**LabCorp Order Entry Instructions**

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| 1. Locate the patient by entering ‘**Patient Name**’ or ‘**MRN**’ in the designated field.   – Press the ‘**Enter**’ key or click ‘**Create Order**’ |  |
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| 1. The ‘**Confirm Patient Information**’ screen appears:   – Confirm patient information  – Enter patient demographics retrieved from Care Connect  – **Bill Method: Client**  – Click ‘**Continue**’ |  |
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| 1. The ‘**Standard Order Entry**’ tabs appear; the ‘**Order Details**’ builds on the right (See Figure 6 below).   – Utilize the tabs to proceed; select the ‘**Diagnosis**’ tab  (Example: J12.9 Viral Pneumonia)  – Utilize ‘**Search**’ or type ahead to locate a diagnosis code; select the appropriate diagnosis code check box (**View Care Connect**)  – If needed, utilize ‘**Picklist**’ to select the appropriate diagnosis code  – If needed, utilize ‘**Add to Picklist**’ to add a diagnosis code to a designated picklist |  |
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| 1. Select the ‘**Test & Panels**’ tab and select the appropriate codes:   – Utilize ‘**Search**’ or type ahead to locate a code (search by ‘**Test Code**’, ‘**CPT Code**’ or ‘**Keyword**’)  – 2019 Novel Coronavirus (COVID-19), NAA (**Test Number 139900**)  – If needed, utilize ‘**Picklist**’ or ‘**Shortcut**’ to select code  – If needed, utilize ‘**Add to Picklist**’ to add a test code to a designated picklist  – **DO NOT SELECT PSC** |  |
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| 1. Select the ‘**Map Specimen**’ tab and complete the required information and select the ‘**Provider**’ tab:   – Utilize ‘**Search**’ to locate a provider  – If needed, utilize the ‘**Picklist**’ to select a provider  – Utilize the ‘**CC Fax Results**’ to fax results to our lab or a physician  – **Texas Health Rockwall Lab Fax Number: (469) 698-1151** |  |
| 1. ‘**Order Detail**’ options: 2. Use to change the location (not applicable) 3. Use to edit patient information 4. **Use to place a ‘STAT’ order (BE SURE TO CHECK)** 5. Use to change visit date 6. Use to add to picklist 7. Use to delete an item 8. Use to send to ‘PSC’ (**DO NOT USE**) 9. Use to place a ‘**Standing**’ Order 10. Use to review the order 11. Use to save an order 12. Use to cancel an order   – Select ‘**Review Order**’ to continue; the ‘**Clinical and Specimen** **Information**’ screen appears – If needed, edit the ‘**Fasting**’, ‘**Call Results (BE SURE TO CHECK)**’, and ‘**Clinical Comments**’ (if statement)  – If the testing being ordered require additional information, the appropriate fields will be made available  – Click ‘**Save**’ to continue |  |
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| 1. The ‘**Collection Requirements**’ screen appears by default; click the ‘**Processing Instructions**’ tab to view detailed process information:   – Enter collection time at the top of screen.  – To complete the order at a future date, click ‘**Save & Close**’ or click ‘**Cancel Order**’ to cancel the order  – Go to Processing Instructions and enter “1” as specimens  – To submit the order and generate the requisition for printing, click ‘**Submit Order**’ |  |
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| 1. The requisition appears in PDF format; utilize the toolbar option to manage the requisition:   – Utilize the ‘**View Orders**’ tabs (‘**Completed**’, ‘**Saved**’, ‘**Standing**’, ‘**To Manifest**’, and ‘**Alternate Lab**’) to view orders  – Place LabCorp requisitions forms in printer for label purposes, otherwise write requisition number on each specimen.  – Go to ‘**To Manifest**’ to print requisition.  – Print manifest to create transfer list. |  |
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How to add a provider

Settings 🡪 Admin 🡪 Add new user 🡪 User Role: Ordering Provider 🡪 Username for physicians – Initials3150 (Example NF3150)