

## HPV Add-On Entered by Lab

**Scenario:** 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.

**Case Inquiry: CY19-00003**

**Authorizing Provider**  
 Michelle Berlin, MD  
 Phone: 503-418-4500 Fax: 503-494-1678 Pager: 16815

**Order Detail: GYN CYTOLOGY (PAP)**  
 Order: 16000008783  
 Ordered: 07/25/2019 1242 by Michelle Berlin, MD  
 Enc. Department: IMC FAC PPV  
 Dx code: 200.00 [ICD-10-CM]  
 Diagnoses: Annual physical exam

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

**Patient Station**

**Case Inquiry: CY19-00003**  
 Beaker, Kangaroo (MRN 03100133) F, 65 yrs, 2/18/1954

**Patient Lookup**  
 Name/MRN: BEAKER, KANGAROO OHSU MRN ID: 03100133  
 SSN: Sex: Female  
 Birth date: 2/18/1954 Service area:  
 Responsible: Mary Ulmschneider Status: Signed Out

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.

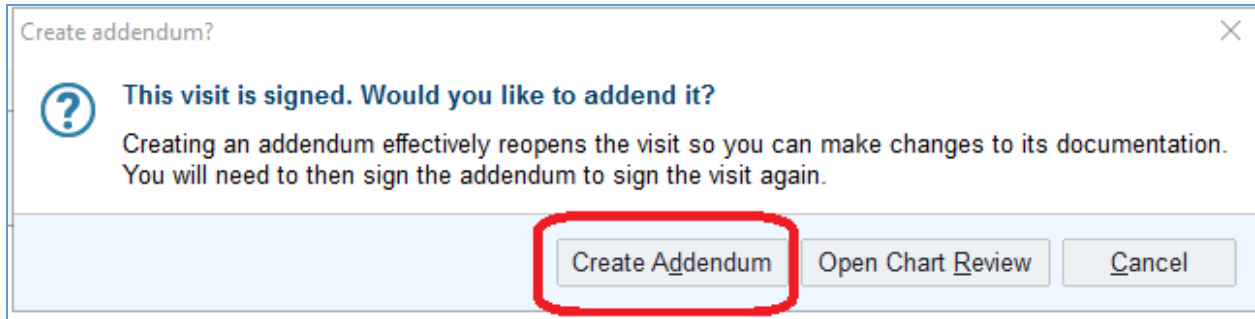
**Patient Station**

**Beaker, Kangaroo**  
 65 yrs, 02/18/1954  
 Gender: Female

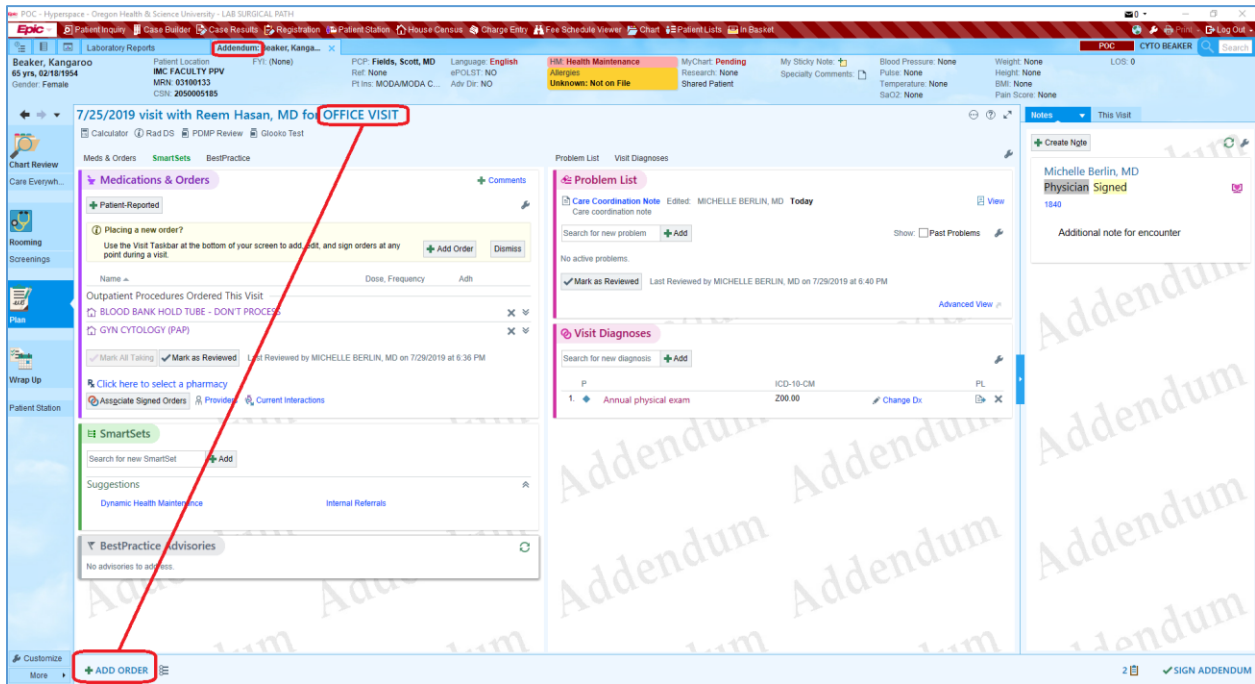
**Last refreshed: 7/29/2019 6:31:13 PM**

