

Pathology Orders

Quick Reference Guide

How to place an order

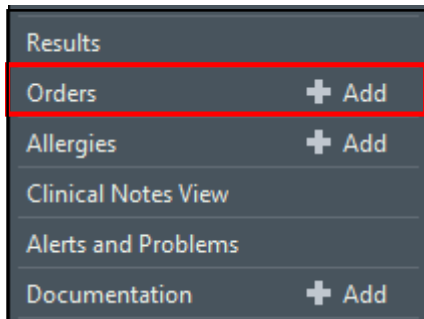
The **Orders** section of the **Patient Medical Record** allows electronic requests to be made for pathology.

Placing an order

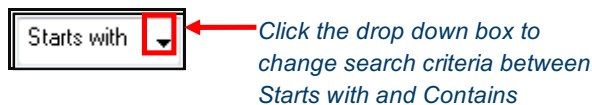
1. Open the patient's medical record and select the appropriate encounter
2. Select **Orders** from the **Patient Menu**

The **Orders** profile page will display. Review orders currently placed and outstanding prior to placing new order.

3. Click on the **Add**  icon in the top left of the **Orders** profile page

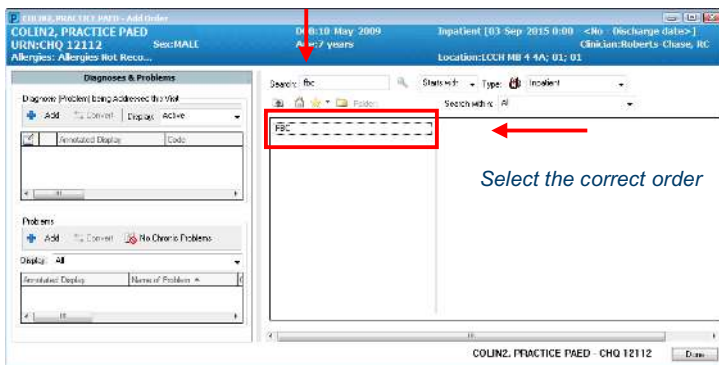


4. In the search field enter the name of the required order (e.g. FBC) into the search field then press enter
5. Change the search criteria between **Starts with** and **Contains** to assist in locating the correct order




6. Select the correct order by single clicking on the title from the list that populates in the window below. The order will highlight in blue when it has been selected.

Type the order you require in the search field



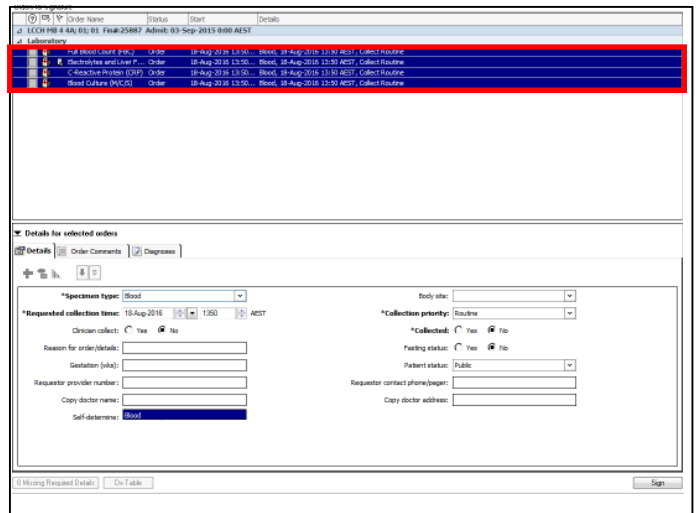
7. Follow the previous steps to search for all orders required (including Medical Imaging – See Ordering Radiology QRG for tips).

8. Click **Done**  when you have selected all relevant orders.



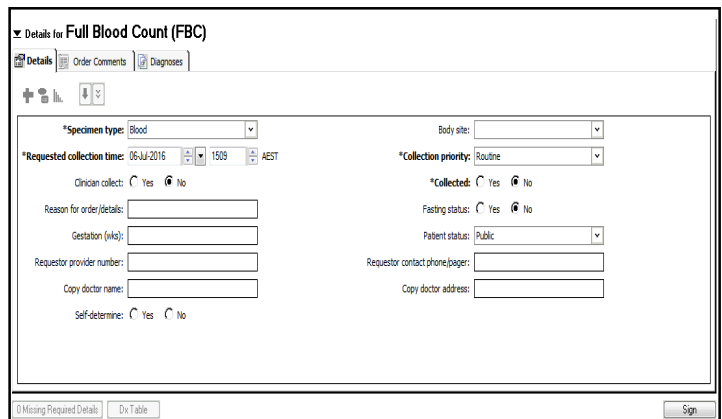
It is important select all the required orders at once, this is like collecting all items on a shopping list, prior to taking them to the register to finalise payment. Completing all required orders at the same time, will allow ieMR to net tests and minimise the number of tubes required where applicable.

9. Select all the orders, then enter details into the Details window



To enter **Details** about multiple orders, hold down **Ctrl** on your keyboard and use the left mouse click to highlight multiple items. When you enter the information in the **Details** window, this information will update all of the orders selected.

10. Complete the order details:



- Enter order information in **Reason for order/details**. This will be printed on the requisition form. Use this field to convey any order or clinical details.

Reason for order/details:

- Check the *Requested collection time*.

*Requested collection time: 13-Nov-2015 1025 AEST

- Ensure correct *Specimen type* and *Body site* if appropriate

*Specimen type:
 Body site:

- If the specimen is to be collected by an inpatient phlebotomy run, click *No*. For any other collections, click *Yes* for Clinician collect

Clinician collect: Yes No

All other collections

Inpatient Phlebotomy Run only

- Select *Routine* or *Urgent* in the *Collection Priority* field if the sample is for *Clinician collect*. The order will be ready to collect once the order is signed.
- If the sample is for inpatient Phlebotomy collection, selecting *Routine* in the *Collection Priority* field will schedule the specimen to be collected on the **next Phlebotomist** round. Selecting *Priority AM/PM* or *Routine AM/PM* will schedule collection at the set *AM/PM Phlebotomist* rounds.
- The order will be available for collection immediately in the *Collection Details* window when selecting *Urgent* in *Collection priority* even if it is designated for phlebotomy collect.

Urgent orders will be available for collection immediately regardless of the clinician collect status

*Collection priority:
 Add On
 Priority AM
 Priority PM
 Routine
 Routine AM
 Routine PM
 Urgent



LCCH Phlebotomy run times are 7 days a week:

0700, 1030, 1300, 1700(Mon-Fri only)

The order must be placed at least 5 minutes prior to the designated run to make the run list. If you miss this cut off, you will need to modify the order & phone Phlebotomy for an adhoc collect.

- Ensure the Collected field is always set to No, unless you are placing an Add On order. This ensures that you are able to print off specimen labels.

*Collected: Yes No

- Continue to fill out other relevant information including Requestor Provider Number, Requestor contact/phone pager, Fasting Status, Patient Status, and Copy doctor name and address.

- To communicate additional information to the lab, use the *Order Comments* tab.

- Click *Sign* enter your password and then click *OK* to finalise the order/s.



Complete all orders together to ensure the tests are netted correctly, minimising the number of tubes required. Only click Sign once all information is complete for all orders.