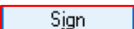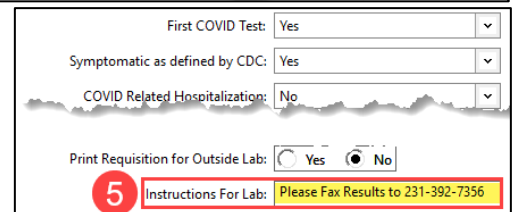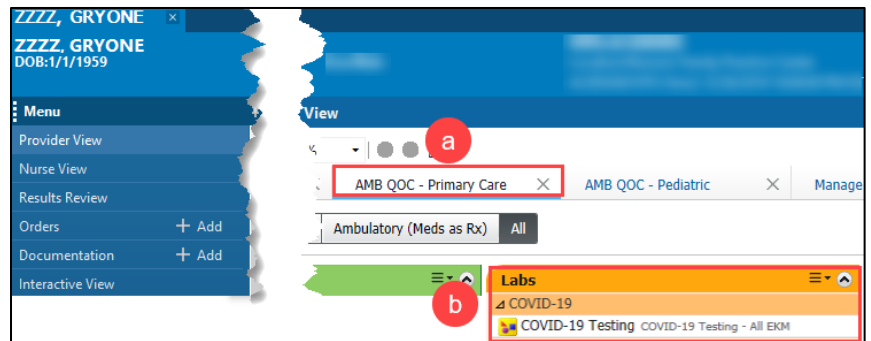## When a Patient Requires COVID-19 Testing

PROVIDER STEPS

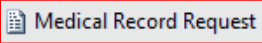**Step 1: Ordering**
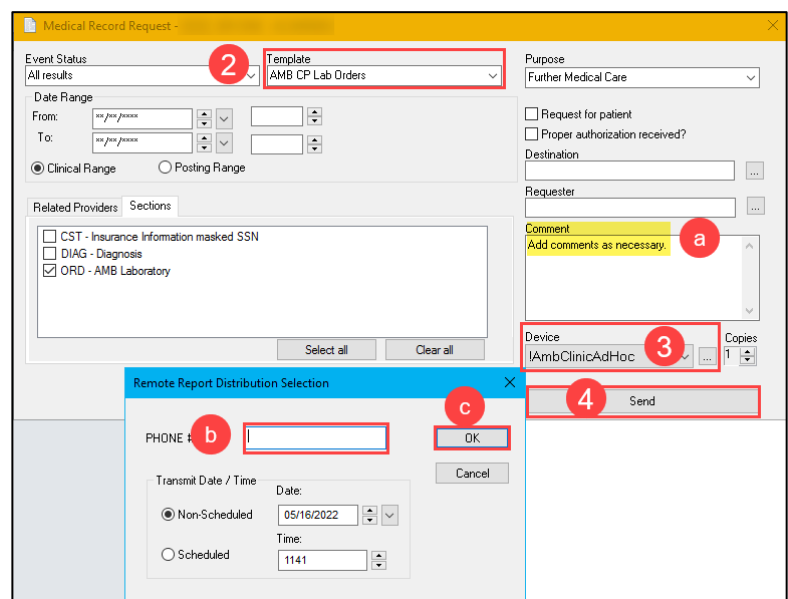
1. Within the patient's record:
    a. **Navigate** to AMB QOC – Primary Care tab.
    b. From the Labs component:
        i. **Select** COVID-19 Testing.
        ii. Optional BUN/Creatinine.
2. **Click** Orders for Signature.
3. **Associate** a diagnosis to test(s).
4. **Click** Sign.
5. **Modify** Instructions For Lab: Please Fax Results to 231-392-7356.
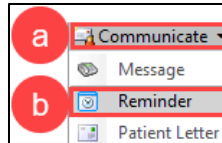6. **Click** Sign.

