



KAISER PERMANENTE®

Colorado Laboratory  
Cerner Computer Manual

# DEPARTMENT ORDER ENTRY

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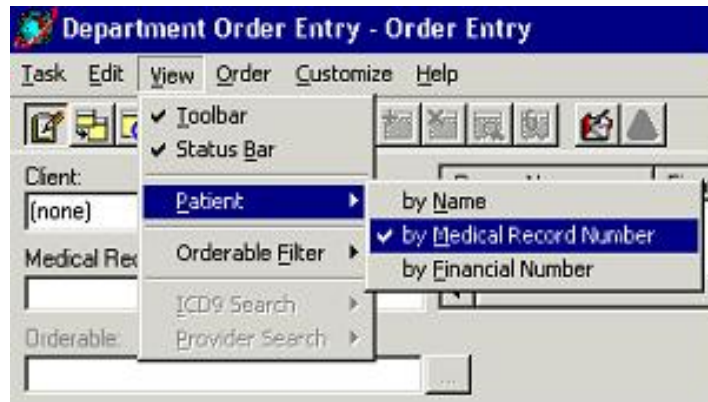


- Used to enter patient orders into Cerner
    - Paper orders from
      - Outside providers
      - SNF (Skilled Nursing Facilities)
      - ALF (Assisted Living Facilities)
- Can also be used to:*
- Add to previous orders
  - Cancel orders
  - Register a patient prior to order entry

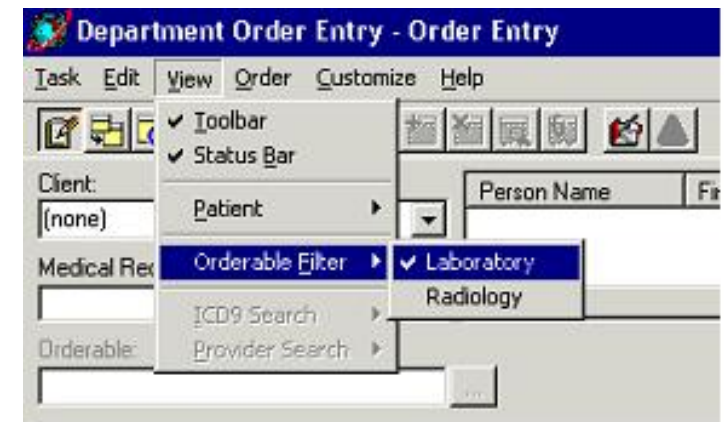
# DEPARTMENT ORDER ENTRY



- Set up your Cerner ICON
- Patient Search = Click View > Patient > by Medical Record Number

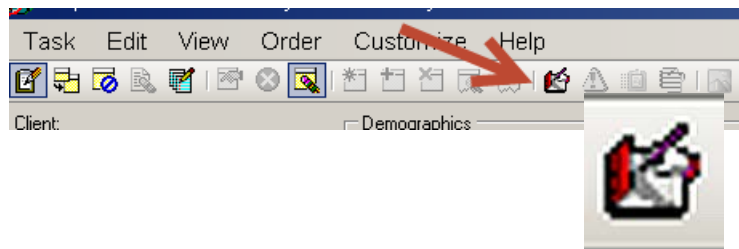


- Orderable Filter = View > Orderable Filter > Laboratory



# DOE – NEW ENCOUNTER

- Create a NEW patient encounter each time
- You must start with the “Red Book”



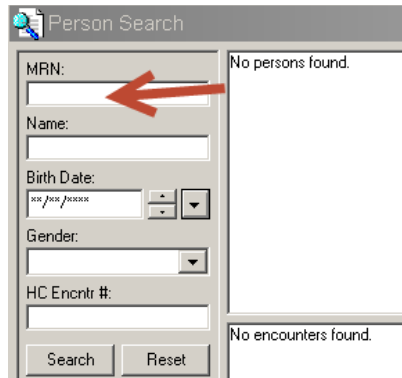
- DO NOT use an existing encounter
- You must exit DOE application between patients  
Re-click the DOE ICON between patients



