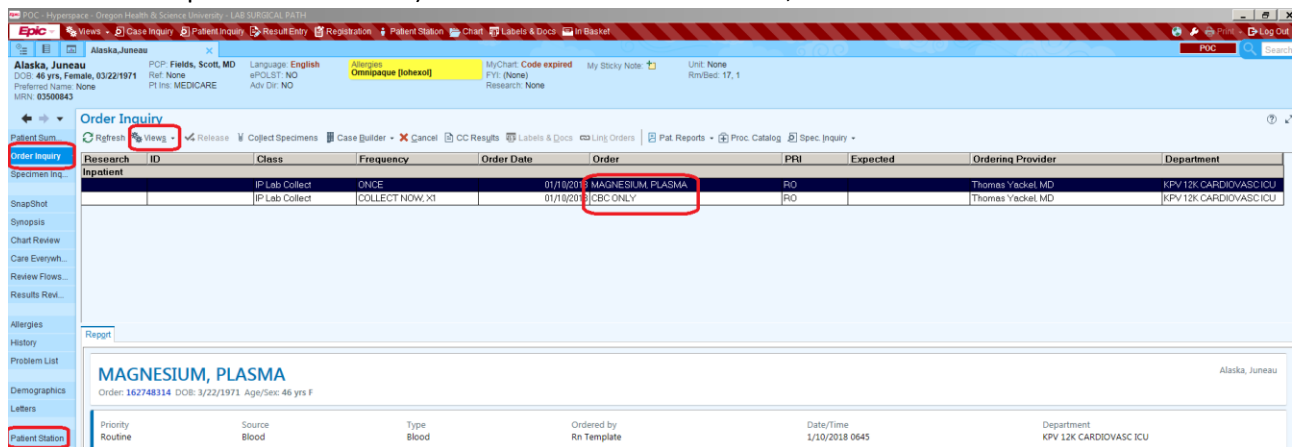


# Entered by Lab Orders via Patient Station

**Purpose:** When a specimen arrives in the lab for an OHSU patient with a generic label and a paper requisition, lab accessioners look for a corresponding order in EpicCare. If none is found, this process shows how they can enter the lab order themselves in EpicCare and then pull it into Case Builder to accession it into Beaker.

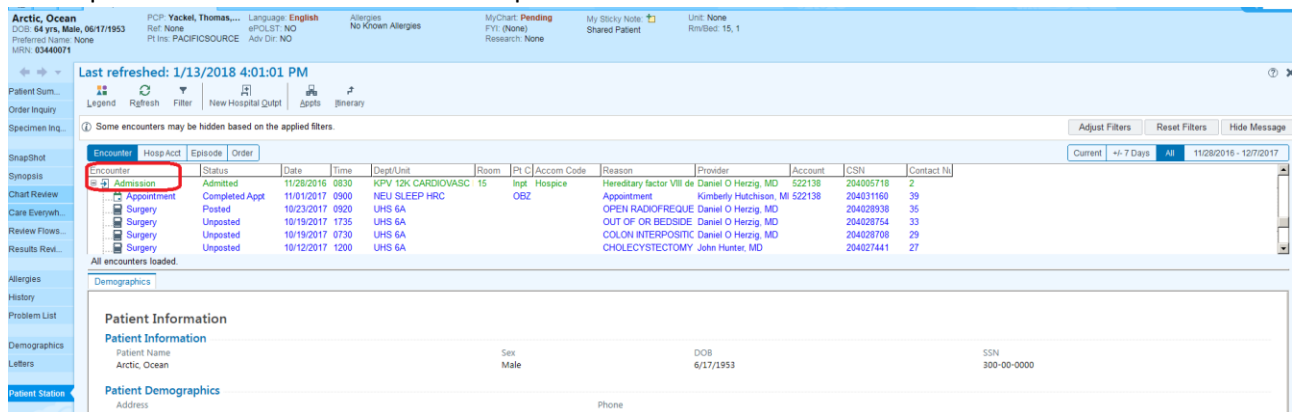
## Find the Patient in Patient Station

1. Click on the **Patient Station** activity from your main toolbar
2. Search for the patient using name or MRN
3. Search for the pathology order by clicking on the **Order Inquiry** activity. (Note: make sure your View is set to Specimen Collection). If no order is found to match, click back to Patient Station:



