

University of California, Davis
Health System, Sacramento
Department of Pathology & Laboratory Medicine

Scanning Laboratory Results into EMR

Administrative Procedure 535H

PURPOSE:

Department wide scanning of laboratory results into EMR.

POLICY:

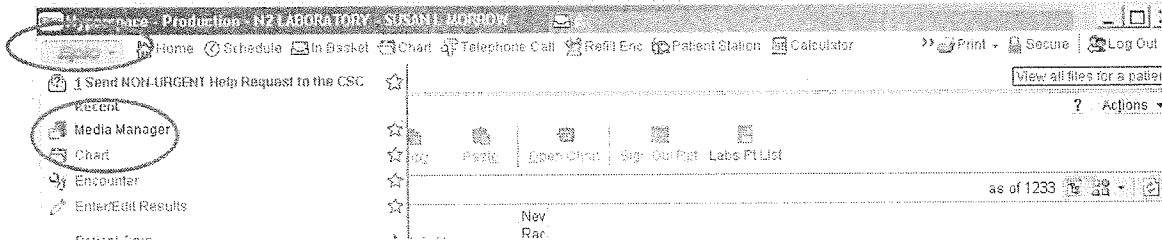
The Department of Pathology and Laboratory Medicine organizes workflow to assure the most effective and secured process is followed in scanning laboratory results into EMR. Laboratory results that are not interfaced directly from the testing laboratory into the LIS are scanned into the EMR. Depending on the reference laboratory, the results can be retrieve from testing reference laboratory website or received by fax or prints on designated reference lab printer. Non-interfaced lab results are scanned daily and attached to the laboratory miscellaneous order in EPIC.

SCANNING INTO EMR:

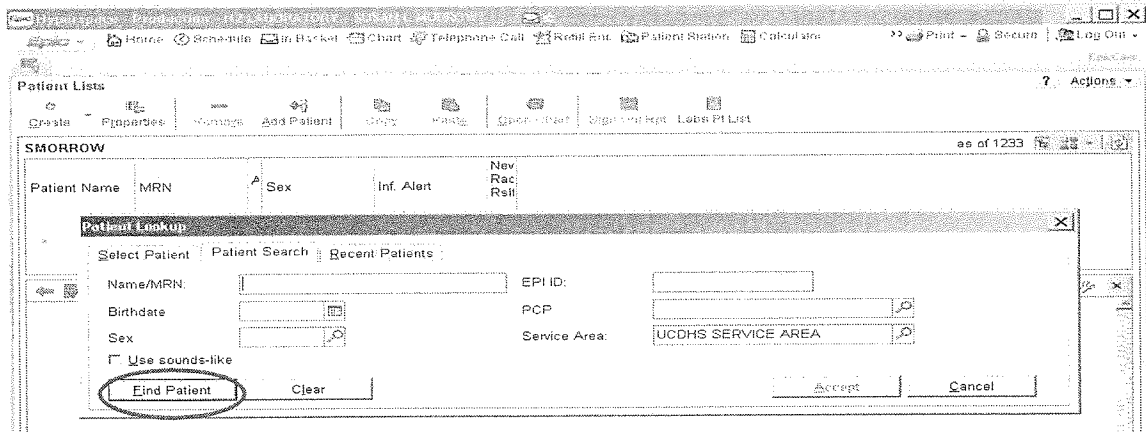
1. Once the hard copy result is received, log into EMR using the **EMR Scanning** icon from Citrix