# DOE – Registering a New Patient Encounter



- Enter the patient's 9 digit medical record number (MRN)

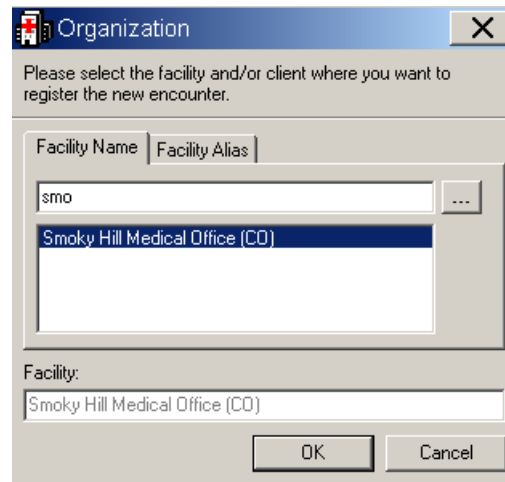


The 'Person Search' dialog box contains several input fields: 'MRN:' (with a red arrow pointing to it), 'Name:', 'Birth Date:' (with a date picker), 'Gender:' (with a dropdown menu), and 'HC Encntr #:'. Below these fields are 'Search' and 'Reset' buttons. To the right of the dialog, the text 'No persons found.' and 'No encounters found.' is visible.

Press Enter.

Click Add Encounter

- Add your clinic site
- Click OK



The 'Organization' dialog box prompts the user to 'Please select the facility and/or client where you want to register the new encounter.' It features two tabs: 'Facility Name' and 'Facility Alias'. Under 'Facility Name', there is a text input field containing 'smo' and a list box showing 'Smoky Hill Medical Office (CO)' selected. Below this, the 'Facility:' label is followed by a text input field containing 'Smoky Hill Medical Office (CO)'. At the bottom are 'OK' and 'Cancel' buttons.

# DOE - Registering a New Patient Encounter



- Enter DEPARTMENT AND ORDERING PROVIDER
- Dept. is always LAB
- Click OK

PMCoreReg

Last Name	First Name	Middle Name	
ZZBOOP	BETTY	S	
Sex	Birth Date	Age	
Female	04/17/2012	3Y	
Medical Record Number			
C0900803038			
Lab Visit Nbr	HC Encounter Nbr	Encounter Status	Encounter Type
958208		Active	Outpatient
Registration Date	Registration Time		
08/26/2015	08:43		
Location			
Facility	Building	Department	
Smoky Hill Medical 0	Smoky Hill Medical Office	SH-LAB	
Ordering Physician			
ZZMD_TEST			

# DOE – Placing an Order



- Enter a test code in the Orderable Selection Box

The screenshot shows the 'Department Order Entry - Order Entry' application window. The menu bar includes 'Task', 'Edit', 'View', 'Order', 'Customize', and 'Help'. The main area contains several input fields: 'Client' (Smoky Hill Medical Office (CO)), 'Medical Record Number' (Co900803038), and 'Orderable' (cbd). A 'Demographics' section on the right displays 'Name: ZZBOOP, BETTY S', 'Age: 3 years', and 'Attending: ZZMD, TEST'.

exact test order code  
or  
the first few characters

- Highlight the correct test in Find Orderables

The screenshot shows the 'Find Orderable' dialog box. It has a search input field containing 'cbc' and a 'Search' button. Below the search field is a table with three columns: 'Orderable', 'Description', and 'Department Display'. The table lists various CBC-related tests, with the first two rows highlighted.

Orderable	Description	Department Display
CBC w/ Indices	CBC w/ Indices	CBC
CBC w/ Indices	CBC w/ Indices	CBC
CBC-CLC	CBC-CLC	CBC-CLC
CBC-CLC	CBC-CLC	CBC-CLC
CBC-CLP	CBC-CLP	CBC-CLP
CBC-CLP	CBC-CLP	CBC-CLP
CBC-GS	CBC-GS	CBC-GS
CBC-GS	CBC-GS	CBC-GS
CBC-SJ	CBC-SJ	CBC-SJ
CBC-SJ	CBC-SJ	CBC-SJ
CBC-CLC	CBC-CLC	CBC-CLC

At the bottom of the dialog are 'OK' and 'Cancel' buttons.



