

In-Office Lab Workflow

Same Day Labs – Ordered by Nurse / MA

1. The *nurse / MA* orders the lab
2. The *nurse / MA* runs the test
3. The *nurse / MA* enters the results
4. The *nurse / MA* changes the visit status on the Schedule screen to **Results Ready**

Same Day Labs – Ordered by Provider

1. The *provider* orders the lab and assigns it to the *Nurse / MA* user
2. The *nurse / MA* runs the test
3. The *nurse / MA* enters the results
4. The *nurse / MA* changes the visit status on Schedule screen to **Results Ready**

In-Office Lab Workflow

Overnight Labs – Ordered by Nurse / MA

1. The *nurse / MA* orders the lab
2. The *nurse / MA* prepares the specimen
3. The *nurse / MA* assigns the lab order to the **Overnight Lab** user
4. The *nurse / MA* changes the order due date to the next day

Overnight Labs – Ordered by Provider

1. The *provider* orders the lab
2. The *provider* clicks the **Add Task** button
3. The *provider* chooses the task type **Prepare Specimen** and assigns the task to the *Nurse / MA* user
4. The *nurse / MA* prepares the specimen and checks the **Task Completed** checkbox for the **Prepare Specimen** task
5. The *nurse / MA* assigns the lab order to the *Overnight Lab* user
6. The *nurse / MA* changes the order due date to the next day

Overnight Labs – Entering Results

1. The *nurse / MA* navigates to the **Visit Task queue** and chooses **Overnight Lab** in the Assigned User drop down
2. The *nurse / MA* opens the task and enters the result
3. The *nurse / MA* clicks the **Signature Required** checkbox
4. The *provider* views the result on the **Signing queue**, signs the result, and creates followup tasks if needed