

BEAKER: SCANNING RESULTS OR TRANSCRIBED ORDERS

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| <input checked="" type="checkbox"/> St. Joseph Medical Center, Tacoma, WA | <input checked="" type="checkbox"/> St. Anthony Hospital Gig Harbor, WA | <input checked="" type="checkbox"/> Harrison Medical Center, Bremerton, WA |
| <input checked="" type="checkbox"/> St. Francis Hospital, Federal Way, WA | <input checked="" type="checkbox"/> St. Elizabeth Hospital Enumclaw, WA | <input checked="" type="checkbox"/> Harrison Medical Center, Silverdale, WA |
| <input checked="" type="checkbox"/> St. Clare Hospital Lakewood, WA | <input checked="" type="checkbox"/> Highline Medical Center Burien, WA | <input checked="" type="checkbox"/> PSC |

PURPOSE

To provide instruction for scanning results or transcribed orders into Epic.

BACKGROUND

Epic allows for the scanning of documents into the medical record. Records that must be scanned are any handwritten orders for laboratory testing and send out miscellaneous result reports.

STEPS

1. Go to Epic/Patient Care/Media Manager. Save as a favorite.
2. Pull up patient using MRN or Patient name/date of birth
3. Select Patient drop down arrow (just below MRN).
4. Select Choose an Order.
 - If you select the wrong option the choices in the Order Search window will not be correct. If this happens cancel the Order Search process and start over to make sure you made the right selection.
5. Under Search Options Select All
6. Find the corresponding Order for the date of service on the result or order to be scanned and highlight to select that order. Be very careful to select the correct date of service and the correct test to attach the result or order onto
7. Press Scan button
8. When Scan window comes up verify CSN under keyword matches CSN on the result or order. If the CSN matches, place result or lab order into scanner with pages upside down and backwards then choose Scan ANY DOCUMENT
9. The document will scan and all images will appear in scan window. The scanner will scan front and back of the result/order. Delete any unnecessary pages (backside) before attaching the result or order by selecting the page(s) to be deleted and Delete Page. Then Select each page of the results or order (image will have square around the result/order when selected). Once all images are selected choose ANY DOCUMENT. You are able to delete the images, if needed, at any point before you select the ANY DOCUMENT button
10. Under Document type choose Physician Order and under Document Description enter date of collection for the result or order and the name of the test on the result or order(s). Use the test names from the test directory for consistent naming convention and select OK
11. Select Upload Images to attach results or requisition to the order in Epic
12. To verify results or orders were scanned correctly go to Chart, Labs tab. A paper clip is displayed to the left of the test to which the result or order has been attached.
 - Choose the paper clip to see the attachment
13. If document gets scanned multiple times click on blue hyperlink for duplicate scan, find Send to Document Correction (in the upper left hand corner), When Process OK window appears click OK and document: This is a duplicate scan please archive or delete in the yellow window in the bottom left side of window. Close the document and this will be sent to corrections to be removed.

- Note: Sometimes the scanned document is at the very bottom of the results under Order-Level Documents. Do not scan the document twice thinking it didn't scan the first time

Commonly Scanned Documents

- Lab orders transcribed by lab staff (Type and Cross match or Type and Screen cross match orders, etc)
- Newborn Screen
- Prenatal Risk Quad Screen
- AFP, Maternal Screen
- Vectra DA
- Cytogenetics testing: Cyto Bm, Cyto Bld, Cyto Am, Cyto Tissue, Cyto Poc, Cyto Fish
- HIV-1 Genotyping Drug Resistance Report
- Allergen results