KAISER PERMANENTE.

Colorado Laboratory
Cerner Computer Manual

DEPARTMENT ORDER ENTRY

DEPARTMENT ORDER ENTRY

- 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
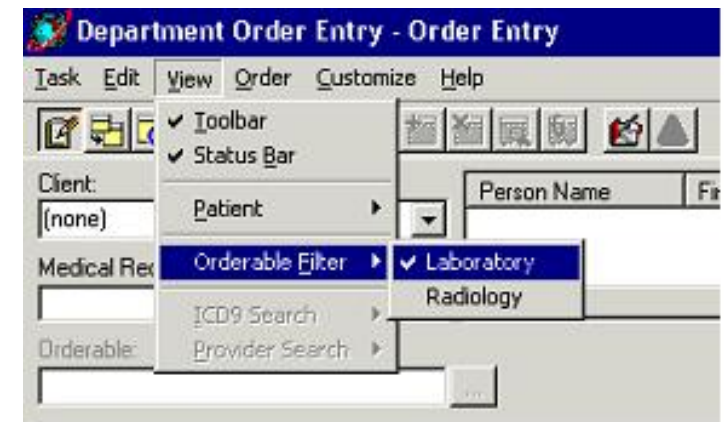 - Register a patient prior to order entry

DEPARTMENT ORDER ENTRY

- Set up your Cerner ICON

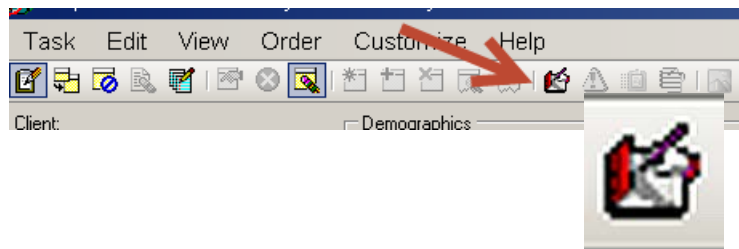- Patient Search = Click View > Patient > by Medical Record Number
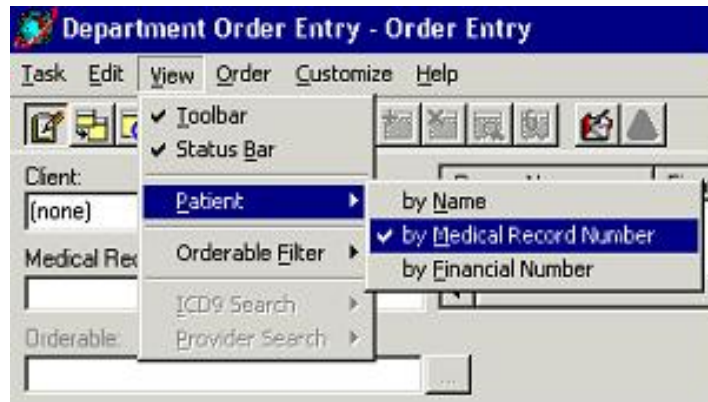
- Orderable Filter = View > Orderable Filter> Laboratory

DOE – NEW ENCOUNTER

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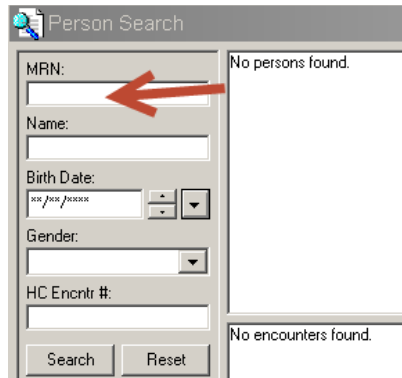- You must start with the "Red Book"

- 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

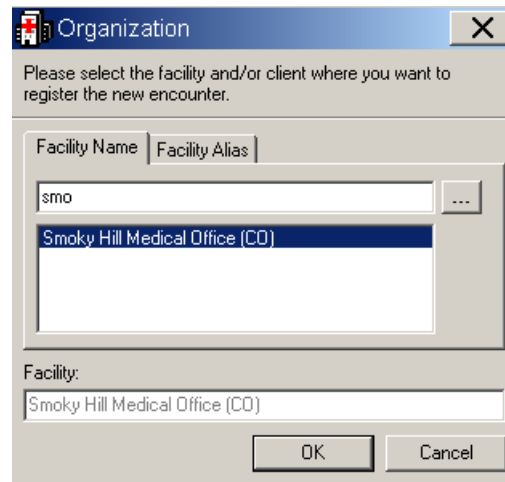- Enter the patient's 9 digit medical record number (MRN)

Press Enter.