Encounter	Hosp Acct	Episode	Status	Date	Time	Dept/Unit	Room	Pt C	Accom Code	Reason	Provider	Account	CSN	Contact N
Appointment			Armed Appt	07/25/2019	0850	LAB PHLEB PPV		Outp		Appointment	LAB GENERAL PPV	521712	2050005227	5
Appointment			Scheduled Appt	07/25/2019	1240	IMC FACULTY PPV		Outp		Appointment	Reem Hasan, MD	521689	2050005185	4

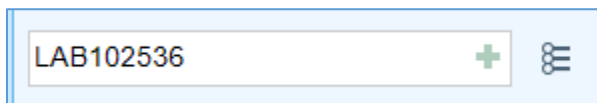
4. If Visit has been signed already, click “Create Addendum”



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

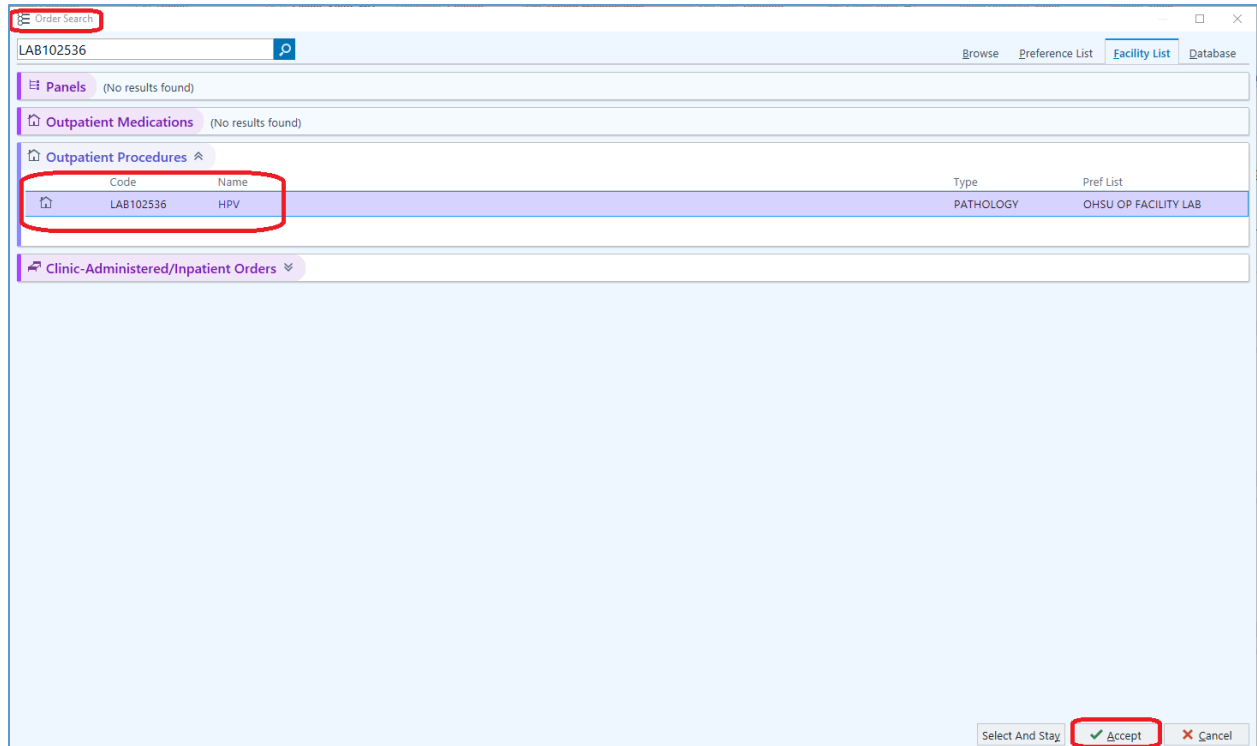


6. Enter “LAB102536” in the search field to find the HPV order

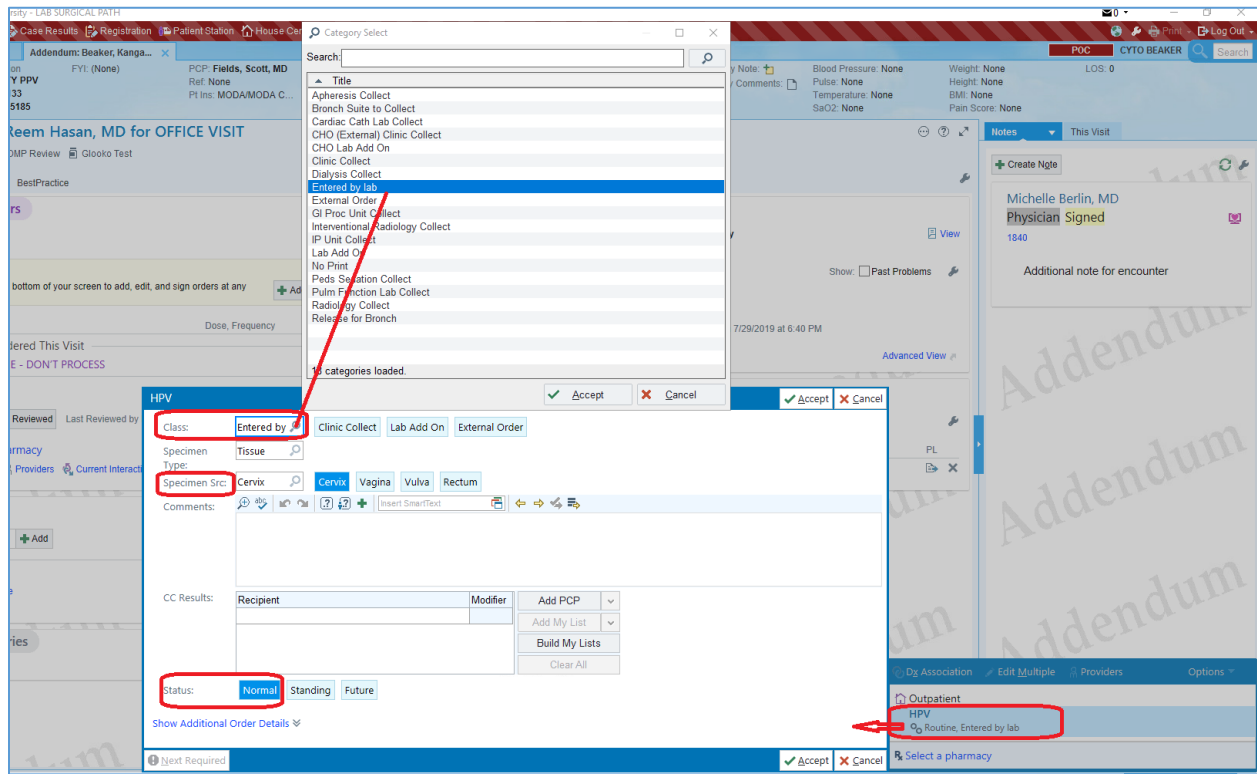


and press Enter.

