Lab Orders for Providers and Clinical Staff
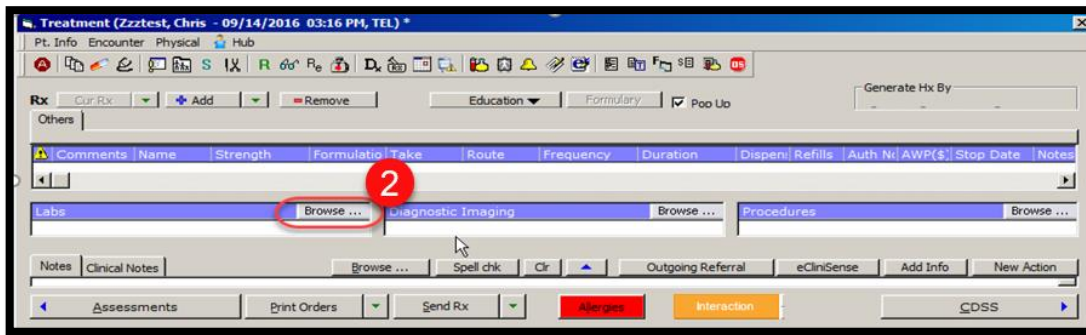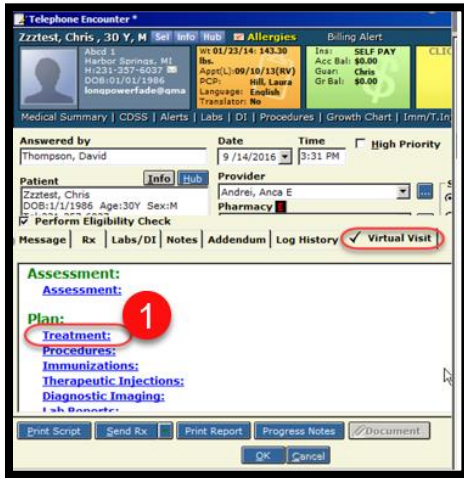
## Ordering Labs

Labs can be ordered from the treatment section Progress Note or a Telephone Encounter Virtual Visit:

<u>Telephone Encounter</u>   <u>Progress Note</u>


1. Click Treatment, the Treatment window opens
2. Click Browse, the Manage Orders window opens
3. Choose the diagnosis to associate the laboratory test
4. Use the Lookup field to search for the laboratory test
5. Select the Laboratory Test by double clicking on the desired order

6. To add Copy to Providers, click on the ellipses next to the test (**CC results To field does not function**)
7. Click OK and the provider can transmit when ready
   Provider Only - Select the Quick Transmit button to send order immediately.
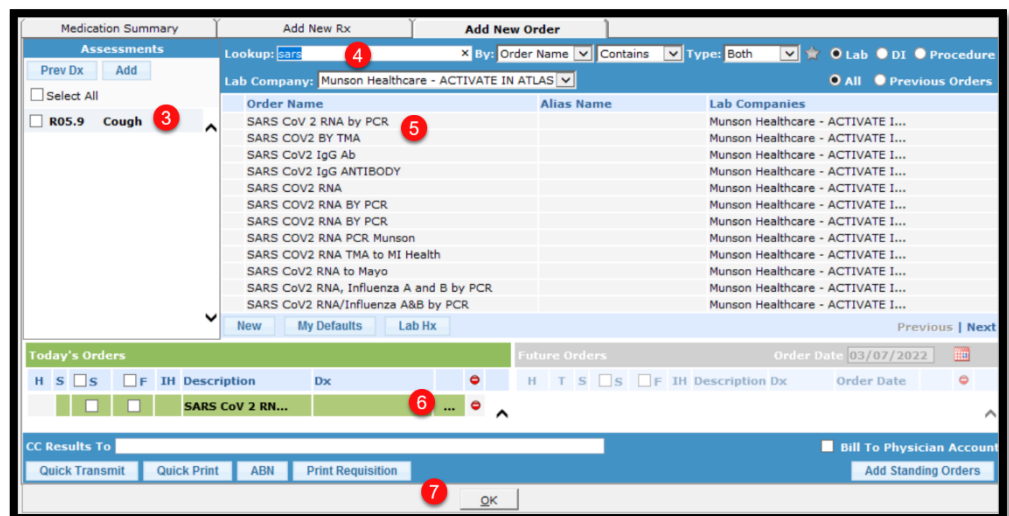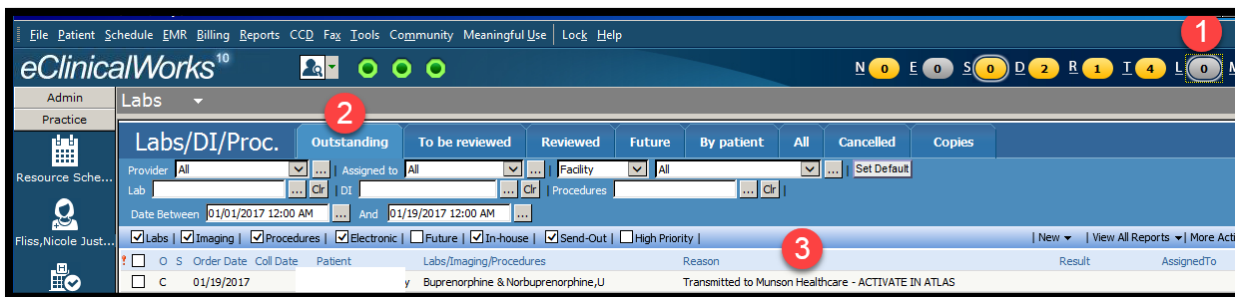
Reviewing Lab Transmission Status

