## **Recording a Manual Lab Order**

07/24/2024 7:50 pm EDT

You can manually enter lab orders in the patient's chart. To electronically submit lab orders, you need to be integrated with either Labcorp, Quest, or one of our lab partners. You can set up labs for your account here.

## 1. Go to Patient > Patient List and select or search for the patient.

| Sc | hed | ule  | CI | inica | al  | Patients Reports               | Billin | g Accou      | nt Help      | \$ X |          |    |                      |    |          |   |       | Search     |     |        |
|----|-----|------|----|-------|-----|--------------------------------|--------|--------------|--------------|------|----------|----|----------------------|----|----------|---|-------|------------|-----|--------|
|    | _   |      | ~  |       |     | PATIENT                        |        |              |              | _    |          | _  |                      |    | -        |   |       |            |     |        |
| 0  | Ju  | ul   | ~  | 202   | 0   | Patient List                   | oday   | 2 Refresh    | 🔒 Print Appt | s    |          | •• | Jul 19 2020 - Jul 25 | ** |          |   | Daily | Exam Rooms | Doo | ctor V |
| Su | Mo  | o Tu | we | T     | 1 I | Consent Forms<br>Patient Flags | Sun 7/ | ′19 <b>x</b> | Mon 7/       | 20 × | Tue 7/21 | >  | Wed 7/22             | ×  | Thu 7/23 | × |       | Fri 7/24   | ×   | Sat    |
| 28 | 29  | 30   | 1  | 2     |     | Patient Groups                 |        |              |              |      |          |    |                      |    |          |   |       |            |     |        |
| 5  | 6   | 7    | 8  | 9     | -   | Send Email                     |        |              |              |      |          |    |                      |    |          |   |       |            |     |        |
| 12 | 13  | 14   | 15 | 16    | 3   | Send Referral                  |        |              |              |      |          |    |                      |    |          |   |       |            |     |        |

## 2. In the patient chart click the Lab Orders button on the menu on the left and select Manual Entry.

| + Add new patient  |    |                                 | Jenny (Jen) Harris (Female   40 years                     | old   Feb. 11, 1980 )                 |                  | HAJE000001                        |
|--------------------|----|---------------------------------|---|---------------------------------------|------------------|-----------------------------------|
| Demographics       |    | (D)                             | Phone: (844) 569-8628 Email: Missing                      | Date Added: Nov. 3, 2020              |                  |                                   |
| Appointments       |    |                                 | Address: 1001 N Hengstorn Ave<br>Mountain View , CA 94040 | Next Scheduled Appt: Tue Jan 26, 2021 |                  |                                   |
| Clinical Dashboard |    |                                 | CDS: Adult Immunization Schedule Age: 2                   | 7-49                                  |                  |                                   |
| Documents          |    | Conpatient access enabled New I | Referral Fax Demographics 🔒 Print Demo                    | graphics                              |                  | Vitals + Schedule New Appointment |
| Eligibility        |    | Managa Lab Ordara               |   |                                       |                  | + Now order + +                   |
| Tasks              | 0  | IVIAI IAYE LAD OIUEIS           |   |                                       | -                | + New Older V                     |
| Problem List       | 14 | Manual Entry                    |   |                                       |                  | Filter Sample Lab                 |
| Medication List    | 0  | Appointment                     | Tests   | Date                                  | Status           |                                   |
| Send eRx           |    |                                 |   |                                       | otatao           |                                   |
| Allergy List       | 0  | 1/19/21 11:40 AM                | ST wave MD L-V1: mV                                       | 1/19/21 3:53 PM                       | Results Received | Details                           |
| Drug Interactions  | 0  | 1/26/21 7:10 AM                 | N/A: 12 score   | 1/27/21 8:55 AM                       | Results Received | Details                           |
| CQMs               |    | 1/25/21 10:00 AM                | N/A: 27   | 1/25/21 9:03 AM                       | Results Received | Details                           |
| Intake Data        |    |                                 |   |                                       |                  |                                   |
| Lab Ordan          |    |                                 |   |                                       |                  |                                   |

## 3. Fill out the desired information for your lab and click Save Results.

| Enter Lab Orders    |                                     |                             |                         |              |                     |                   |               |
|---------------------|-------------------------------------|-----------------------------|-------------------------|--------------|---------------------|-------------------|---------------|
| Appointment         | 3/31/2022 07:50AM                   | ~                           |                         |              |                     |                   |               |
| Date test performed | 03/31/2022 12:31                    |                             |                         |              |                     |                   |               |
| Comments            | Notes on the lab order can go here. | Comment from the doctor or  | lab result.             |              |                     |                   |               |
|                     |                                     |                             |                         |              |                     |                   |               |
|                     |                                     |                             |                         |              |                     |                   |               |
|                     |                                     |                             |                         |              |                     |                   |               |
|                     |                                     |                             |                         |              |                     |                   |               |
| Doctor signoff      | Check this box when the doctor      |                             | ken appropriate action. |              |                     |                   |               |
| Status              | Besults Beceived                    | Status of the lab order.    |                         |              |                     |                   |               |
| Scanned in result   | 2022-04-01: Lab Besults.pdf         | Scanned in PDF for this lab | result (optional).      |              |                     |                   |               |
|                     | Description                         | Result value                | Units                   | Normal Bange | Abnormal Flag       |                   |               |
| 11502-2             | Laboratory report                   | 14                          | mg/dl                   | 8-12         | H Above high normal |                   | × Remove      |
|                     |                                     |                             |                         |              |                     | Add from picklist | + Add another |
|                     |                                     |                             |                         |              |                     |                   |               |
|                     | Save Results                        |                             |                         |              |                     |                   |               |

4. Your lab order will appear at the top of the page. You can edit or delete your existing manual lab orders from this list. (Note: this only applies to manually entered lab orders. It does not apply to Quest or Labcorp orders).

|                 |            |   |  |                     |                         |                       |                               | <li>Info</li> |  |
|-----------------|------------|---|--|---------------------|-------------------------|-----------------------|-------------------------------|---------------|--|
|                 |            |   |  |                     |                         |                       |                               | 🖋 Edit        |  |
|                 |            |   |  |                     |                         |                       |                               | Delete        |  |
| Lab Orders      |            |   |  |                     |                         |                       |                               |               | <b>N</b>   |
|                 |            |   |  |                     |                         |                       |                               |               |  |
| Ordering Doctor | LOINC Code | Description                             | Date   | Sign Off            | Status                  | Result                | File                          | Comments      |  |
| Ordering Doctor | LOINC Code | Description           Laboratory report | Date           Appointment: Feb. 24, 2022, 9:40 a.m.           Entered: Feb. 28, 2022, 1:38 p.m.           Performed: Feb. 24, 2022, 1:37 p.m. | Sign Off Signed Off | Status Results Received | Result       10 Units | File Lab Results from Patient | Comments      | <ul> <li>Info</li> <li>✓ Edit</li> <li>Delete</li> </ul> |