Patient with a Paper Order (for collection or drop offs)

**\*Log onto Epic**

1. Click on Patient station to start a thorough search. Start the search with the minimum data required.

* Patient’s full name
* Date of birth
* Sex

***If the Patient is not found, you will need to do a full registration (see additional instructions on Full registration)***

1. Click on **Find Patient**

Patient Select box will appear with the results of the search.

1. Confirm that the selected patient is correct. By verifying at least 2 more identifiers

* Address
* Phone
* Last 4 of SSN
* Click Select

1. All Labs will need a NEW HOV

**Create a NEW HOV:**

1. Click on **New Hospital Outpt**. to create a new HOV.
2. Enter T in the Expected Date field press Tab key (this will enter today’s date). **IF** the sample was collected on a previous date, you MUST enter the date of COLLECTION as the Expected date.
3. Select **Department** if not auto populated *(i.e. WDH Lab Ex9, WDH Lab Lee, WDH Lab Pease, WDH Lab SCC, WDH Lab OP) Click* ***ACCEPT***
4. ***You do not need to enter a Referring Provider.***
5. Click **NEW**
6. Check to ensure **Patient Class** = Outpatient and **Guarantor acct type** is Personal/Family
7. Click on **Create New Account**
8. Verify the patient’s insurance has not changed.
9. Click **Check In**
10. x out of the patient’s chart by clicking on the x by the patient’s name

**\*Log onto Sunquest:**

1. Click on the **Order Entry** Icon to begin order entry
2. The look up will default to Patient ID (MRN), you can use the drop down to search in various ways. Select the value you would like to search by (ex. Patient name). Enter the value in the value box (ex. Patient name)
3. Click **Search**.
4. Verify that you have the correct patient, by verifying the **name and date of birth** as well as **HID (WDH).**
5. Once you click on the correct patient the event selection box will appear. Click on the correct event (Current day or Date Collected, WDH location).
6. Click **Select** or double click on the event to open the Order Entry screen.
7. The yellow fields in the General Information box are mandatory (Collect Time)
8. You can add Copy to physician as well if there are any indicated.
9. Click on the Order Code field which is yellow.
10. Use the cheat sheet to enter the appropriate WDH test.   
    *Use caution when searching all Partners codes are listed and we must choose WDH codes*.
11. Tab to the **Modifier**. This is where you would enter STAT by entering an S if applicable
12. Tab to the **DX Code** field. You must enter a DX in this field. If there is no DX can leave this blank. All Dx codes must be placed beside the first test. The others will auto fill.
13. When all tests are entered click **Save**.

**Labels will print. Draw the patient. Label the specimens. Say Goodbye to the Patient.**

**Immediately after the specimens are labeled you must RECEIVE the specimens in Sunquest.**

1. Select the General Lab Icon
2. Click on the Orders drop down menu
3. Select Order Receipt/Modify
4. The Order Access Screen will appear.
5. Make sure you are on the (1) Order Receipt tab before proceeding. We will never use the Rapid Receipt tab (2).
6. Access Option should be defaulted to Container ID
7. Click in the box next to the Container CID to start receiving.
8. Scan your first specimen. Do not scan label unless they are affixed to a specimen. By scanning you are stating you physically have a specimen in your hands that will be sent to the main lab.
9. After scanning click Enter or Get Patient
10. Verify the information that appears is correct
11. Click on Display Orders button, this will bring you to the Receipt/Modification Screen.
12. Yellow fields are mandatory. Enter date and time of receipt. This should be (T) today and (N) now.
13. Click or Tab into the Scan CID field (middle box)
14. Scan the first specimen, Click Receive (DO NOT click Receive all)
15. An X will appear next to the specimen you have received. Continue until all specimens have been received for this order.
16. Click on SAVE once all specimens have been received.
17. Specimens are now ready for centrifuging or storing etc…until they