# DOE – Entering the Order Details

- You must complete Highlighted Yellow fields  
And the ICD9 code (CODE)!!!!

Department Order Entry - Order Entry

Task Edit View Order Customize Help

Client: Smoky Hill Medical Office (CO) Medical Record Number: Co900803038

Demographics: Name: ZZBOOP, BETTY S Age: 3 years Attending: ZZMD, TEST

MRN: Co900803038 Gender: Female Admitted: 8/26/2015 8:43 AM

FIN NBR: Allergies: Discharged:

DOB: 4/17/2012 Location: Smoky Hill Medical Office (CO) / SH-LAB SSN:

Orderable: CBC w/ Indices

Specimen type: Blood

Collection date and time: 08/26/2015 0846

Collected by: C411558

Collection priority: [Highlighted Yellow]

Reporting priority: ICD9 code (Code) [Highlighted Yellow]

Collection method: Venous Draw

Specimen received date and time: [Highlighted Yellow]

Specimen receive location: FR Login

Specimen received by: C411558

Print label Y/N: [Checked]

Label printer: [Highlighted Yellow]

Consulting physician (Name): [Highlighted Yellow]

Ordering Physician (Name): ZZMD, TEST

Order Date/Time: 08/26/2015 0858

Order Communication Type: Written

When Collected by not specified use **NURSE** or **MISC COLL** code





# DOE – Entering ICD9/10 Code

- Click on the binoculars
- Select by Code or Description
- Enter and Search

Reporting priority

Collection method

Venous Draw

ICD9 code (Code)

Consulting physician

Find Diagnosis Code

Search:

By description

By code

Search

Available:

Find Diagnosis Code

Search:

By description

By code

v70 Search

Available:

Code	Description
V70	General Medical Examination
V70.0	Routine General Medical Examination
V70.1	General Psychiatric Examination, Rec
V70.2	General Psychiatric Examination, Oth