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

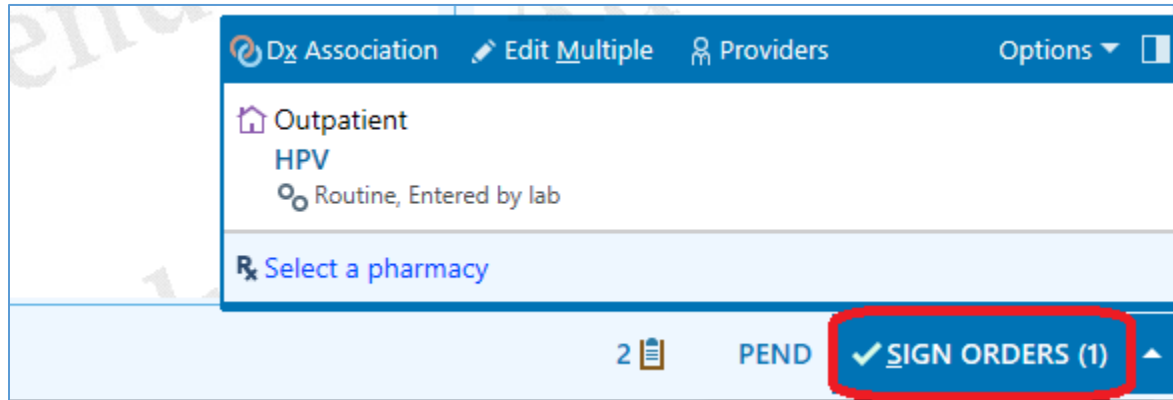


8. In the Order Composer, change the **Class** to “Entered by Lab”, select the correct Specimen **Source** and make sure **Status** is set to Normal.

