

How do I Add A Lab to An Existing Order?

Scenario: You ordered a RSPCR (or any lab order) and the specimen has already been taken down to lab; you now want to add a new test (e.g., COVID-19) to the existing order. You will call the lab first to ensure there is enough specimen available.

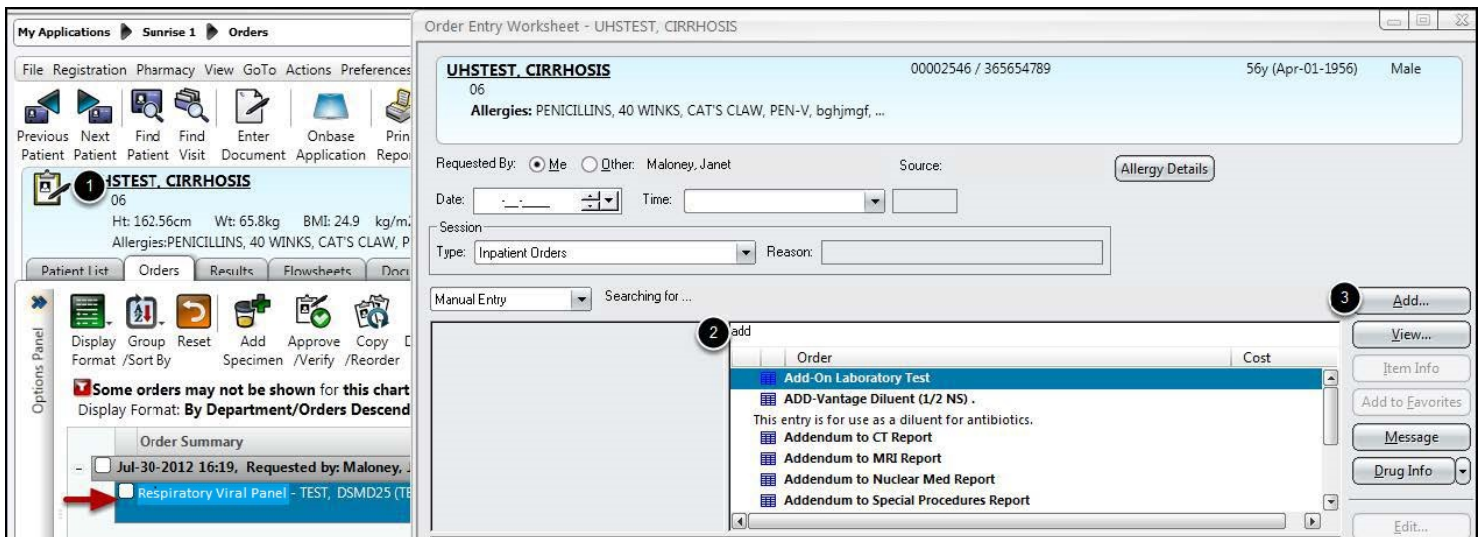
Step 1. For COVID related add-on tests call the lab at 358-2825 to make sure there is ample specimen to perform the added test and to obtain the accession number (see Step 4.3).

- **Specimens must be less than 72 hours from time of collection**
- **Please call 358-2954 for all other non-COVID add-on test**

Step 2. Create a New Order (for the add-on lab order)...