## Enter the Order/Build the Case-Inpatient

4. If the specimen came from the OR or an Inpatient unit look for an Admission Encounter



5. Double click on the encounter to open it. Click on the **Manage Orders** activity:

Summary

Alaska, Juneau MRN: 03500843 (46 y.o. F) (Adm: 12/26/17) 12K-17-1

Attending Provider: Donald Girard, MD  
Allergies: **Omnipaque [Iohexol]**  
Isolation: (none)  
Code Status: Not on file  
Advance Care Planning Activity  
Ht: 1.735 m (5' 8.3")  
Wt: 92.5 kg (203 lb 14.8 oz)  
Admission Wt: 92.5 kg (203 lb 14.8 oz)  
Anticipated Dx: ab pain  
BME: 30.73 kg/m<sup>3</sup>  
BSA: 2.11 m<sup>2</sup>

Orders to be Acknowledged For: None

Held Orders: None

Notes: To RN Sticky Note, To Ancillary Sticky Note, To Provider Sticky Note

Manage Orders (highlighted)

View and manage orders: Unit Collect Orders Needing Specimen Collection

6. Enter the pathology order in the Manage Orders field:

Summary Orders

Manage Orders Order Sets

Options

lab00890 + New

Select order mode Next

7. With the correct order selected, click **Accept**:

Order and Order Set Search

LAB00890

Order Sets & Panels (No results found)

Medications (No results found)

Procedures

Code	Name	Type	Pref List	Institution Cost
LAB00890	SURGICAL PATHOLOGY	Lab	IP FACILITY LAB	

Select And Stay Accept Cancel

8. Change the Frequency to Entered by Lab. Fill in details about the specimen(s) from what is given to you on the specimen cup(s) or a paper requisition. Then click **Accept**:

**SURGICAL PATHOLOGY** ✓ Accept ✗ Cancel

Frequency: **Entered by lab** Collect Now, X1

Starting: 1/13/2018 Today Tomorrow At: 1630

First Occurrence: **Today 1630**

Scheduled Times: [Hide Schedule](#)

1/13/18 1630

Specimen Type: **Tissue**

Reference: [1. OHSU Lab Services Manual](#)

Links:

Specimen:

Specimen Source A: **A** **Leg - left** **biopsy of mas**

Specimen: **B** **Leg - left** **scrapping**

Specimen: **C**

Clinical Indications: **History of pain**

Known or suspected HIV? Yes  No

Known or suspected Hepatitis? Yes  No

Known or Suspect TB? Yes  No

Known or Suspect Other? Yes  No

Gestational Age (REQUIRED for placenta specimens): **na**

Products of Conception Disposition Request (POC Only)? **Special** **Standard**

CC Results:

Recipient	Modifier	Add PCP
		▼
		Add My List ▼
		Build My Lists
		Clear All

[Show Additional Order Details](#)

Next Required Link Order ✓ Accept ✗ Cancel

9. Click Sign:

Summary **Orders**

Manage Orders Order Sets

Options

Place new orders or order sets **+ New**

Select order mode **Next**

**New Orders**

**SURGICAL PATHOLOGY**  
Routine, Entered by lab First occurrence Today at 1630  
Specimen: A  
Specimen Source A: Leg - left  
Specimen: B  
Specimen Source B: Leg - left  
Clinical Indications: History of pain  
Known or suspected HIV? No  
Known or suspected Hepatitis? No  
Known or Suspect TB? No  
Known or Suspect Other? No  
Gestational Age (REQUIRED for placenta specimens): na

**Remove All**

**Save Work**

**Sign & Hold**

**Sign**

- Enter the **Order Mode** (per transcription if paper order), **Ordering** and **Authorizing Provider**. Your name should be in the **Entered by** field:

**Providers**

**Ordering Information** Filter:  Nearby

Order mode

Ordering provider

**Authorizing Providers**  
 For procedures

**Entry Information**  
 Entered by

Comments

- Click **Accept**.
- Select **Order Inquiry** again from the activity list on the left:

