HPV Add-On Entered by Lab

<u>Scenario</u>: Provider did not indicate HPV testing needed on original order and then requests it be added to case that has already been signed out.

A. Order the HPV test

1. Find the PAP case in **Case Inquiry** and scroll down to see the Authorizing Provider and the Order Detail. This will have the Ordering Provider and dx code(s) which will be needed to place HPV order.

	Inquiry: CY19-(esh 🚰 Open 🕞 Car	00003 se Results 🖩 Case Builder 🛛 🖶 Comm Log						⊙ ? r*
+	Case Inquiry						TURE COMMITCE END SUTTO	Ju ugu 🕴 🖬
	Authorizing Prov	ider						
Mid	helle Berlin, MD		Phone 503-418-4500		Fax 503-494-1678	Pager 16815		
٣	Holds & FYIs							
ľ	Incomplete Tasks	Need to Be Completed for Signout on Case						
G	Comments							
Ord	ier							
No	LMP recorded.							
NO	HPT medications	on file						
	Inter medication of							
54	Questions							
Ord	ler Question				Answer			
Rea	son for Exam?				Screen - low risk			
Wh	at is Pt OB/GYN Status	?			None			
IS P	t using an IUD?				No			
HP\ Dree	/ Testing:				NO Within normal limits (nonative)	for intraenithelial losion		
Dra	vious Therany?				None	for intraepitileliar lesion		
	Order Detail GY	N CYTOLOGY (PAP)						
Ord	er Or	dered		Enc. Department	Dx code	Diagnoses		
160	00008783 07	/25/2019 1242 by Michelle Berlin, MD		IMC FAC PPV	Z00.00 [ICD-10-CM]	Annual physical exam		
	Comment:	No LMP recorded.						
		No OCI medications on file						
		NO NEL MEDICACIONS ON FILE						

2. Go to **Patient Station** on the main toolbar and find the patient using MRN.

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≌ 🗉 🖂	Laboratory Reports ×						POC	CYTO BEAKER	2 Search
$\leftrightarrow \rightarrow -$	Case Inquiry: CY19-00003							\odot	⊙ ~ X
CY19-00003	📿 Refresh 📓 Open 🛛 🖗 Case Results 📱 Case Builder 🗧 Comm Log								
	E Barristonia	Patient Lookup				~			
	Case inquiry	Select Patient	Recent Patients						Pr 18
	CV10_00003	Name/MRN:	BEAKER KANGAROO	OHSU MRN ID:	03100133		Responsible: Mary Ulmschneider	Status: Signe	ed Out
	CT19-00005	0.011		0					
	Beaker, Kangaroo (MRN 03100133) F. 65 yrs. 2/18/1954	SON		Sex	Female				
		Birth date:	2/18/1954	Service area:					
	M Users Assigned	🔲 Use sounds-l	like						
	- Osers Assigned		Class		Arrest	Ormal			
	User		Cjear		Accept	Gancer			
	Herbert West Beaker								

3. Double click on the encounter that matches the Collection Date of the original sample. Note, it should have an account number listed in the account column.

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°= E 🗔	Laboratory Reports	Beaker, Kang	aroo	×							
Beaker, Kang 65 yrs, 02/18/195 Gender: Female	aroo Patient Loc i4 None MRN: 0310 CSN: None	ation FYI	(None)		PCP: Fields, Scott, MD Ref: None Pt Ins: MODA/MODA C	Language: English ePOLST: NO Adv Dir: NO	HM: Health Maintenance Allergies Unknown: Not on File	MyChart: Inactive Research: None Shared Patient	My Sti Specia	cky Note: 📩 Ity Comments: 🗋	Blood Pressure: None Pulse: None Temperature: None SaO2: None
$\leftrightarrow \rightarrow -$	Last refreshed: 7/29	/2019 6:31:13	B PM								
Patient Summ Order Inquiry	Legend R <u>e</u> fresh Filter	Appts Itinera	ry Encounter (Events							
Specimen Inq	Some encounters may be	nidden based on th	e applied filter	S.							
SnapShot	Encounter HospAcct Ep	isode									
Synopsis	Encounter	Status	Date	Time	Dept/Unit	Room Pt C Ac	com Code Reason	Provider	Account	CSN	Contact Ni
	Appointment	Arrived Appt	07/26/2019	0850	LAB PHLEB PPV	Outp	Appointment	LAB GENERAL PPV	521712	2050005227	5
Chart Review	Appointment	Scheduled Appt	07/25/2019	1240	IMC FACULTY PPV	Outp	Appointment	Reem Hasan, MD	521689	2050005185	4