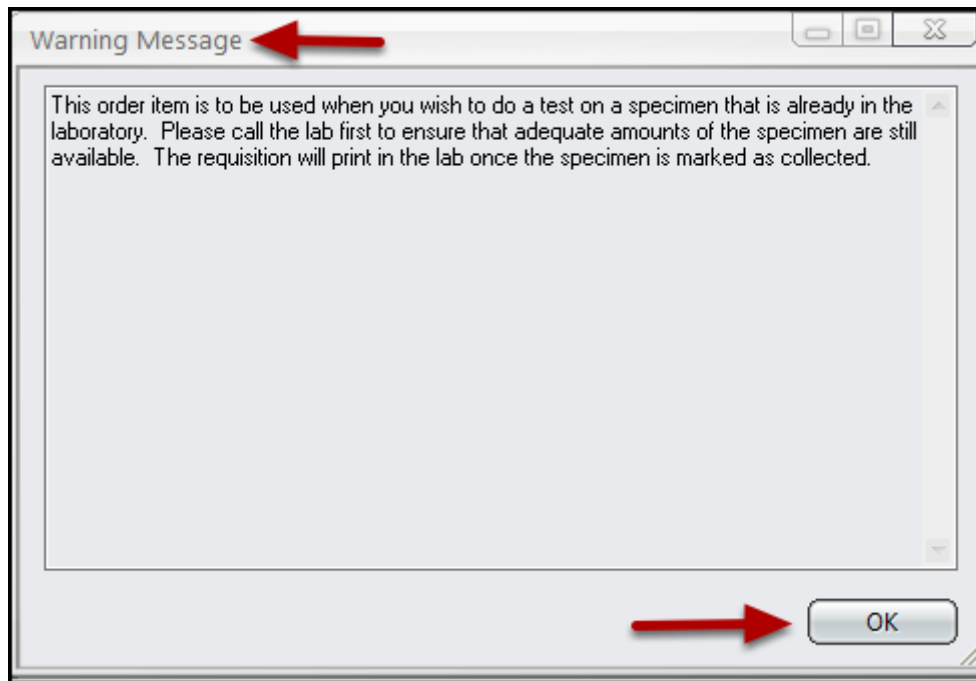
When there is an existing lab order for a patient:

1. Select the **Order Icon**.
2. Type **Add** in the Order Name Selection Box.
3. Select "**Add-On Laboratory Test**" and click the **Add Button**.



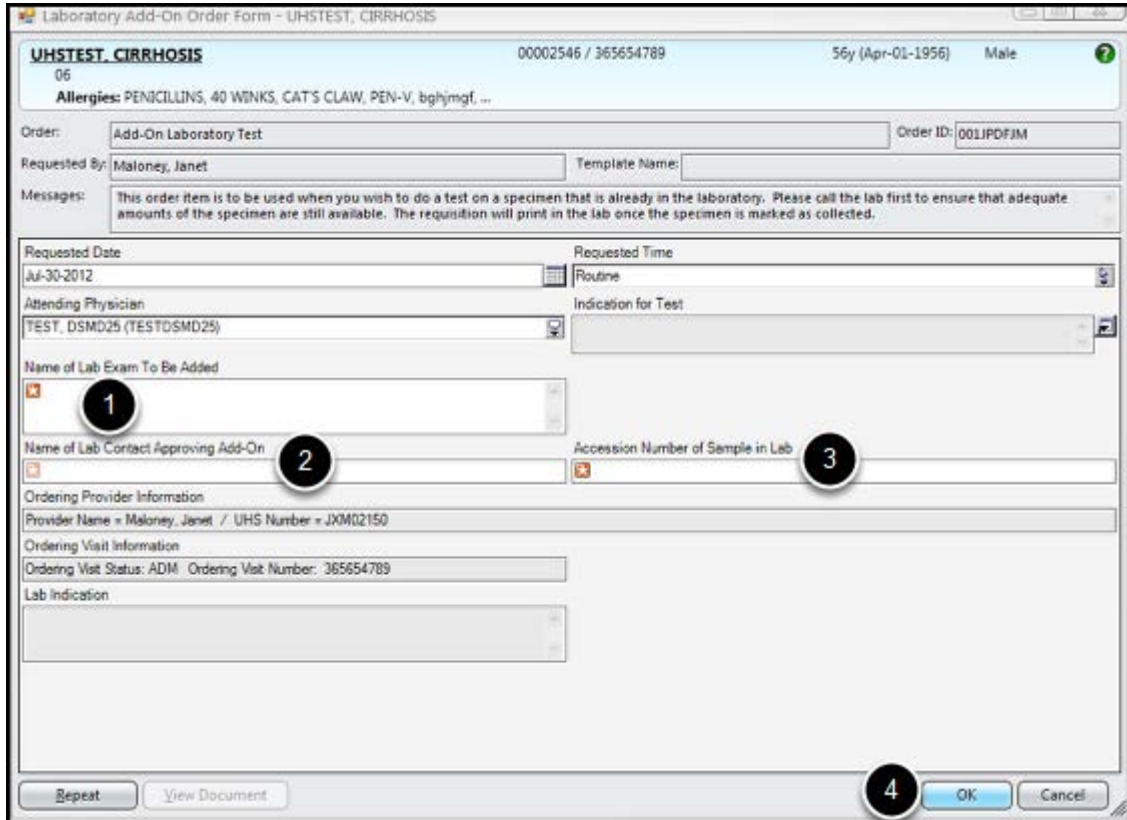
The screenshot shows the 'Order Entry Worksheet' for patient UHSTEST, CIRRHOSIS. The interface includes a patient summary, a list of existing orders, and a search for new orders. A red arrow points to the 'Respiratory Viral Panel - TEST, DSMD25 (TB)' order in the list. A search for 'add' is performed, resulting in a list of new order options, with 'Add-On Laboratory Test' highlighted. The 'Add...' button is circled in red.

