PCC Pediatric EHR Solutions

Nurse / MA Workflows

In-Office Labs - Same Day

1. Run the lab test
2. Enter the results
3. Change the visit status on the Schedule screen to **Results Ready**

In-Office Labs - Overnight

1. Prepare the specimen
2. Complete the **Prepare Specimen** task
3. Assign the lab order to the *Overnight Lab* user
4. Change the due date to the next day

In-Office Labs - Overnight (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* enters the result
3. The *nurse / MA* clicks the **Signature Required** checkbox

Send Out Labs

1. Collect the specimen (if done in office),print the requisition, and complete the **Collect Specimen** task
2. Verify and enter the lab facility
3. Click **Add Task**
4. Choose the task type **Results Needed** and assign the task to the *Pending Lab* user

Nurse / MA Workflows

Send Out Labs - Importing Results (with eLabs)

1. Find the result in **eLab Result queue**
2. Attach the result to the patient. This automatically sends the result to the ordering provider's **Signing queue**
3. From the schedule screen, select the patient from the drop down list in the **patient finder** to open the patient's chart
4. Edit the lab order in the **Outstanding Tasks** list at the top of the **Medical Summary** screen and complete the **Pending Lab** task

Send Out Labs - Importing Results (without eLabs)

1. Find the result in the **Import Documents** tool
2. Attach the result to the patient, visit, and lab order
3. Choose the ordering provider's name from the **Needs to be Signed by Provider** drop down
4. From the schedule screen, choose the patient from the drop down list in the **patient finder** to open the patient's chart
5. Edit the lab order in the **Outstanding Tasks** list and complete the **Pending Lab** task

Radiology

1. Generate the radiology form and any other needed documentation
2. In the **Imaging Needed** task, track notes in the notes box and click the **Task Completed** checkbox
3. Click the **Add Task** button
4. Choose the task type **Results Needed** and assign it to the *Pending Radiology* user

Nurse / MA Workflows

PPD - Ordering a PPD

1. Place the PPD and fill in discrete boxes in the order with site, lot, etc.
2. Click the **Add Task** button
3. Choose the task type **Confirm Outcome** and assign it to the user *PPD Pending*

Reading a PPD - Negative Result

1. Open the PPD order from the **Outstanding Tasks** list at the top of the Medical Summary screen in the patient's chart
2. Enter the negative result and complete the **Pending PPD** task
3. Click **signature required**

Reading a PPD - Positive Result

1. Open the PPD order from the **Outstanding Tasks** list at the top of the Medical Summary screen in the patient's chart
2. Enter the positive result and complete the **Pending PPD** task
3. Create a sick visit for the patient so that they can be seen by a *provider*