4. If Visit has been signed already, click "Create Addendum"



5. Once inside the Office Visit, click the "Add Order" button in the bottom left corner.

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65 yrs, 02/18/195	4 IMC FACULTY PPV	Ref. None ePOLS1	NO Allergies	Research: None	Specialty Comments: Pulse: N	Ione Height: I	None	
Gender: Female	MRN: 03100133 CSN: 2050005185	Pt Ins: MODA/MODA C Adv Dir:	NO Unknown: M	ot on File Shared Patient	Tempera SaO2: N	ature: None BMI: No Ione Pain Sc	ne pre: None	
$\bullet \rightarrow \bullet$	7/25/2019 visit with Reem Hasan, MD f					002	Notes This Visit	
-	Calculator (1) Rad DS PDMP Review Glooko Test					001		
						6	+ Create Ngte	0 +
Chart Review	Meds & Orders SmartSets BestPractice		Problem Li	A Visit Diagnoses		-	Michelle Berlin, MD	
Care Everywh	★ Medications & Orders		Comments	olem List			Physician Signed	
	Patient-Reported		Se Care	Coordination Note Edited: MICHELLE BERLIN	N, MD Today	E View	1840	_
ç	(C) Diseise a serie anter?		Care	bordination note		_		
Rooming	Use the Visit Taskbar at the bottom of your screen to add	dit, and sign orders at any	Search 1	r new problem + Add	Sho	w: 🔄 Past Problems 🏾 🎤	Additional note for encounter	
Screenings	point during a visit.		No active	problems.				
	Name 🛋	Dose, Frequency Adh	✓ Mark	as Reviewed Last Reviewed by MICHELLE BE	ERLIN, MD on 7/29/2019 at 6:40 PM			777-
	Outpatient Procedures Ordered This Visit					Advanced View =		
Plan	BLOOD BANK HOLD TUBE - DON'T PROCESS		××	- () MP				
	☆ GYN CYTOLOGY (PAP)		🗙 👻 🛛 📎 Visi	Diagnoses				
- Carlos	Mark All Taking VMark as Reviewed Lyst Reviewed by	/ MICHELLE BERLIN, MD on 7/29/2019 at 6:36 P	M Search f	or new diagnosis 🕂 Add		4		
Wrap Up					100 10 011			m
	Click here to select a pharmacy	tions	<u>Р</u>	Annual physical avam	Z00.00 & Change	PL Dy Da X		711-
Patient Station	CharZenie objiet organ							
	E SmartSets							
	Search for new SmartSet							
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	Suggestions		*					m
	Dynamic Health Maintenince	Internal Referrals						JTT-
	₹ BestPractice dvisories		0					
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& Customize	+ ADD ORDER						2 🗐 ✓ SIGN	ADDENDUM
More +								

6. Enter "LAB102536" in the search field to find the HPV order



7. With the HPV order selected in the Order Search screen, Click "Accept".

E Order Search			– 🗆 X
LAB102536	<u>B</u> rowse Pr	reference List <u>Facility</u>	List <u>D</u> atabase
Panels (No results found)			
Contractions (No results found)			
Dutpatient Procedures *			
Code Name	Туре	Pref List	
С LAB102536 НРV	PATHOLOGY	OHSU OP FA	CILITY LAB
Clinic-Administered/Inpatient Orders 👻			
	Select An	d Stay	× <u>C</u> ancel

8. In the Order Composer, change the **Class** to "Entered by Lab", select the correct Specimen **Source** and make sure **Status** is set to Normal.

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🔈 Case Results 😩 Registration 👔 Patient Station House Ce	Category Select	– 🗆 🗙		😵 🎤 🖶 Print 🗸 🗗 Log Out 🔶
Addendum: Beaker, Kanga 🗙	Search	0		POC CYTO BEAKER Q Search
on FYI: (None) PCP: Fields, Scott, MD		~	y Note: 📩 Blood Pressure: None Weigl	ht: None LOS: 0
33 Ref: None Bt Ins: MODA/MODA C	Anheresis Collect		/ Comments: Pulse: None Heigh Temperature: None BMI: I	t: None None
5185	Bronch Suite to Collect		SaO2: None Pain	Score: None
Reem Hasan, MD for OFFICE VISIT	Cardiac Cath Lab Collect			Notes This Visit
	CHO (External) Clinic Collect		Ŭ Ŭ .	
Will Keview El Glocko rest	Clinic Collect			+ Create Note
BestPractice	Entered by lab		ų	
rs	External Order			Michelle Berlin, MD
13	GI Proc Unit Cillect			Physician Signed
	IP Unit Collect		/ 🗄 View	1840
	Lab Add Or No Print			
	Peds Seration Collect		Show: 🗌 Past Problems 🛛 🐇	Additional note for encounter
+ Ac	Pulm Enction Lab Collect			
	Release for Bronch			
Dose, Frequency			7/29/2019 at 6:40 PM	
iered This Visit			Advanced View e	
E - DON'T PROCESS	16 categories loaded.			
HPV	✓ <u>A</u> ccept	X <u>C</u> ancel	✓ <u>A</u> ccept X <u>C</u> ancel	
Reviewed Last Reviewed by Class: Entered by	Clinic Collect Lab Add On External Order		Sr.	
Image Finne			PI	ALL
Providers 45 Current Interacti Type:				dur
Specimen Src: Cervix	Cervix Vagina Vulva Rectum			1010
Comments: 🕀 🎂 😰	>> ?? .?? + Insert SmartText			
			V	
+ Add				
CC Results: Recipient	Modifier Add PCP V			
	Add My List		001	
ries	Build My Lists		TTT	
	Close All			K (Lor
	Clear Air		O Dx Association	Edit <u>M</u> ultiple Providers Options
Status: Normal St	anding Future		1 Outpatient	
Show Additional Order Details M			HPV	
Show Additional Order Details V			O Routine, En	tered by lab
			✓ Accept X Cancel R Select a pharm	nacy