Move >

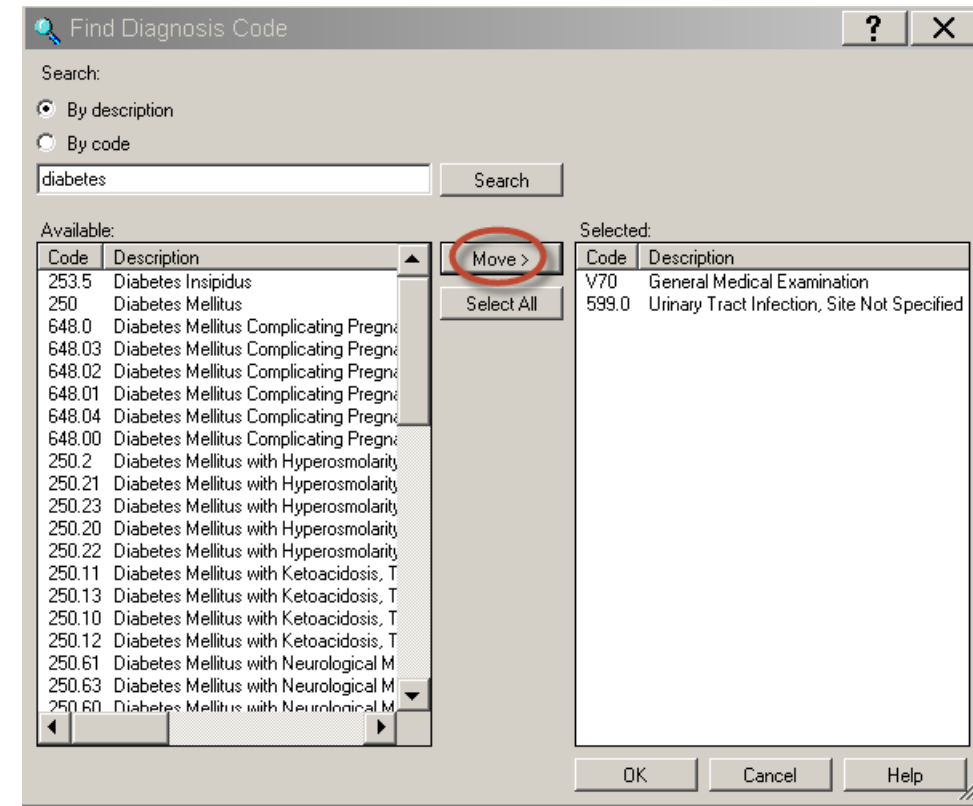
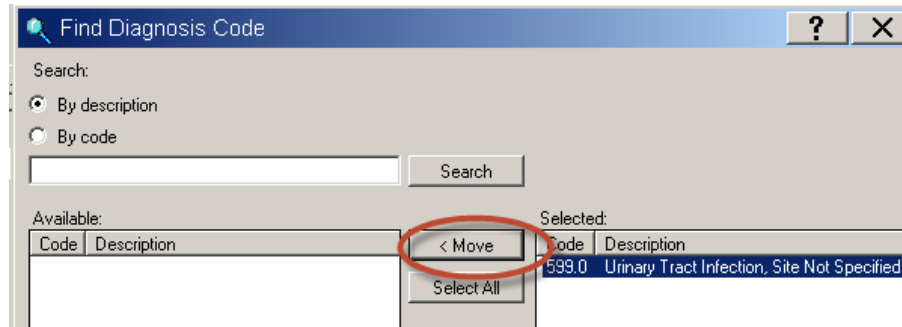
Select All

Shorter descriptions are better

Always include the “v” when given

# DOE – Entering ICD9/10 Code

- Click MOVE and OK to add to order
- You can remove unwanted codes here  
Highlight and Move back



# DOE – Entering ICD9/10 Code



**If NO Diagnosis Code is provided**

You must make at least one attempt  
to contact the provider and get the code(s)

Department Order Entry - Order Entry

Task Edit View Order Customize Help

Client: Smoky Hill Medical Office (CO) Demographics  
Name: ZZBOOP, BETTY S MRN: Co900803038  
Age: 3 years Gender: Female  
Attending: ZZMD, TEST Admitted: 8/26/2008

Medical Record Number: Co900803038

Orderable: CBC w/ Indices

Specimen type: Blood

Specimen received date and time: [ ] [ ] [ ] [ ] [ ] [ ]

Ordering Physician (Name): ZZMD, TEST Order Date: 08/26/2008

Comments

Order Comment | Order Note

Unable to obtain diagnosis code from provider

Close Add Edit

If still unable to get a code:

Enter the order with comment

*“Unable to retrieve diagnosis code from provider”*

# DOE – Entering Physician



- Ordering provider is not in the system?
- Required information!!! (all three)
  - Office address
  - phone number
  - fax number - listed in provider address
- New providers NOT available immediately



- LIS must authenticate
- If you need to order new provider twice,  
Ex. Two patients in a row, same unregistered provider  
STOP! Call LIS to enter provider, or he becomes a duplicate

Address Details

General | Other

Street Address: 123 Main St

FAX: 303-303-3030

City: Englewood

State: CO Zipcode: 12345

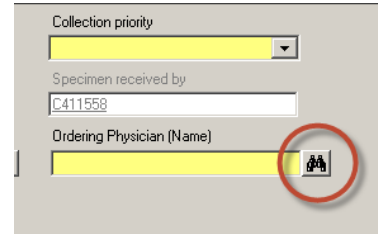
Country: USA

Apply Cancel OK



# DOE – Adding External Providers

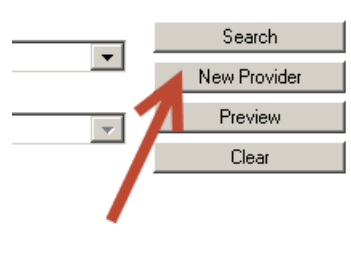
- Click on binoculars



Collection priority  
Specimen received by  
C411558  
Ordering Physician (Name)