**Manage Orders**

Active TPN Signed & Held Home Meds Order History Communication BPA Cosign Orders

Sort by: Med/Procedure Go to: Medications

**Medications**

bisacodyl (DULCOLAX) suppository 10 mg	10 mg, rectal, DAILY AS NEEDED, Starting Thu 12/28/17 at 1013, Until Discontinued, 2nd line for no BM in past 2 days or if no response to MIRALAX or if patient unable to tolerate oral
cholecalciferol (Vitamin D3) (VITAMIN D-3) capsule 2,000 Units	2,000 Units, oral, DAILY, First dose on Thu 12/28/17 at 1130, Until Discontinued
dextrose 5%-NaCl 0.9% IV infusion	50 mL/hr, intravenous, CONTINUOUS, Starting Thu 12/28/17 at 1045, Until Discontinued
famotidine (PEPCID) tablet 20 mg	20 mg, oral, EVERY 12 HOURS, First dose on Thu 12/28/17 at 1045, Until Discontinued
heparin injection 5,000 Units	5,000 Units, subcutaneous, EVERY 8 HOURS, First dose on Thu 12/28/17 at 1400, Until Discontinued
ondansetron (ZOFRAN) injection 4 mg	4 mg, intravenous, EVERY 12 HOURS AS NEEDED, Starting Thu 12/28/17 at 1013, Until Discontinued, nausea/vomiting, first line
oxycodONE (immediate release) (ROXICODONE) tablet 5 mg	5 mg, oral, EVERY 4 HOURS AS NEEDED, Starting Thu 12/28/17 at 1028, Until Discontinued, moderate pain
polyethylene glycol (MIRALAX) powder 34 g	34 g, oral, THREE TIMES DAILY AS NEEDED, Starting Thu 12/28/17 at 1013, Until Discontinued, 1st line - for no BM for 2 days
senna-docusate (SENOKOT S) 8.6-50 mg 1 tablet	1 tablet, oral, TWICE DAILY, First dose on Thu 12/28/17 at 1200, Until Discontinued
triamcinolone acetonide (KENALOG) 0.1 % cream	topical, TWICE DAILY, First dose on Thu 12/28/17 at 1145, Until Discontinued
vancomycin (VANCOCIN) IV (ADD-vantage) 1,000 mg	1,000 mg (rounded from 979.5 mg = 15 mg/kg × 65.3 kg Order-specific weight), intravenous, EVERY 12 HOURS, First dose on Thu 12/28/17 at 1100, Until Discontinued <small>Order has not been reviewed.</small>
warfarin (COUMADIN) tablet 5 mg	5 mg, oral, EVERY EVENING, First dose on Thu 12/28/17 at 2100, Until Discontinued

**Procedures**

Activity  
 Routine, PER POLICY/SOC/NPEOC, Starting Thu 12/28/17 at 1015, Until Specified

- Select the Surgical Pathology order you just entered and click Case Builder, then New Case to accession the case into Beaker:

The screenshot shows the Epic EMR interface. At the top, the patient information for Alaska, Juneau is displayed. The 'Order Inquiry' section shows a list of orders, with the 'Surgical Pathology' order highlighted. The 'Case Builder' button is circled in red. Below the main screen, a 'Case Builder' dialog box is open, showing options for 'New Case' and 'Existing Case'.

- Make sure you indicate your specimens have been received by clicking the checkmarks next to each in the "R" column. Then add your Protocol(s), Collection Date and Time and Accept to finish.

The screenshot shows the 'Case Builder' screen. The 'Accept' checkbox is checked and circled in red. The 'Orders' section shows the 'Surgical Pathology' order. The 'Specimen Collection Information' table has two rows, both with checkmarks in the 'R' column and circled in red. The 'Coll Date' and 'Coll Time' columns are also circled in red.