Click Accept.

9. Click "Sign Orders" in the bottom right corner.



10. Check the box below the diagnosis code that matches the one used on the original PAP order.



Click Accept.

11. Fill in the "Order Mode", "Ordering" and "Authorizing Providers". The "Entered By" field should auto-populate with your name.

Providers	×
Ordering Information	Filter: 🗹 Nearby
Per Existing Signed Order	
Ordering provider	
BERLIN, MICHELLE	٩
Authorizing Providers	
BERLIN, MICHELLE	Q
Entry Information Entered by	
ULMSCHNEIDER, MARY C	٩
Comments	
	✓ <u>A</u> ccept X <u>C</u> ancel

B. Document Collection Date/Time and Print Label in Beaker

1. Go back to **Case Inquiry** and note the Collection date and time on the PAP smear.

Case Inqu CRetresh	uiry: CY19-00003 ≌⊇pen B≩ Case Results III Case e Inquiry	Builder 🖶 Comm Log				⊕ 0 <i>₹</i>
User User Herbert W Mary Ulms	s Assigned West Beaker sschneider			Role Stiff Fathologist Cytotechnologist Recrement		
L Speci	cimens Protocol Syn-Cytology	Source Cervix	Description	Collected 07/25/19 1243	Recei 07/2	ived J/19 1244
<mark>iD</mark> A-1	s Task Pap Stain	01 07	dered (25/19 1244 by Acc Beaker	Setup 07/25/19 1252 by Mary Ulmschneider	Flags	Sildes: 1/1 R 1 Case silde count 1 & Silde Counts

2. Scroll down to the "Linked Orders section and click on the HPV specimen you just created from your order.



3. This brings you to Specimen Inquiry. Click "Specimen Update" on the Activity toolbar.

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°= 🗉 🗔	Laboratory Reports	× Addendum: Beaker, Kangaroo				POC	CYTO BEAKER	Q Sear	cł
★ → ▼	Specimen Inquiry: 19	SU-210H0001					0	902	,
CY19-00003	Refresh & Open Specimen	Bresult Entre Specimen Update B Documents D Pa	atient Inquiry 🖌 Tracking						
19SU-210H00 •	🗕 🔛 Specimen Inquiry							P 8	5
	19SU-210H00	01					Instrument I	ID: 1859	'
	🛊 Beaker, Kanga	roo (MRN 03100133)		🛓 Tissue, Cervix					
	F, 65 yrs, 2/18/1954			Missing Collection Time Container: 1 SUREPATH					
	L Specimen Trackin	9							
	¥ 19SU-210H0001.1 ≈	SUREPATH - HPV							
	07/29/2019		Detail		User	Location			
	1904	Order Linked	Order 16000009326 - HPV linked to 16000008783 - CV19-00003 with link type Related Order	GYN CYTOLOGY (PAP) on case	Cyto Beaker	LAB SURG HWSA4633			
	1904	Specimen Created	From Order transmittal		Cyto Beaker	LAB SURG HWSA4633			