2. From the **Epic** button, select **Media Manager**



3. Enter Name/MRN: Name or Medical Record Number
Click **Find Patient**

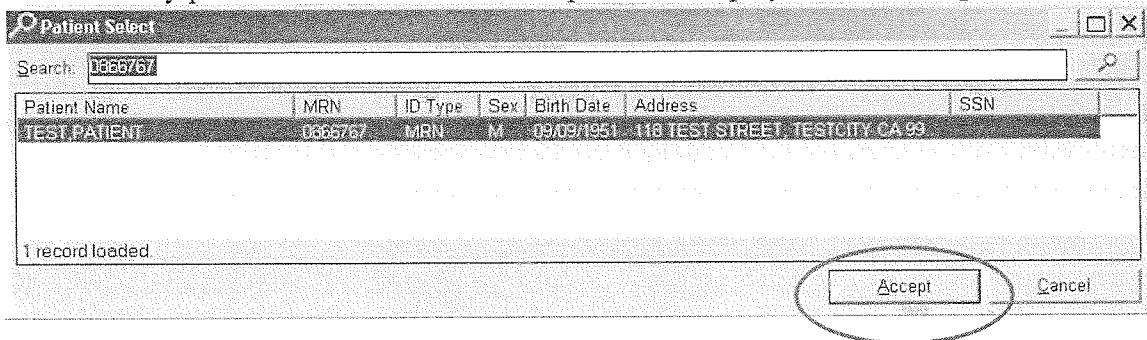


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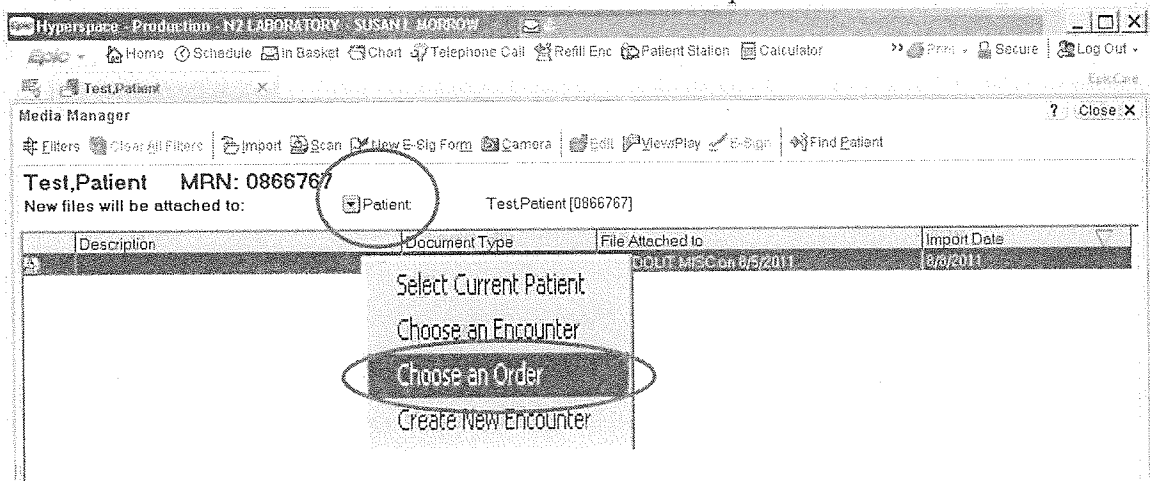
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4. Verify patient information if correct patient is displayed click **Accept**