ID	R	Protocol (Alt+1)	Source	Code	Description	Coll Date	Coll Time	Collector	Coll Dept
A	<input checked="" type="checkbox"/>	SOFT TISSUE MASS	eg - left	88307 (CPT®)	biopsy of mass	1/13/2018	10:00 AM		LAB SURGIC
B	<input checked="" type="checkbox"/>	SOFT TISSUE DEBRIDEM	eg - left	88304 (CPT®)	scraping	1/13/2018	10:00 AM		LAB SURGIC

# Enter the Order/Build the Case- Outpatient

1. If the specimen came from an Outpatient Clinic or Procedural area (e.g. GI), look for the corresponding encounter in Patient Station:

The screenshot shows the Epic Patient Station interface for patient Beaker, Uma. The top navigation bar includes 'Views', 'Case Inquiry', 'Patient Inquiry', 'Result Entry', 'Registration', 'Patient Station', 'Chart', 'Labels & Docs', and 'In Basket'. The patient information section displays: Beaker, Uma; DOB: 38 yrs, Female, 01/01/1980; MRN: 03502266; PCP: Yackel, Thomas, ...; Language: English; Allergies: Unknown: Not on File; MyChart: Inactive; My Sticky Note: Shared Patient; Unit: None. Below this, a table lists encounters with columns for Encounter, Hosp Acct, Episode, Status, Date, Time, Dept/Unit, Room, Pt C, Accom Code, Reason, Provider, Account, CSN, and Contact N. The encounter on 01/16/2018 at 11:20 AM in the IMC FACULTY PPV room is highlighted.

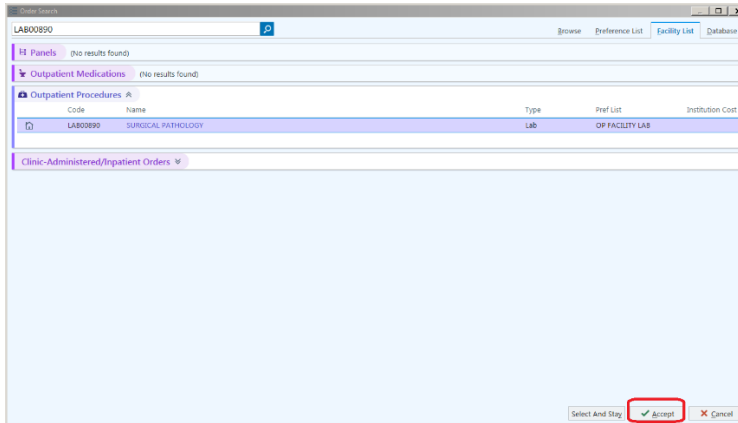
2. Double click on the encounter to open it. Click on **Order Entry** from the list of activities on the left:

The screenshot shows the Epic Patient Station interface with the encounter from the previous screenshot open. The left-hand navigation menu is visible, and 'Order Entry' is highlighted with a red box. The main content area shows the visit details: '1/16/2018 visit with Roger Chou, MD for IMC ROUTINE'. The 'Order Entry' activity is selected, and the 'New Order' field is visible at the bottom.

