stored in the Enterprise Medical Record (EMR). EMR can be accessed in Meditech by using three different methods:

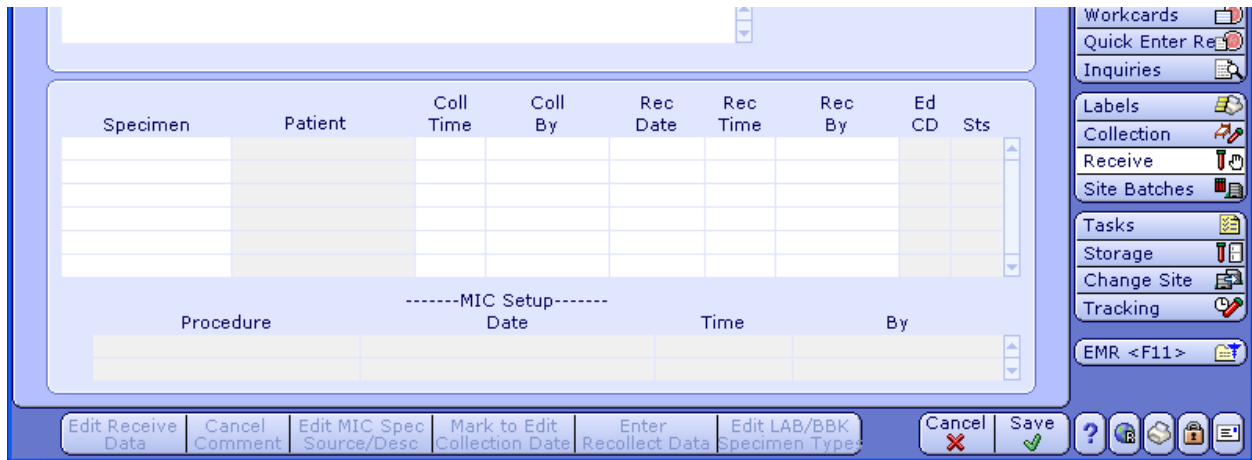
1. Select Enterprise Medical Record LIVE from the Meditech Applications menu



or

2. Select the EMR <F11> button on the bottom right side of any LIS Desktop (i.e. Specimen Desktop, Phlebotomist Desktop, Requisition Desktop, etc.)

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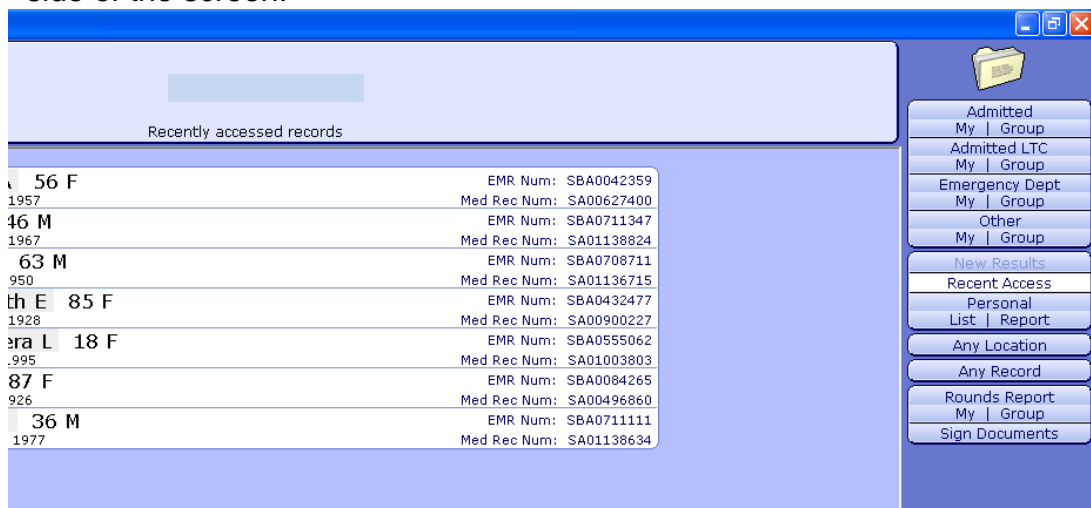


OR

3. Press F11 on the keyboard while in any Meditech LIS Application

Patient Selection

1. Upon opening EMR, the most recently accessed patients will be listed in the middle of the screen. To select a new patient, click on Any Record on the right side of the screen.



