
 MUNSON HEALTHCARE Clinical Quality Program Quick Reference Updated: 10/20/2020	
Diabetes Maintenance Lab Orders	
1. Navigate to Recommendations on the Ambulatory Workflow Page.	
2. Check if patient is due for any 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 by clicking on Actions in Recommendations. <ul style="list-style-type: none"> • Change the satisfy date or performed on date to the date of specimen collection. 	
5. If no lab results are present, order all Diabetes Maintenance labs that are due from Recommendations. On the Ordering Physician box: Select Order, Cosign Required and click OK.	
6. Click on Orders for Signature.	
7. If the provider has addressed the problems for This Visit, associate the Diabetes problems to the order(s) and click Sign.	
8. If the provider has NOT addressed the problems, modify the order details and find the diagnosis to associate to the order by expanding the navigator pane to the left of the Orders for Signature, click on the Diagnoses & Problems band. Click the appropriate Diabetes diagnosis from the Problems section on the left navigator and click Convert to convert it to a Diagnosis (Problem) being Addressed this Visit. <ul style="list-style-type: none"> • 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. 	
9. The diagnosis is now available under the Diagnoses tab of the order Details. Check the box next to the diagnosis to associate the diagnosis to the order. Repeat for each order as needed.	
10. Click Sign.	

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