Step 3. Read Warning Message and Acknowledge by clicking OK



Step 4. Complete Lab Add-On Order Form

1. Type the **Name of the Lab Exam To Be Added**: e.g., COVID-19
2. Type Lab Contact **Name that approved the Add-On**. (When you call to ensure adequate supply of the specimen.)
3. Type in the **Accession Number of Sample in Lab**. (Get this from the contact when you call for approval.)
4. Select **OK**.



Laboratory Add-On Order Form - UHSTEST, CIRRHOIS

UHSTEST_CIRRHOIS 00002546 / 365654789 56y (Apr-01-1956) Male

06
Allergies: PENICILLINS, 40 WINKS, CAT'S CLAW, PEN-V, bghjmgf, ...

Order: Add-On Laboratory Test Order ID: 001JPDFJM

Requested By: Maloney, Janet Template Name:

Messages: This order item is to be used when you wish to do a test on a specimen that is already in the laboratory. Please call the lab first to ensure that adequate amounts of the specimen are still available. The requisition will print in the lab once the specimen is marked as collected.

Requested Date: Jul-30-2012 Requested Time: Routine

Attending Physician: TEST_DSMD25 (TESTDSMD25) Indication for Test:

Name of Lab Exam To Be Added: **1**

Name of Lab Contact Approving Add-On: **2** Accession Number of Sample in Lab: **3**

Ordering Provider Information
Provider Name = Maloney, Janet / UHS Number = JXM02150

Ordering Visit Information
Ordering Visit Status: ADM Ordering Visit Number: 365654789

Lab Indication:

Repeat View Document **4** OK Cancel

Step 5. Add Specimen Is Required!

To receive notification of the added test, and have it print in the Lab automatically, You MUST Add a Specimen.

1. Click **Add-On Lab Test**
2. Select **Add Specimen**.
3. Select the **Add-On Lab Test**.
4. Click **OK**.

The screenshot shows a software interface for adding a specimen. The main window is titled "Add Specimen".

- Specimen Type:** Microbiology Virology Specimen
- Specimen ID:** 001VF485
- Order(s):** A table with columns for checkboxes, test names, dates, and statuses. The "Add-On Laboratory Test" is selected with a checkmark.
- Collection Date & Time:** Includes fields for "Collected Over Time", "Start Date" (Jul-30-2012), "Start Time" (17:03), "End Date", and "End Time".
- Specimen Collected by:** Maloney, Janet
- Collection Volume:** 0
- Unit of Measure:** (empty dropdown)
- Buttons:** OK, Cancel, Apply, View Details, Item Info, Select All, Deselect All, Help.

Numbered callouts in the image:

- 1: Points to the "Add-On Laboratory Test" in the Order(s) list.
- 2: Points to the "Some orders may not be added" warning.
- 3: Points to the checkbox for "Add-On Laboratory Test".
- 4: Points to the "OK" button.