4. Enter the Collection Date and Time to match the original PAP case.

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°= E 🗔	Laboratory Reports Addendum	: Beaker, KangaX							POC	CYTO BEAKER	QS	learch
Beaker, Kanga 65 yrs, 02/18/1954 Gender: Female	roo Patient Location I IMC FACULTY PPV MRN: 03100133 CSIE 2050005185	FYI: (None) PCP: Field Ref. None Pt Ins: MO	Is, Scott, MD Language: English ePOLST: NO DAMODA C. Adv Dir: NO	HM: Health Maintenance Allergies Unknown: Not on File	MyChart: Pending Research: None Shared Patient	My Sticky Note: 1 Specialty Comments	Blood Pressure: None Pulse: None Temperature: None SaO2: None	Weight: None Height: None BMI: None Pain Score: None	LOS	0		
+ + -	Edit Specimen Information (19	9SU-210H0001)									00.	2 X
Chart Review Care Everywh_	Specimen Test [Ds Biger Accept Procedure 1 HPV	Clear Changes 🛱 Documents 🕈	ar Redraw X ⊆ancel i CC Results i Priority Status Routine Ordered	Add-gns - W Tracking Specimen Submitter 19SU-210H0001				Account	Coverage	DBI	ABN	Q
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.0	Date:	7/25/2019	Time: 12.4	I3 PM 🕘	Type:	Tissue						
Page 1	Collector.			PI	Container:	SUREF	ATH [1230300123]					Q
Rooming	Department:			9	Source:	Cervix						0
screenings	Draw type:			Q	Site							0
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5. To Print Labels, click the Further Actions button and select "Labels".

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°= II 🗔	Laboratory Reports Addendum	n: Beaker, Kanga 🗙						POC	CYTO BEAKER	Q Search
Beaker, Kanga 65 yrs, 02/18/1954 Gender: Female	ITOO Patient Location F IMC FACULTY PPV MRN: 03100133 CSN: 2050005185	FYI: (None) PCP: Fields, Scott, MD Ref. None Pt Ins: MODA/MODA C	Language: English ePOLST: NO Adv Dir: NO	HM Health Maintenance Allergies Unknown: Not on File	MyChart: Pending Research: None Shared Patient	My Sticky Note: 1 Specialty Comments: Device: None Temperature: None SaO2: None	ine Weight: None Height: None EMI: None Pain Score: None	LC	S: 0	
+ + -	Edit Specimen Information (19	9SU-210H0001)							ſ	🕘 🔊 Z 🤉
Chart Review Care Everywh	Procedure I HPV	온 Clear Changes 哥 Documents 🕦 Redra <u>w</u> 🗙	Cancel C C Results A Priority Status Routine Ordered	sdd-gns + W Tracking Specimen Submitter 195U-210H0001			Account	Coverage	Add Follow-up B Holgs Labels - Move Tests to	Task Specimen
Rooming Screenings	Collection Information Date: Collector: Department: Draw type: arc.	072572013	12:43	РМ () , р , р , р , р , о	Specimen Details Type: Container: Source: Sito:	Tissue SUREPATH [1230300123] Cervix			Order Entry Patient EYI Regulation Ei Result Correct Result Entry Specimen Igg Transfer	ntry ction quiry
40	Specimen flans			P	Lab specimen comments				& Personalize Te	oolbar

6. Select "Collection Label" and the appropriate printer and then click "Print Labels"

19SU-210H0001	NULEI (=) (A) (AEAUNA EA AURENNA 7 H 114	LRHH		×
Specimens	Deselect All	Label: Collection Label	Printer: 9	*
-				
Test:	Select Bv:	Copies:		
Test (Alt + T)	Specimen (Alt + S)	1	n Print Labels (1)	X Cancel

7. Click "Accept" to store your updates and close Specimen Update.

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°= E 🖂	Laboratory Reports Addend	um: Beaker, Kanga 🙁										POC	CYTO BEAKER	R Q	Search
Beaker, Kanga 65 yrs, 02/18/195 Gender: Female	Iroo Patient Location IMC FACULTY PPV MRN: 03100133 CSN: 2050005185	FYI: (None)	PCP Fields, Scott, MD Ref: None Pt Ins: MODA/MODA C	Language: Eng ePOLST: NO Adv Dir: NO	lish	HM: Health Main Allergies Unknown: Not of	tenance n File	MyChart: Pending Research: None Shared Patient	My Sticky Note: 1	Blood Pressure: None Pulse: None Temperature: None SaO2: None	Weight: None Height: None BMI: None Pain Score: None	LOS 0			
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(O)	+ Specimen Test IDs 🛛 🖬 Sgv 🗸 Accept	🛎 Clear Changes 🛛 🛱 D	ocuments 💁 Redra <u>w</u> 🗙	Cancel 🖹 CC	Resylts 🛱	Add-gns - 🖌 Tr	acking								
Chart Devices	Procedure			Priority	Status	Specimen	Submitter				Account	Coverage	DB	I AE	3N Q
Chart Review	1 HPV			Routine	Ordered	19SU-210H00	01						—		
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JU.	Date:	7/25/2019	🗂 Time:		12:43	9 PM		Type:	Tissu	e					ABN Q
	Collector:				9			Container:	SUR	SUREPATH [1230300123]					9
Screenings	Department:						P	Source:	Cent	Cenix 9					

- 8. Give label to Cytology processing assistant to scan for receipt.
- 9. Close the encounter that was opened to order the HPV.