

Send Out Lab Workflow

Ordering a Send Out Lab

1. The *provider* orders a lab during visit or phone note
2. The *provider* chooses a lab facility
3. **If the specimen is collected in-office:**
 - a. The *provider* chooses the task type **Collect Specimen** and assigns the task to the Nurse/MA user
 - b. The Nurse/MA collects the specimen, prints the lab requisition and clicks **Task Completed**
 - c. The Nurse/MA clicks the **Add Task** button
 - d. The Nurse/MA chooses the task type **Results Needed** and assigns the task to the *Pending Lab* user
4. **If the specimen is not collected in-office:**
 - a. The *provider* chooses the task type **Requisition Needed** and assigns the task to the Nurse/MA user
 - b. The Nurse/MA prints the lab requisition and clicks **Task Completed** on their task
 - c. The Nurse/MA verifies the lab facility
 - d. The Nurse/MA clicks the **Add Task** button
 - e. The Nurse/MA chooses the task type **Results Needed** and assigns the task to the *Pending Lab* user

Importing Results - with eLabs

1. The Nurse/MA or *provider* finds the result in the **eLab Result** queue
2. The Nurse/MA or *provider* attaches the result to the patient. This automatically sends the result to the ordering provider's **Signing queue**
3. From the schedule screen, the *nurse/MA* or *provider* chooses the patient from the drop down list in the **patient finder** to open the patient's chart
4. The *nurse/MA* or *provider* edits the lab order in the **Outstanding Tasks** list at the top of the **Medical Summary** screen and completes the **Pending Lab** task

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5. The *ordering provider* opens the result on the **Signing queue**, creates a followup task if needed, and clicks **Sign**
6. **If someone is covering for the ordering provider:**
 - a. The *covering provider* filters the **Signing queue** using the ordering' provider's name
 - b. The *covering provider* opens the result on the **Signing queue**, enters a signing note, creates a follow up task if needed, and clicks **Save and Exit**
 - c. The *ordering provider* opens the result on the **Signing queue** and signs once they return

Importing Results - without eLabs

1. The *nurse / MA* finds the result in the **Import Documents** tool
2. The *nurse / MA* attaches the result to the patient, visit, and lab order
3. The *nurse / MA* chooses the ordering provider's name from the **Needs to be Signed by Provider** drop down
4. From the schedule screen, the *nurse / MA* chooses the patient from the the drop down list in the **patient finder** to open the patient's chart
5. The *nurse / MA* edits the lab order in the **Outstanding Tasks** list and completes the **Pending Lab** task
6. The *provider* opens the result on the **Signing queue**, creates a followup task if needed, and clicks **Sign**