To ensure that labs have been transmitted to Munson for a specific patient:

1. From the patient's hub click on the Lab module
2. When the list opens the transmitted indicator is listed under Reason
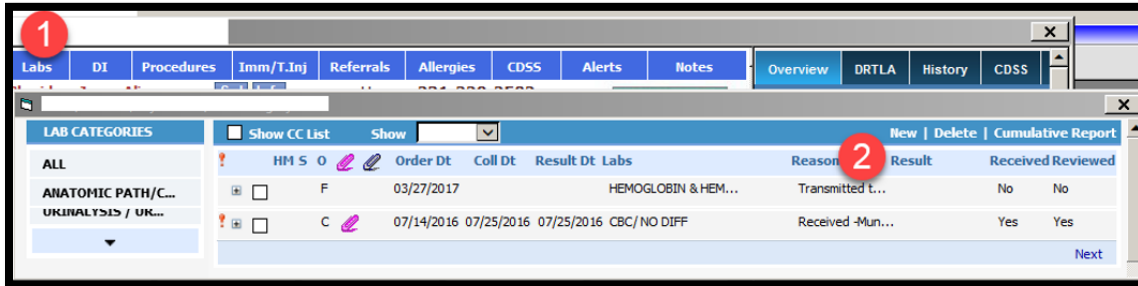
Transmission status is also indicated in the L Jellybean:

1. Click on the L Jellybean
2. Click on the Outstanding tab
3. When the list opens the transmitted indicator is listed under Reason

Viewing Lab Interface Reports

To View Lab Interface Reports:

1. From the File drop-down select Interface Dashboard
2. Click on the Clinical tab
3. Click on Reports and then Orders
4. Change the date as necessary
5. Select a transmission status from the Status drop-down
6. Click Run Report

MUNSON HEALTHCARE
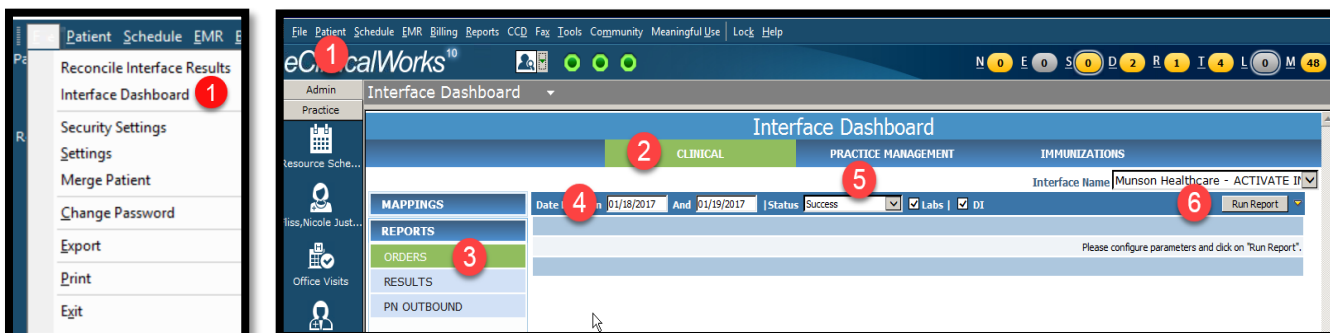
Re-transmitting Lab Orders

Lab orders can be retransmitted from the Outstanding tab in the L Jellybean

1. Click on the L Jellybean
2. Click on the Outstanding tab
3. Put a check in the box next to the desired lab(s)
4. Click on the caret next to More Actions and select the desired action