Diabetes Maintenance Lab Order Recommendation Workflow for Providers and Clinical Staff

Summary: Diabetes Maintenance-Lab Orders: Albumin, Creatinine Ratio, Fasting Lipid Profile and BMP are recommended for patients with a diagnosis of Diabetes. This health maintenance recommendation will automatically display on the Recommendations component within the Ambulatory Workflow page annually.
Support: Ambulatory Informatics at 231-392-0229.

Clinical Staff

1. When a patient presents for an office visit, navigate to the Recommendations component on the Ambulatory Workflow page.
2. Check if patient is due for Diabetes Maintenance labs.
3. If the patient **is due** for labs, check if lab results are available in outside records.
4. If lab results **are present** in outside records, indicate that the test was done elsewhere, or transcribe the lab value for HbA1c results.

   a. Indicate **Done Elsewhere**:
      i. Click on the Diabetes Maintenance Lab under Recommendations.
      ii. Click on Actions.
      iii. Select Done Elsewhere.
      iv. Change the Satisfy Date to the date that the specimen was **collected**.
      v. Select a Reason.
      vi. Click Save.

   b. Transcribe the lab value for HbA1c results.
      i. Click on the Diabetes Maintenance Lab under Recommendations.
      ii. Click on Actions.
      iii. Select Transcribed HbA1c.
      iv. Change the Performed on to the date and time that the specimen was **collected**.
      v. Transcribe the result and click the green check mark to sign the form.

5. If **no lab results** are present:
    a. Order all Diabetes Maintenance labs that are due from Recommendations.
    b. Click on Orders and Select the appropriate order.

Lab Order Recommendations:
Albumin, Creatinine Ratio,
Fasting Lipid Profile and BMP.

    c. On the Ordering Physician box: Select Order, Cosign Required and click OK.

    d. Click on Orders for Signature.

    e. If the provider **has** addressed problems for This Visit, associate the Diabetes problem in Orders for Signature and click Sign.

    f. If the provider **has not** addressed problems for This Visit, click **Modify Details**.
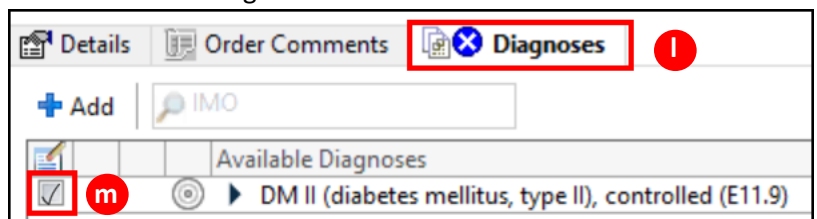
g. Highlight the order.
h. Expand the navigator pane to the left of the Orders for Signature.
i. Click on the Diagnoses & Problems band.
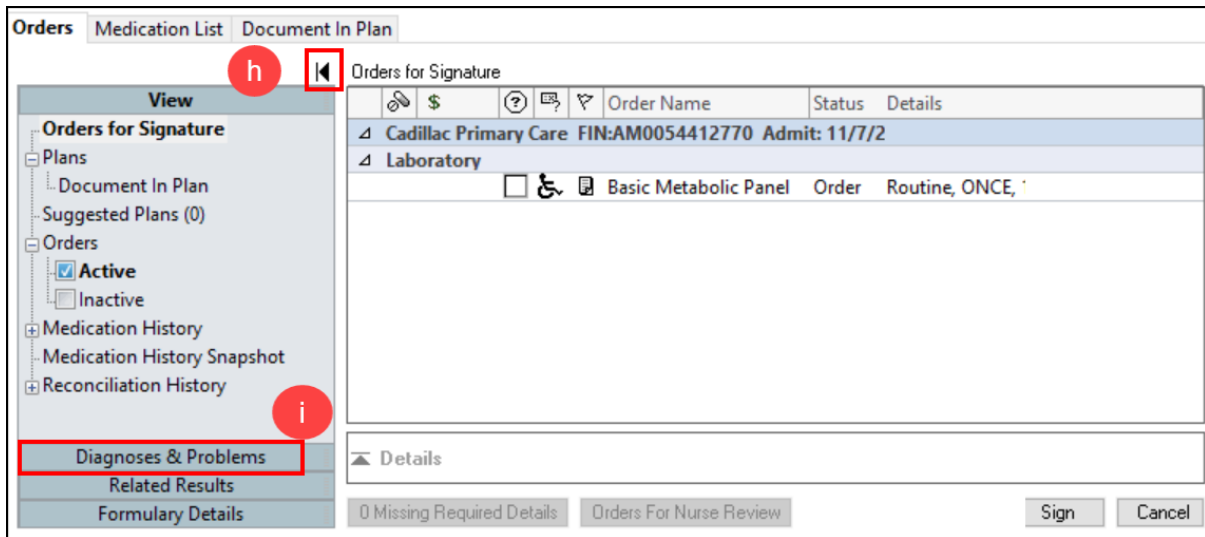
j. Click the appropriate Diabetes diagnosis from the Problems section on the left navigator.
k. Click **Convert** to convert it to a Diagnosis (Problem) being Addressed this Visit.
   i. **If there is more than one Diabetes diagnosis listed,** use the most specific diagnosis. If you are unsure, verify which diagnosis to use with the provider.
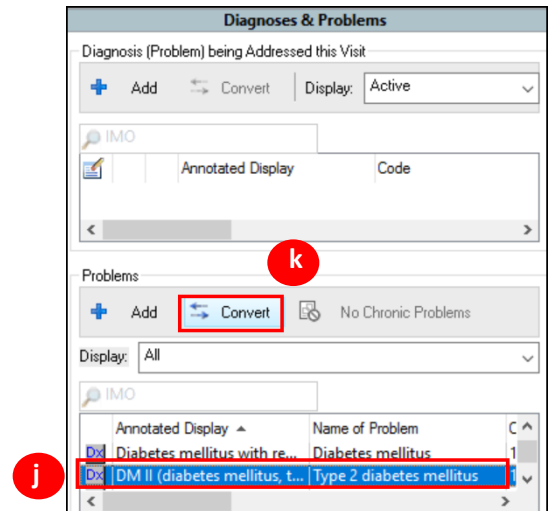
l. The diagnosis is now available under the Diagnoses tab of the order Details.
m. Check the box next to the diagnosis to associate the diagnosis to the order.
   i. Repeat for each order as needed.

n. Click Sign.