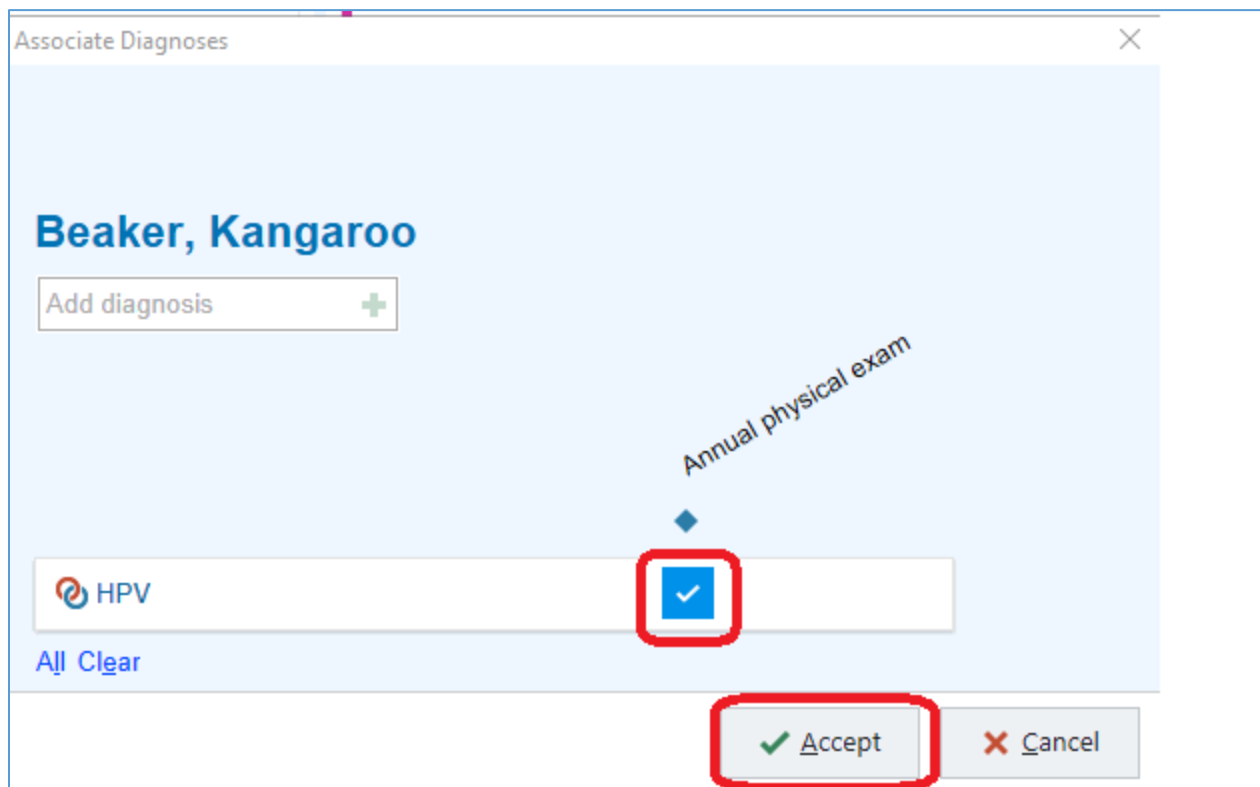


Click Accept.

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.

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

**Providers**

Filter:  Nearby

**Ordering Information**

Order mode   
 Per Existing Signed Order

**Ordering provider**   
 BERLIN, MICHELLE

**Authorizing Providers**   
 For procedures   
 BERLIN, MICHELLE

**Entry Information**   
 Entered by   
 ULMSCHNEIDER, MARY C

Comments

Accept  Cancel

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

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

Case Inquiry: CY19-00003

Refresh Open Case Results Case Builder Comm Log

Case Inquiry

**Users Assigned**

User	Role
Herbert West Beaker	Staff Pathologist
Mary Ulmschneider	Cytotechnologist Rescreeener
Cyto Beaker	Cytotechnologist

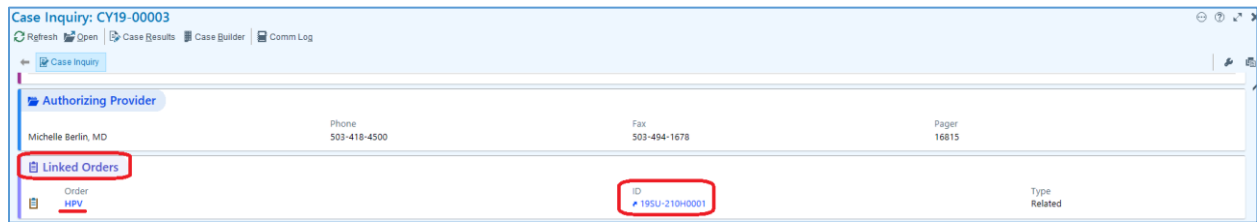
**Specimens**

ID	Protocol	Source	Description	Collected	Received
A	Gyn-Cytology	Cervix		07/25/19 1243	07/25/19 1244

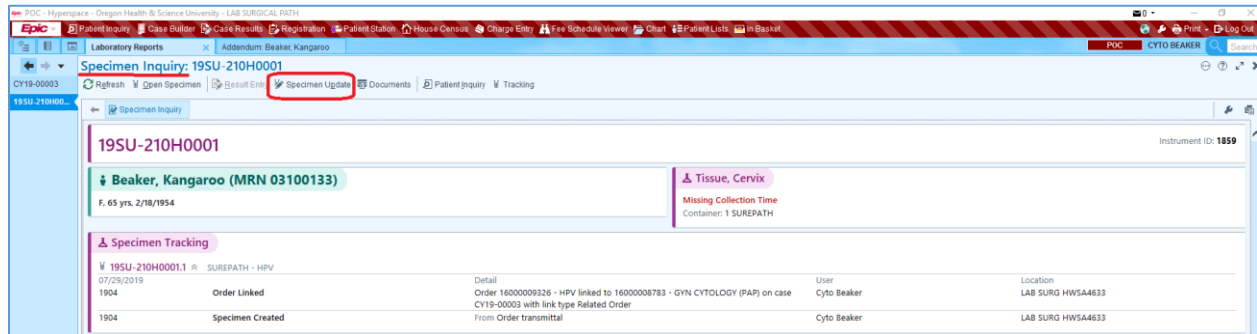
**Tasks**

ID	Task	Ordered	Setup	Flags	Slides: 1/1
A-1	Pap Stain	07/25/19 1244 by Acc Beaker	07/25/19 1252 by Mary Ulmschneider		R 1 Case slide count: 1 Slide Counts