Click Add Encounter

- Add <u>your</u> clinic site
- Click OK

DOE - Registering a New Patient Encounter

- Enter DEPARTMENT AND ORDERING PROVIDER

- Dept. is always LAB

- Click OK

DOE – Placing an Order

- Enter a test code in the Orderable Selection Box

exact test order code

or

the first few characters

- Highlight the correct test in Find Orderables

DOE – Entering the Order Details

- You must complete Highlighted Yellow fields

And the ICD9 code (CODE)!!!!!

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

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
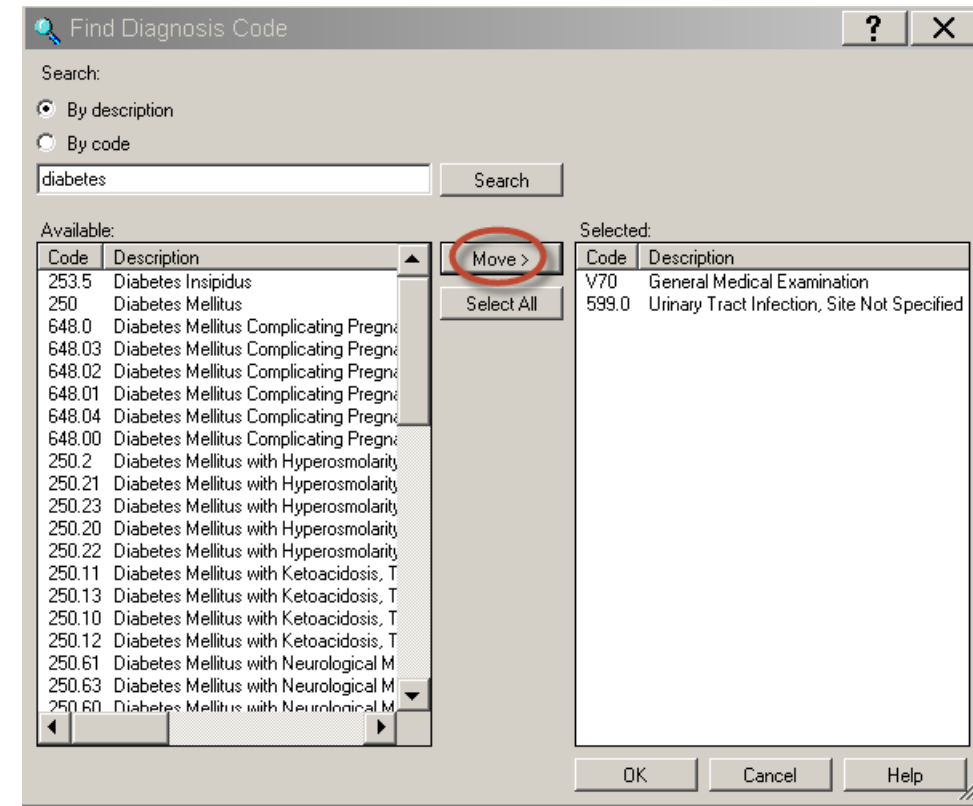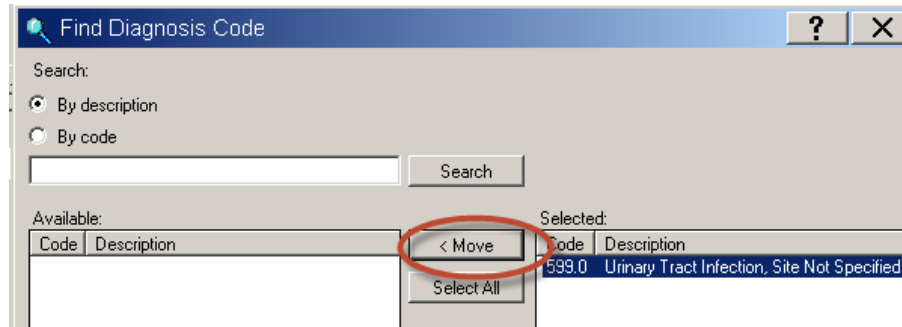
DOE – Entering ICD9/10 Code