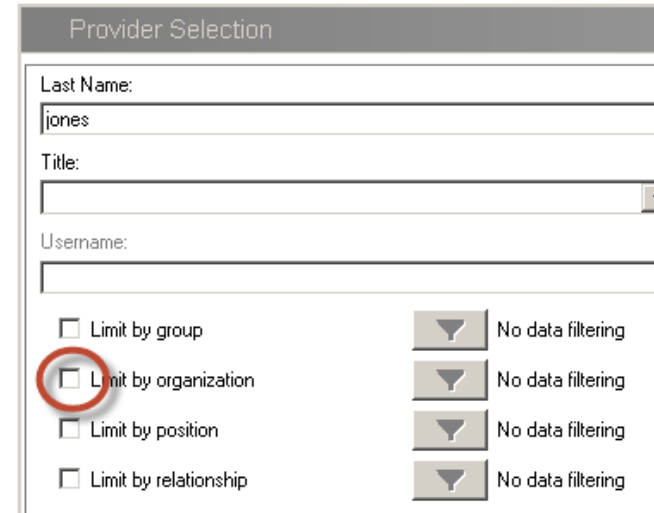
A red circle highlights a binoculars icon in the bottom right corner of the form.

- Enter Provider last name  
Deselect the *Limit by organization*  
Search



Search  
New Provider  
Preview  
Clear

A red arrow points to the 'New Provider' button.



Provider Selection

Last Name:  
jones

Title:  
No data filtering

Username:  
No data filtering

Limit by group No data filtering

Limit by organization No data filtering

Limit by position No data filtering

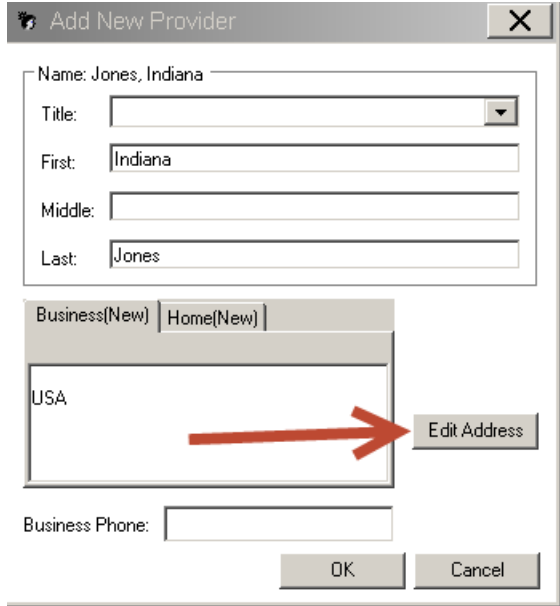
Limit by relationship No data filtering

A red circle highlights the 'Limit by organization' checkbox.