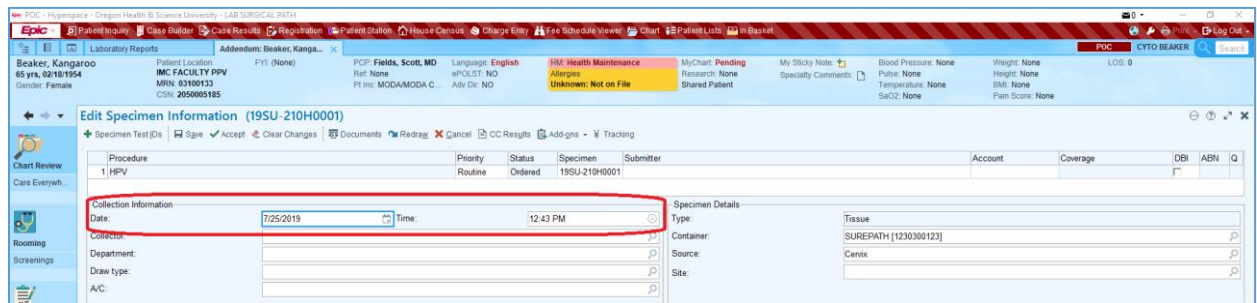
2. Scroll down to the “Linked Orders section and click on the HPV specimen you just created from your order.



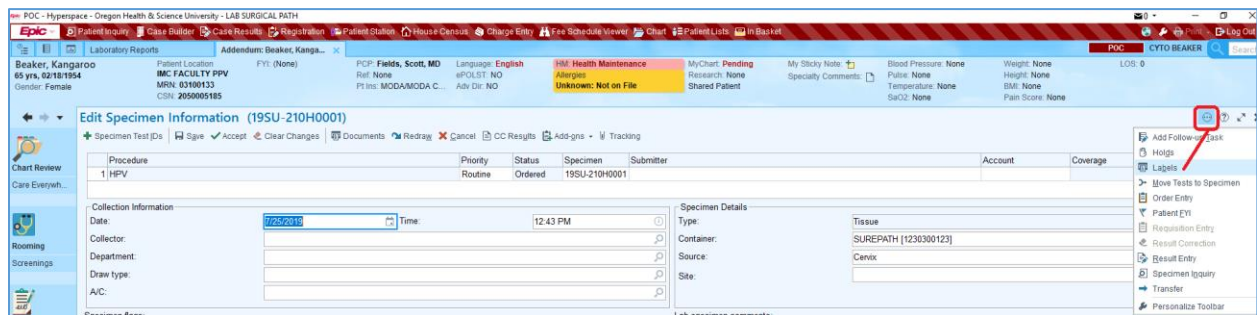
3. This brings you to Specimen Inquiry. Click “Specimen Update” on the Activity toolbar.



