Registration, Requisition Entry and Auto HAR

Order the Test in Requisition Entry

1. Go to the **Requisition Entry** activity from your Dashboard or by using the search tool
2. Enter the Submitter
3. Enter the patient name
   a) If patient is not found, they will need to be registered in Epic by someone who can create a Medical Record Number through Registration (EPIC>Reg/ADT>Registration)
   b) If patient is found, check that the name and dob match the specimen label and paperwork sent by the referring client
4. Enter the Ref Lab No, Diagnosis code(s) and Authorizing Provider
5. Click in the 'Bill To' field:
   a) Select Patient Bill to post charges to a patient or their insurance
   b) Select Client Bill to post charges to the Industrial Account for the client
6. Enter the order in the Procedure field
7. Enter the # of Specimens
8. Click on **Case Builder** to accession the case
   a) Add Specimen Protocols, Source, Description, Collection Date & Time for each specimen
   b) Click **Accept**
9. You are returned to Req Entry. Click **Accept & New** or **Accept** to clear the patient

Complete the Registration

1. If **Patient Bill** is selected in Requisition Entry, Beaker will create a Hospital Account (HAR) and an Encounter (HOV) automatically
2. To add guarantor and coverage information, go to **Patient Station**
3. Find the patient
4. Select the **Lab Requsition** Encounter that was created for your patient's req
5. Click on **Registration**

6. Complete the Registration forms as needed
   a) Enter complete Demographics, PCP, Additional Info-Reg Type, Language
   b) Add Guarantor (if not already there)
   c) Add Coverage(s), Subscriber info, etc (if applicable)
   d) Add Document Types for NPP and Research Opt Out
   e) Select Account Type (Personal/Family, Self-Pay, TPL, etc.)
   f) Hospital Account should already be Assigned (create new if Self-Pay)
   g) Click Finish when all forms are complete