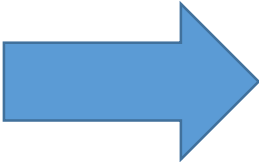
# DOE – Adding External Providers

-Add first name

-Click Edit Address

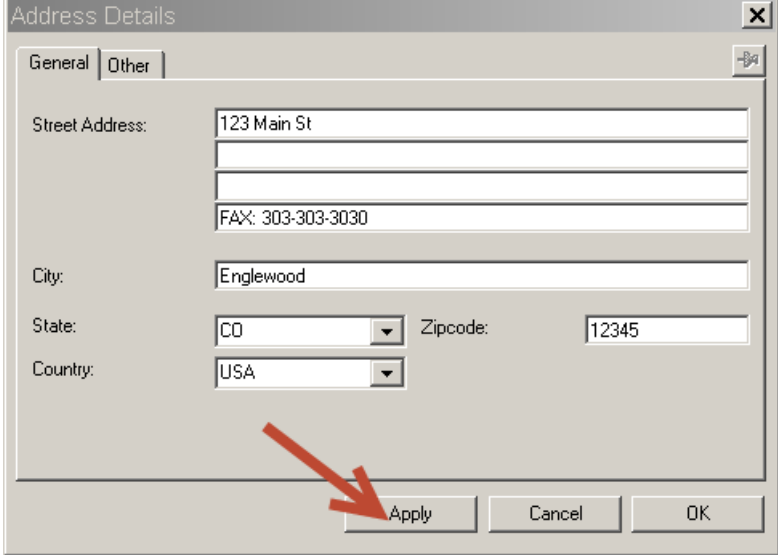


The 'Add New Provider' dialog box contains the following fields: Name: Jones, Indiana; Title: (dropdown); First: Indiana; Middle: (empty); Last: Jones; Business(Home) tabs; Address: USA; Business Phone: (empty); Edit Address button; OK and Cancel buttons.



-Enter the street address info, City, State and Zip

-last line of Street Address, enter the word FAX: and provider's fax number



The 'Address Details' dialog box contains the following fields: Street Address: 123 Main St; FAX: 303-303-3030; City: Englewood; State: CO; Zipcode: 12345; Country: USA; Apply, Cancel, and OK buttons.

-Apply

# DOE - Glucose Tolerance Test

- Order Glucose Tolerance Test priority as “**T**” for timed.
- Enter the tolerance start time as the collection time.

The screenshot shows a medical order form with the following fields and values:

- Specimen type: Blood
- Collection priority: T
- Collection date and time: 07/25/2006 1000
- Specimen received date and time: [Empty]
- Label printer: [Empty]
- Ordering Physician (Name): ZZCHLER, ROBERT E (MD)
- Order Date/Time: 07/25/2006 1628
- Order Communication Type: Written

- Separate accession number will be assigned for each collection.

Action	Medical Record Number	Person Name	Orderable	Accession	Submission Status	Start Date/Time
Order	Co411764603	ZZTEST, SARAH	Glucose Tolerance 2 Hour	Ordered	Submitted	
Order	Co411764603	ZZTEST, SARAH	zzGlucose Baseline	1-06-206-02038	Submitted	7/25/2006 10:00 AM
Order	Co411764603	ZZTEST, SARAH	zzGlucose 2 Hour	1-06-206-02039	Submitted	7/25/2006 12:00 PM

# DOE – Completing the Order



- Click **Add Orderable to Scratch Pad** icon in the menu bar.
- Add all of your orderables to the scratch pad

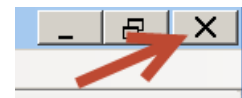


msg	Action	Medical Record Number	Person Name	Catalog Type	Accession	Submission Status	Start Date/Time	Order Details
Order		Co900270200	ZZBENEFIT-VALIDIATION, PERACARE f	Laboratory	Ordered	Ready	8/28/2015 11:54:00	Blood, , 8/28/2015 11:54 AM C411558, Routine, Routine, Venous Draw, , SW Login, C411558, Print label Y/N, , ,
Order		Co900270200	ZZBENEFIT-VALIDIATION, PERACARE f	Laboratory	Ordered	Ready	8/28/2015 11:54:00	Blood, , 8/28/2015 11:54 AM C411558, Routine, Routine, Venous Draw, , SW Login, C411558, Print label Y/N, , ,
Order		Co900270200	ZZBENEFIT-VALIDIATION, PERACARE f	Laboratory	Ordered	Ready	8/28/2015 11:54:00	Urine, Collected, 8/28/2015 11:54 AM C411558, Routine, Routine, Urine, , SW Login, C411558, Print label Y/N, , ,

- Click on the **Submit Orders** icon in the menu bar.



- You must exit DOE application  
between patients and



Re-click the ICON



Clicking the RED book is NOT enough, leave the page!