

# 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 Requisition** Encounter that was created for your patient's req
5. Click on **Registration**

POC - Hyperspace - Oregon Health & Science University - LAB SURGICAL PATH

Beaker, Flying Pig  
DOB: 52 yrs, Female, 09/03/1965  
MRN: 03440884

Last refreshed: 1/8/2018 7:27:18 PM

Encounter	Hosp Acct	Episode	Order	Date	Time	Dept/Unit	Room	Ph C	Accom Code	Reason	Provider	Account	CSN	Contact N
Lab Requisition		In Progress: RQ6047		01/08/2018		LAB SURGICAL PATH		SPE		Malignant neoplasm of	Thomas Yackel, MD	53293	204033851	15
Appointment		Completed Appt		11/13/2017	1120	LAB PHLEB PPV		Outp		Appointment	LAB GENERAL PPV	529560	204030492	14
Order Entry				11/13/2017	1118	FM FACULTY CHH				Appointment	Michelle Berlin, MD		204030491	13
Lab Requisition		Canceled: RQ4449		10/17/2017		LAB SURGICAL PATH		SPE		Encounter for general a	Brian Sallay, MD	528673	204028526	12
Lab Requisition		Completed: RQ4091		09/29/2017		LAB SURGICAL PATH		Inpt		Encounter for other spe	Scott Fields, MD	527892	204026667	10
Lab Requisition		Canceled: RQ4398		10/12/2017		LAB SURGICAL PATH		Inpt		Problem related to care	Thomas W Palmrose, MD	528532	204028211	11

Registration Requisition Entry Charge Entry

Lab Requisition Open  
1/8/2018  
LAB SURGICAL PATHOLOGY

Thomas Yackel, MD  
Internal Medicine  
Malignant neoplasm of thyroid gland (HCC)

Additional Documentation  
Encounter Info: Billing Info, History, Allergies, Detailed Report, Encounter Specific Audit Trail, Reviewed this Encounter

Orders Placed  
SURGICAL PATHOLOGY

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

POC - Hyperspace - Oregon Health & Science University - LAB SURGICAL PATH

Beaker, Flying Pig  
DOB: 52 yrs, Female, 09/03/1965  
MRN: 03440884

Registration

Beaker, Flying Pig  
Female  
09/03/1965 (52 yrs)  
MRN: 03440884

Demographics  
3181 SW SAMJACKSON PK RD  
PORTLAND, OR 97201  
Home:  
Work:  
Mobile:  
Email:  
Employment: None

Missing race and ethnicity  
None  
PCP: Thomas Yackel, MD (General)  
Employment: None

Emergency Contacts  
Showing 0 of 0

Additional Info  
MyChart Status: Inactive  
Needs Review | Verify patient

Guarantors & Coverages  
P/F Beaker, Flying Pig [2496777]

Encounter guarantor  
Add Guarantor  
Add Coverage

Guarantor Demographics  
Address linked to patient  
Home:  
Work:  
Employment:

Rel to patient: Self  
Guar DOB: 9/03/65

FPL Info  
Add Billing Info  
New | Verify guarantor

1. MODA/MODA CONNEXUS

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  
New | Verify coverage

Documents

Type	Status	Date Received	Expiration Date
NPP Acknowledgment	Pt Not Pres	01/08/2018	
Tissue Research and Genetic Opt Out	Indirect	01/08/2018	

Restore Response Notification

Back Next Finish