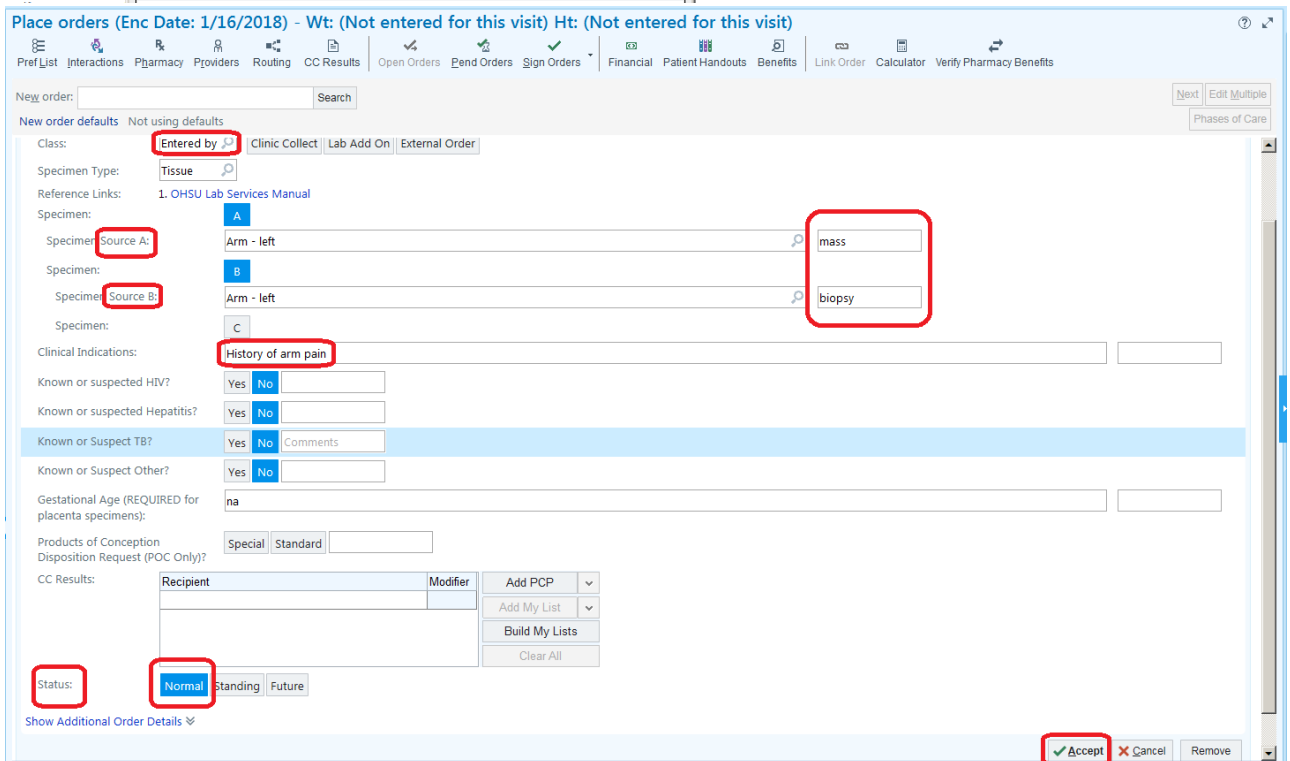
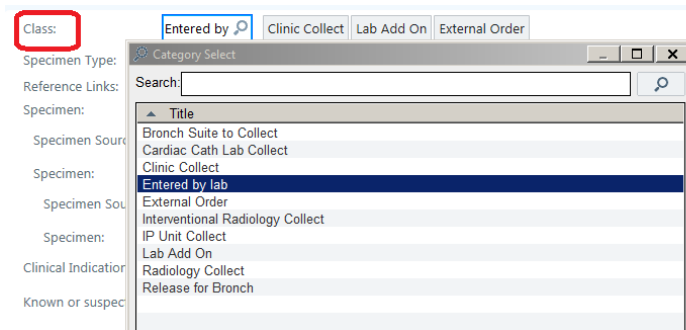
3. Enter the pathology order in the **New Order** field:

The screenshot shows the Epic Patient Station interface with the 'Order Entry' activity selected. The 'New Order' field is visible, and the text 'lab00890' is entered. The top navigation bar includes 'Views', 'Case Inquiry', 'Patient Inquiry', 'Result Entry', 'Registration', 'Patient Station', 'Chart', 'Labels & Docs', and 'In Basket'. The patient information section displays: Beaker, Uma; DOB: 38 yrs, Female, 01/01/1980; MRN: 03502266; PCP: Yackel, Thomas, ...; Language: English; Allergies: Unknown: Not on File; MyChart: Inactive; My Sticky Note: Shared Patient; Unit: None. Below this, a table lists encounters with columns for Encounter, Hosp Acct, Episode, Status, Date, Time, Dept/Unit, Room, Pt C, Accom Code, Reason, Provider, Account, CSN, and Contact N. The encounter on 01/16/2018 at 11:20 AM in the IMC FACULTY PPV room is highlighted.

4. With the correct order selected, click **Accept**:



5. Change the **Class** to **Entered by Lab**. Fill in details about the specimen(s) from what is given to you on the specimen cup(s) or a paper requisition. Make sure the **Status** is set to **Normal**. Then click **Accept**:





6. Add and associate Diagnoses as provided:

The screenshot shows a software interface for associating diagnoses. A dialog box titled "Order -- Associate Diagnoses" is open, displaying the patient name "Beaker, Uma". It features an "Add diagnosis" input field with a plus sign, a list of associated diagnoses including "SURGICAL PATHOLOGY" with a checked checkbox, and "Arm mass, left" with a diamond icon. "Accept" and "Cancel" buttons are at the bottom. Below the dialog, the "Diagnoses Associate" section includes an "Add Diagnosis" input field, navigation buttons (up, down, Edit, Remove), and a table of associated diagnoses.