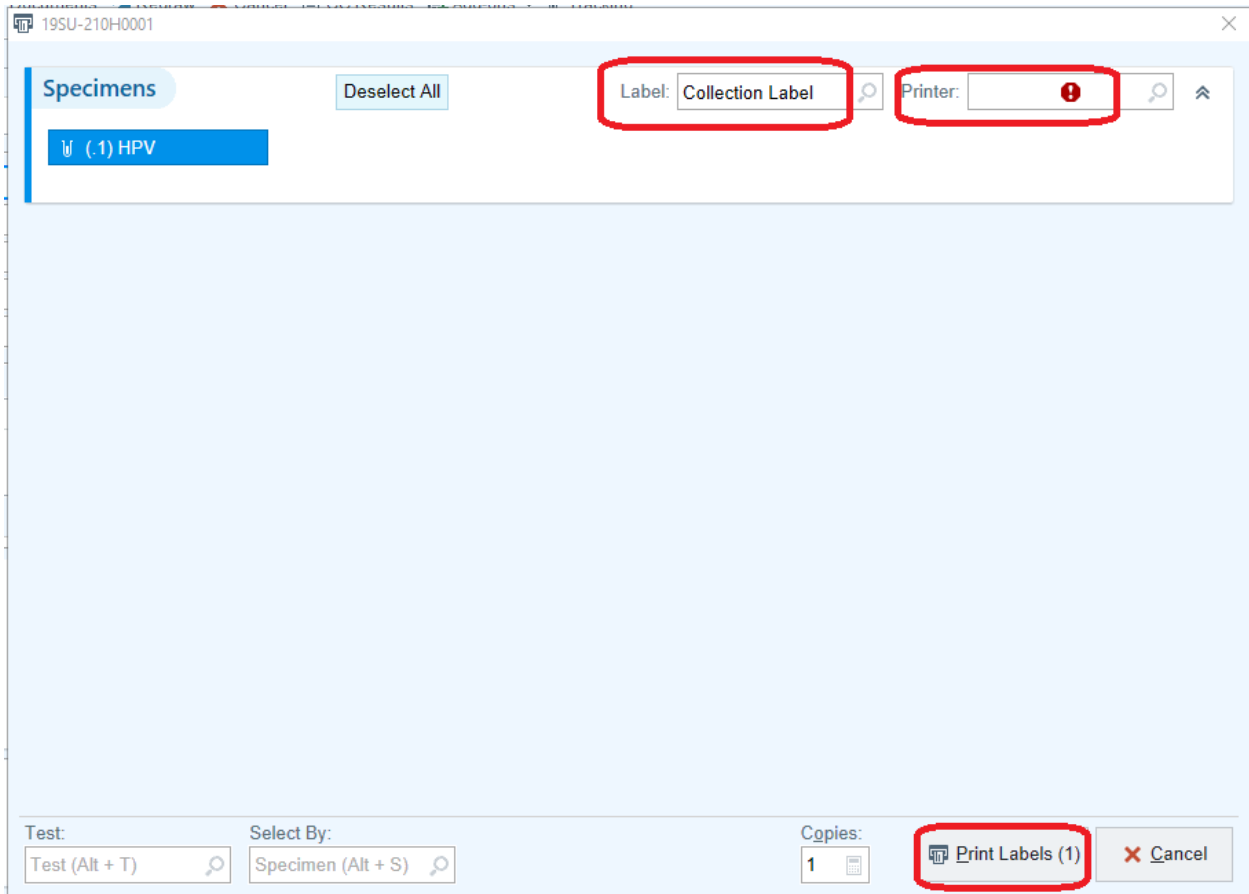
4. Enter the Collection Date and Time to match the original PAP case.



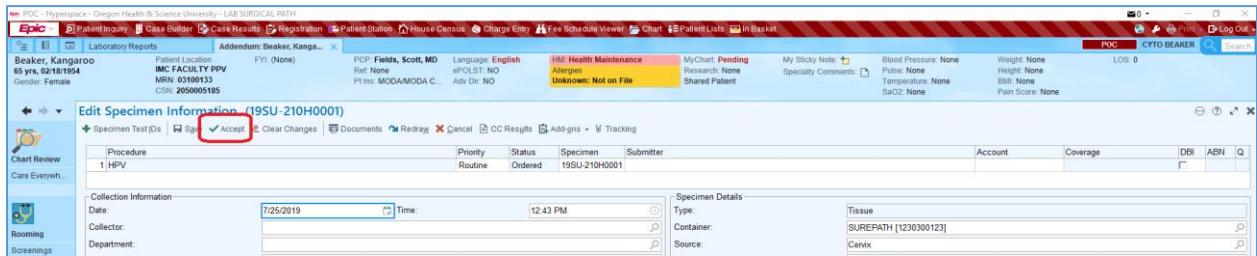
5. To Print Labels, click the Further Actions button  and select “Labels”.



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



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



8. Give label to Cytology processing assistant to scan for receipt.

9. Close the encounter that was opened to order the HPV.