REGISTRATION STAFF

Step 2: Sending

1. From the toolbar, **Click** Medical Records Request.

2. **Select** Template: AMB CP Lab Orders.
    a. **Enter** additional comments for the cover page.
        i. **Fax Results to 2313927356.**
3. **Click** drop down arrow for Device.
    a. **Select** !AmbClinicAdHoc.
    b. **Enter** destination fax number.
        i. Use a 10-digit fax number.
    c. **Click** OK.
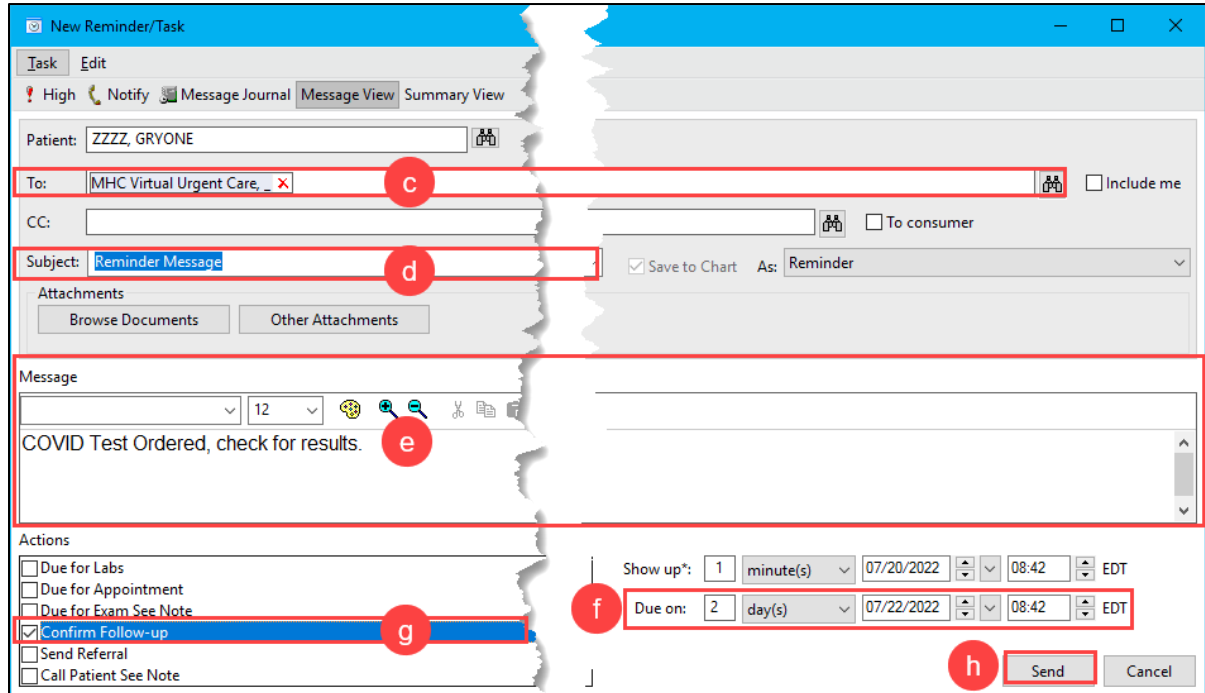4. **Click** Send.

Step 3: Creating a Reminder

1. Within a patient's record:
   a. **Click** Communicate.
   b. **Select** Reminder.
   c. To: field:
      i. **Enter**: MHC Virtual Urgent Care, _.

   d. Subject defaults to Reminder Message, can be modified if necessary.
   e. **Type** details in body of message.
      i. For example, Covid Test Ordered.
   f. **Enter** Due on date if desired.
      i. Message will become RED when overdue.

Create Da... ▽	Due Date	From	Patient Name	Pr	Subject	Subtype	To	Update Date
5/16/2022 12:...	5/16/2022 12:...	Rokos Jr, John R	ZZZZ, GRYONE		Reminder Message		Virtual Urgent Care, MHC	5/16/2022 12:...

   g. **Click** Confirm Follow-up.
   h. **Click** Send.