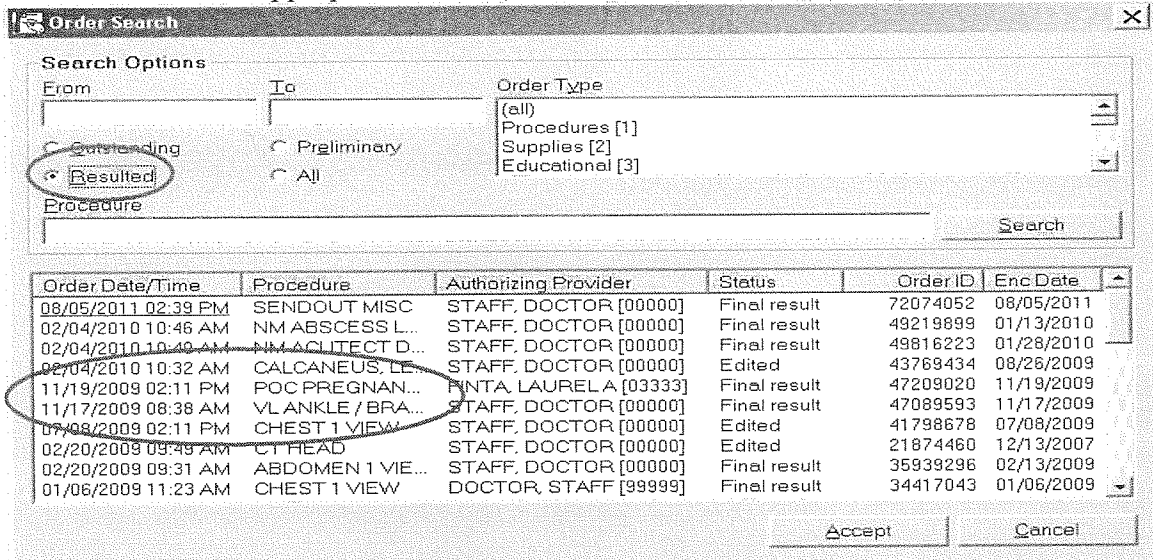


5. Click on the down arrow to **Patient**. Menu will open. Select **Choose an Order**



6. Click **Resulted**

7. Select the appropriate order by clicking on the corresponding date of collection.

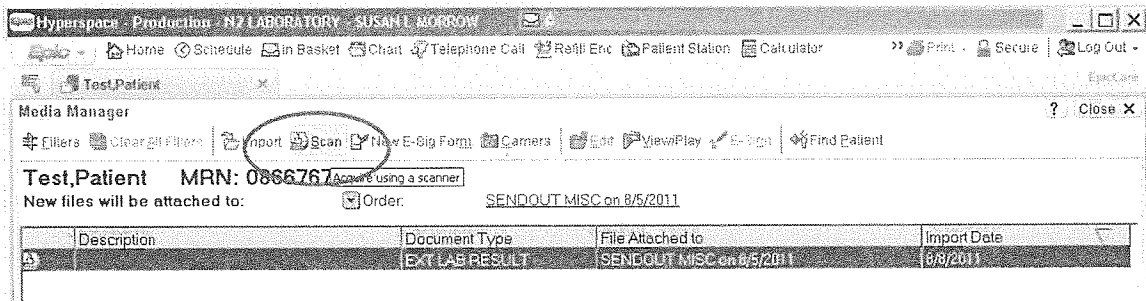


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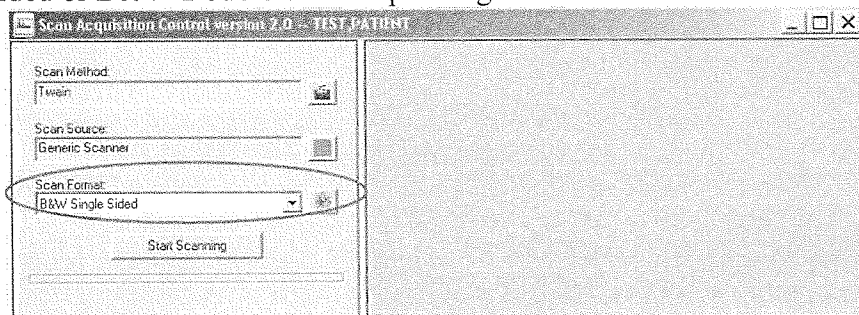
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8. Click on Scan

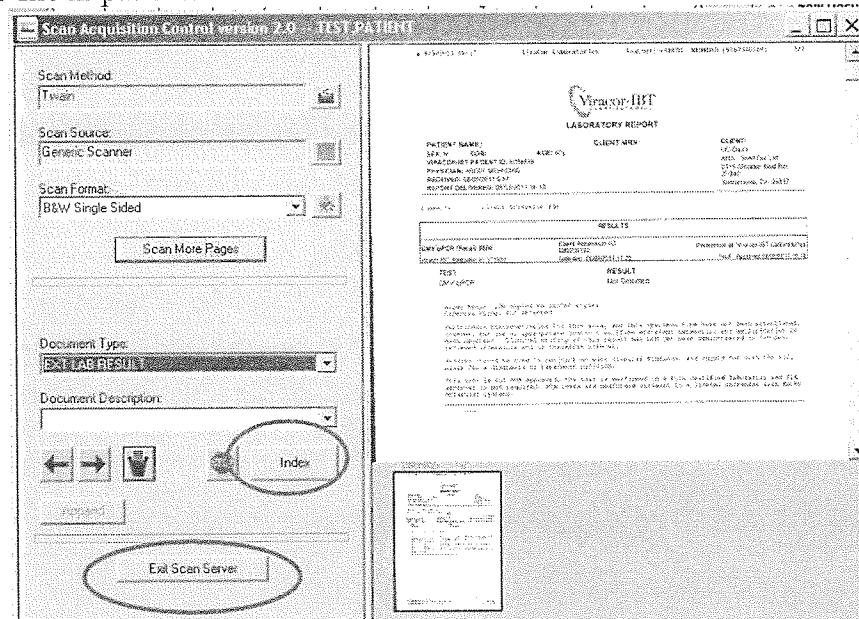


9. Clicking the down arrow select the appropriate scan format: B&W Single Sided or B&W Double sided depending on the document.



10. Place document to be scanned in to scanner face up, Click **Start scanning**

11. When scanning is complete, the document will appear of the screen. Click **Index** to file in patients chart.



12. Click **Exit Scan Server**

13. To scan another patient, Click **Find Patient**

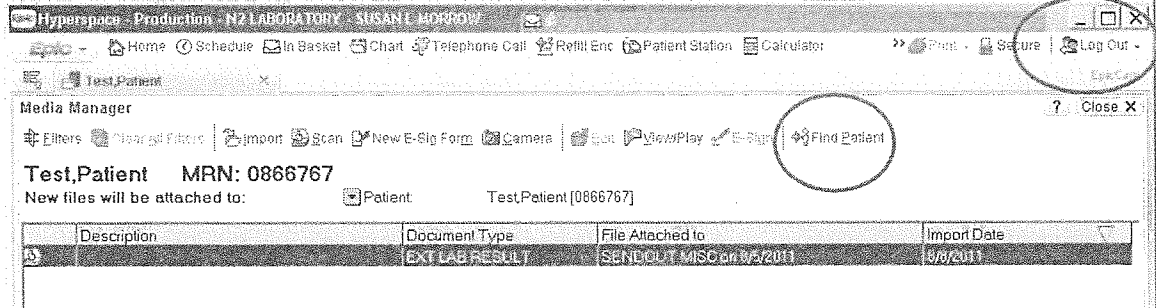
14. Repeat steps 3-11

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15. When all scanning is complete **Log Out** of Epic/EMR Scanning



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PROCEDURE HISTORY

Date	Written/ Revised by	Revision	Approved Date	Approved By
09/11	Paul	New	09/11	L. Howell
08/14	A.Castaneda	Revised- added to policy	09/14	