2. At the Any Record screen enter the applicable patient information and then click Ok or F12 to search. This information could be any of the fields or combination of fields listed.

Identify a Medical Record

Medical Records Search

Name

Social Security Number

EMR Number

Medical Record Number

Account Number

Date of Birth

Sex

Mother's Name

Inpatient Location

Search By Active Inpatients
 All Patients

OR

Inpatient Bed Search

Source Facility

Room Bed

3. Select the appropriate patient. If the patient has had multiple visits to the facilities, each encounter will be listed by account number and date. Select the appropriate account.

Visits by date

Time Frame	Visits	View
1 Year	Inpatient	All
2 Years	Emergency	
3 Years	Outpatient	
5 Years		
7 Years		
10 Years		
10 + Years		
	By Diagnosis	
	By Type	
	All	

Dec 9, 2013	042/V58.69/244.9	Acct Num: L000	<input type="checkbox"/>
	Lab Outreach - Adult Medical Community Care		
Oct 10, 2013	Hypertensive Urgency;UTI,Ckd,H...	Acct Num: SA00	<input type="checkbox"/>
	St. Agnes Hospital - Discharged: Oct 16, 2013		
Sep 20, 2013	Lt Hand Swollen Arm Tingling	Acct Num: SA00	<input type="checkbox"/>
	St. Agnes Hospital - Adult Main Emergency Dept		
May 29, 2012	042/V58.69/272/250/401.9	Acct Num: L000	<input type="checkbox"/>
	Lab Outreach - St. Agnes Specialty Clinic		
Apr 5, 2012	Acute/Subacute Cva Htn Emergency	Acct Num: SA00	<input type="checkbox"/>
	St. Agnes Hospital - Discharged: Apr 12, 2012		
Jan 11, 2011	042/V58.69/252	Acct Num: L000	<input type="checkbox"/>
	Lab Outreach - St. Agnes Specialty Clinic		
Oct 15, 2010	042	Acct Num: L000	<input type="checkbox"/>
	Lab Outreach - St. Agnes Specialty Clinic		
Sep 8, 2010	V72.6	Acct Num: L000	<input type="checkbox"/>
	Lab Outreach - St. Agnes Specialty Clinic		

Return

Summary List

Allergies

View PCI

Moved to other Records

Add to personal list

Remove from recently accessed list

Sign Up

View Converted Charts

4. Select the Summary Tab on the right side of the screen and then Demographics at the top of the screen.

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The patient information will be listed below.

Summary - Demographics		
Summary List Diagnoses Indicators Risk/Legal Demographics		
Providers Visit Contacts Insurances Abstract		
Name	Oelab, Tiffany	9/30/13
Street	23 Echo Valley Drive	9/30/13
City	Baltimore	9/30/13
State/Province	MD	9/30/13
Postal Code	21229	9/30/13
Home Phone	(443)368-3016	9/30/13
Date of Birth	Jan 1, 1980	9/30/13
Marital Status	Married	9/30/13
Social Security Number	365-22-6635	9/30/13
Race	Native Hawaii/Oth Pacific Isla	9/30/13
Ethnicity	Not Hispanic or Latino	9/30/13
Occupation	Med Tech	9/30/13

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Lab Outreach Patients

There may be instances where the demographics for Lab Outreach patients may not be accessible through EMR. In the event that demographics cannot be seen in EMR, the original patient demographics and requisitions can be found in the Phone Bank or Lab Outreach Processing Area.