## 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

🖵 POC - Hyperpace - Oregon Health & Science University - LAB SURGICAL PATH															
Epic - 🚞	Chart 🧕 Case Inquiry 🚦 Pa	tient Station 💊 Result Entry 🤉	Bubmitter Reg OCHIN R	eg 🕌 Record Viewer 🗇	Charge Router Rep	ports 👻 目 Review Wo	rkqueue 🖷 Workqu	eues 🛛 🖟 Account Mainte	enance 📃 Cl	harge Router Re	conciliation Rep	oort 📕 Case Builder 🔹 😕	🚷 🌽 🛃 Support Desk 🐇	🕈 Print 👻 🕞 Log O	ut -
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Beaker, Flying DOB: 52 yrs, Fen Preferred Name: MRN: 03440884	alle, 09/03/1965 Ref: None None Pt Ins: None	I, Thomas, Language: Engli ePOLST: NO Adv Dir: NO	sh Allergies Unknown: Not	on File FYI: Rese	hart: Inactive (None) earch: None	My Sticky Note: 📩	Unit: None Rm/Bed: Nor	ie,							
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Chart Review	Encounter	Status	Date Time	Dept/Unit	Room Pt C	Accom Code Rea	ison	Provider	Account	CSN 204022054	Contact Nu			4	-
Review verywh	Appointment	Completed Appt	11/13/2017 1120	LAB SURGICAL PATH	Outp	App	ignant neoplasm of	LAB GENERAL PPV	529560	204033651	14			-	4
Review Flows	C Order Entry		11/13/2017 1118	FM FACULTY CHH		Арр	pointment	Michelle Berlin, MD		204030491	13				
Results Revi	Lab Requisition	Canceled: RQ4449 Completed: RQ4091	10/17/2017	LAB SURGICAL PATH	I SPE	Enc	counter for general a	Brian Sallay, MD Scott Fields MD	528673 527892	204028526	12 10				
	Lab Requisition	Canceled: RQ4398	10/12/2017	LAB SURGICAL PATH	l Inpt	Prol	blem related to care	Thomas W Palmrose,	528532	204028211	11				•
Allergies	All encounters loaded.														
History	Registration Requisi	tion Entry Charge Entry													
Problem List	Demographics Selecte	ed Encounter													
Demographics Letters	Lab Requisition Open 1/8/2018 LAB SURGICAL PATHOLOGY Encounter Info:														
Identity Mana	Inornas racket, Mi Maignant neoplasm of thyroid gland (nCC) Internal Medicine Dx Billing Info, History, Allergies, Detailed Encounter Specific Audit Trail, Reviewe									Illergies, Detailed Report, udit Trail, Reviewed this Enci	ounter				
Encounter	Additional Documentation														
Patient Station										Orders Placed					

- 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), Subsciber 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

POC - Hyperspare Epic - E	ce - Oregon Health & Science Univers Chart ② Case Inquiry ♀ Patient S	ity - LAB SURGICAL PATH Station Result Entry Submitter Reg	OCHIN Reg 🕂 Record Viewer 📀 Char	pe Router Reports 🔸 目 Review Workqu	Jeue 🕞 Workqueue	s 🖟 Account Maintenance 🛽 Charge t	Router Reconciliation Report 📲 Case Builder	r 🔹 🤣 🌮 🛃 Suppor	LDesk ⊕ Print + E+Log Out + POC Search
Beaker, Flying 03440884 Female, 52 y.o., 0	Pig 9/03/1965		None PtVerified: Needs Review PCP: YACKEL, THOMAS	Language: English Pt Type: None Birthplace: None		Mom's Maiden: Nor MyChart: None Research: None	ne C. Si	ontact Date: 01/08/2018 elf Pay Descrip: None	,
← ⇒ ▼ Registration	Registration Detailed View Patient Summary	서 영상 전 Net	ME V 🔤 ew MSPQ Patient FYI Acquire Patient Sca	्रेग 😳 ्रेग Referrals Aut <u>h</u> /Cert Auth/Cert Link	습 age AuditTrail Re	り 目す ↔ g History Test WQs Outside Records	留 PCP Gender Identity Travel History [	ලී හා Directions <u>L</u> CD/ABN Cv	© g Eligibility More
	🖙 Beaker, Flying Pig	Beaker, Flying Pig							
	Account Type Selection	Female	09/03/1965 (52 yrs)		MRN:	03440884			
	Hospital Accounts	Demographics	PORTLAND, OR 97201		Home: Work:				
	Coverage Info				Mobile:				
	Claim Info	Missing race and ethnicity	kal MD (Ganaral)		Email: Employment: N	one			
		Emergency Contacts						Showing 0 of 0	
		Additional Info							
		MyChart Status	Inactive						
		V Needs Review ( Vering	y patient						
		Guarantors & Coverages	3		- · ·				+ Add Guarantor
		P/F Beaker, Flying Pig [2496777	/] Address listed to estimat		Encounter guara	antor	Delte estisati Celf		Add Coverage 🛞
		Guarantor Demographics	Address linked to patient		Home: Work: Employment:		Guar DOB:	9/03/65	
		FPL Info Add'l Billing Info							
		New   Verify guaranto	or						8
		1. MODA/MODA CONNEXUS 🖇	\$						8
		Coverage Info	Subscriber ID: Effective Dates:	Effective for all dates	Group:		Rel to subscriber: Self		
		Claim Address	PO Box 40384 Portland, OR 97240		Claim Ph	503-228-6554	Elig Ph# : Precert #		
		Subscriber Demographics	Beaker,Flying Pig Address same as patient		Home: Work:				
		Additional Info							
0		New   Verify coverage	8						(8)
		Documents							
<b>1</b>			: Opt Out	Status Pt Not Pres Indirect		Date Received 01/08/2018 01/08/2018	Expiration Dat	9	
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