P	Diagnosis	ICD-10-CM
◆	1. Arm mass, left	R22.32

7. Click **Sign Orders** from the upper toolbar:

The screenshot shows the upper toolbar of the software interface. The text "Place orders (Enc Date: 1/16/2018) - Wt: (Not entered for this visit) Ht: (Not entered for this visit)" is displayed at the top. Below it, a row of icons and buttons is visible. The "Sign Orders" button, which includes a checkmark icon, is highlighted with a red circle.

8. Enter the **Order Mode** (per transcription if paper order), **Ordering** and **Authorizing Provider**. Your name should be in the **Entered by** field:

Providers

**Ordering Information** Filter:  Nearby

Order mode  
Per Transcription

Ordering provider  
YACKEL, THOMAS

**Authorizing Providers**

For procedures  
YACKEL, THOMAS

**Entry Information**

Entered by  
ULMSCHNEIDER, MARY C

Comments

Accept  Cancel

9. Click **Accept**.
10. Select **Order Inquiry** again from the activity list on the left:

Beaker, Uma

DOB: 38 yrs, Female, 01/01/1980  
MRN: 03502266

PCP: Yackel, Thomas, ...  
Ref: None  
Pt Ins: MODA

Language: English  
ePOLST: NO  
Adv Dir: NO

Allergies Unknown: Not on File

MyChart: Inactive  
FYI: (None)  
Research: None

My Sticky Note: Shared Patient

Unit: None  
Rm/Bed: None, ...

Place orders (Enc Date: 1/16/2018) - Wt: (Not entered for this visit) Ht: (Not entered for this visit)

Order Inquiry

View orders for the selected patient

Snapshot

Orders have been signed. No more pending orders.

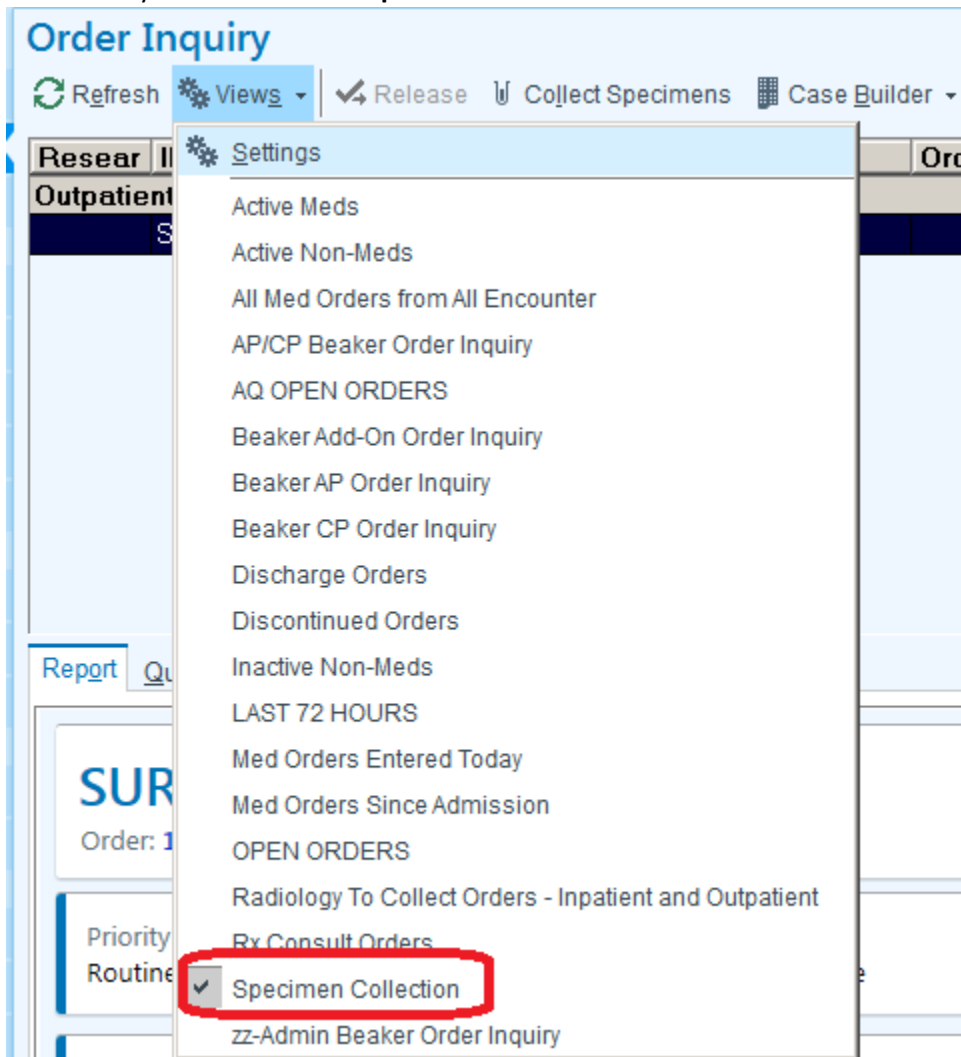
Previously Signed Orders (1)