If NO Diagnosis Code is provided

You must make at least one attempt

to contact the provider and get the code(s)

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 dialog box showing:
General | Other tabs
Street Address: 123 Main St
FAX: 303-303-3030
City: Englewood
State: CO   Zipcode: 12345
Country: USA
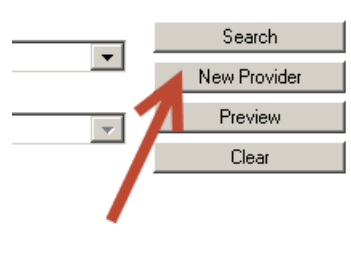Apply | Cancel | OK
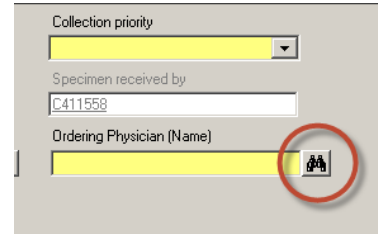
DOE – Adding External Providers

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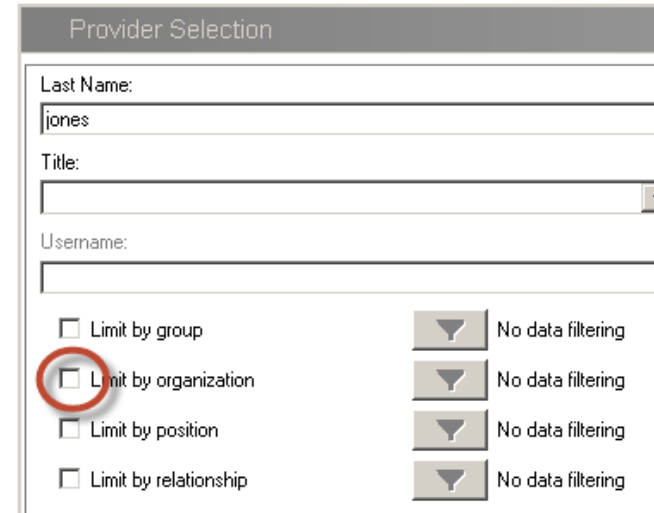
- Enter Provider last name
  Deselect the *Limit by organization*
  Search

DOE – Adding External Providers

-Add first name
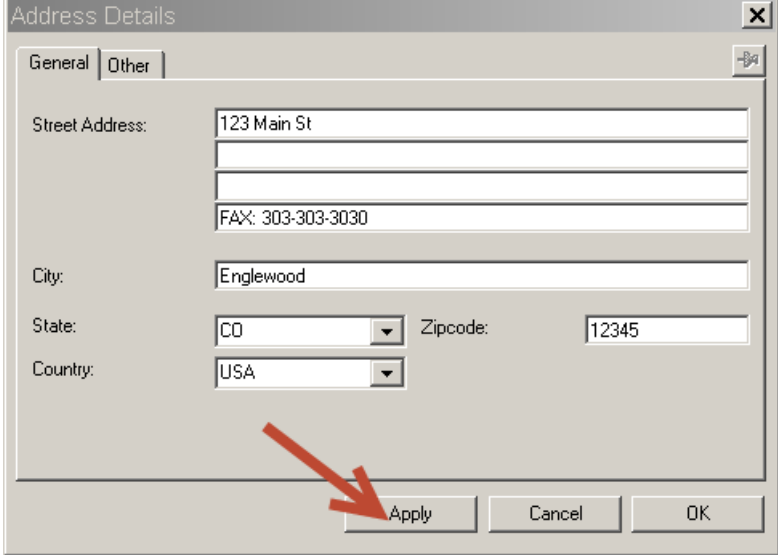
-Click Edit Address
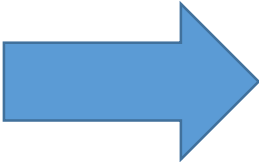
-Enter the street address info, City,
State and Zip

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

-Apply

DOE - Glucose Tolerance Test

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

- Separate accession number will be assigned for each collection.

DOE – Completing the Order

- Click **Add Orderable to Scratch Pad** icon in the menu bar.

- Add all of your orderables to the scratch pad

| m: ag	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
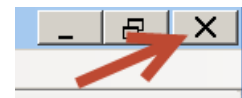
Re-click the ICON   Clicking the RED book is NOT enough, leave the page!