SURGICAL PATHOLOGY

Routine, Entered by lab

Reprint All Procs  
Reprint Cancel

11. Make sure your **View** is set to **Specimen Collection**:



12. Select the Surgical Pathology order you just entered and click **Case Builder**, then **New Case** to accession the case into Beaker:

The screenshot shows the Epic Case Inquiry interface for patient Uma Beaker. The patient's information includes DOB: 01/01/1980, PCP: Yackel, Thomas, and Language: English. The 'Order Inquiry' section displays a table of orders:

Specimen Inq...	Research ID	Class	Frequen	New Case	Date	Order	PRI	Expected	Ordering Provider	Department
162750412-A	Entered by lab			<b>New Case</b>	01/13/2018	SURGICALPATHOLOGY	RO		Thomas Yackel, MD	IMC FACULTY PPV

The 'New Case' button is highlighted with a red box. Below the table, the 'SURGICAL PATHOLOGY' section shows details for Order: 162750412, including Priority: Routine, Source: Arm - left, Type: Tissue, and Department: IMC FACULTY PPV.

13. Make sure you indicate your specimens have been received by clicking the checkmarks next to each in the "R" column. Then add your Protocol(s), Collection Date and Time and Accept to finish.

The screenshot shows the Epic Case Builder interface for Case type: SURGICAL PATHOLOGY and Case number: SP18-00072. The 'Orders' section shows a specimen from SURGICAL PATHOLOGY (162750412) with 2 specimens, Source: Arm - left, and Authorizing Provider: Thomas Yackel, MD. The 'Question for SURGICAL PATHOLOGY (162750412)' section is visible.

The 'Add Specimen (Alt+D)' section contains a table with columns: ID, R, Protocol (Alt+1), Source, Code, Description, Coll Date, Coll Time, Collector, and Coll Dept. Red boxes highlight the 'R' column, the 'SOFT TISSUE MASS' and 'SOFT TISSUE BIOPSY' protocols, and the collection date and time.

ID	R	Protocol (Alt+1)	Source	Code	Description	Coll Date	Coll Time	Collector	Coll Dept
A	<input checked="" type="checkbox"/>	SOFT TISSUE MASS	Arm - left	88307 (CPT@)	mass	1/13/2018	11:00 AM		LAB SURGIC
B	<input checked="" type="checkbox"/>	SOFT TISSUE BIOPSY	Arm - left	88305 (CPT@)	biopsy	1/13/2018	11:00 AM		LAB SURGIC

The 'Add Task (Alt+R)' section contains a table with columns: ID, C, Task (Alt+2), Slides, Code, Qty, Task Flags, and Task Note. Red boxes highlight the 'C' column and the 'BLOCK' and 'H&E' tasks.

ID	C	Task (Alt+2)	Slides	Code	Qty	Task Flags	Task Note
A1	<input checked="" type="checkbox"/>	BLOCK					
A1.1	<input checked="" type="checkbox"/>	H&E	1				

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