Creating an eLabs Requisition

Create an eLabs Requisition for Specimen Collected at Lab

From the Diagnostic Tests Tab

1. From a patient's chart, open the **Diagnostic Test** tab and click Send-Out to open the **OP Diagnostic Test Requisition Form**.
2. On the left panel, complete the order details.
   a. Select the **At Lab** radio button in the **Specimen Collection** section. By doing so, a Date and Estimated Time field displays in the order requisition. These fields are required to indicate the patient's estimated time of arrival to the servicing center for specimen collection.
   b. Select **Electronic** from the the **Order Type** dropdown list. The following fields will transfer to the eLabs order form: Order date, Service (Stat), Fasting, Notes, Diagnosis.

Note: Diagnosis will only carry over if it is entered in the Diagnosis codes field in the OP Diagnostic Test Requisition Form.

3. On the eLabs order form on the right, ensure that **PSC** (Patient Servicing Center) is indicated for the **Order Type**.
4. In the **Order Information** section, ensure the **Ordering Physician** is selected.
5. Check one or more lab **Test(s)** from listed choices.
6. For labs that are not listed in the Preference List, type the test code in the **Search** field and click **Enter** or search by test name:
   a. Click the button.
   b. Enter the test name in **Description** field and click the **Search** button. You can use wildcards (for example, *) in either field when searching. For example, when searching for any type of metabolic panel, using a wildcard before and after the search term "*metabolic*" returns a list of both types of panels (Basic and Comprehensive) with any term before and after the term "metabolic."
   c. Select the desired test(s).
   d. Click on **Use Selected** or **Use Selected and Save to Preferences.** Saving to Preferences adds the test to the list that appears when ordering a lab in the future.
7. Check one or more diagnoses from the Preference List, if not yet indicated.
8. To add diagnoses not in the Preference List, type the test code in the **Search** field and click **Enter** or search by test name:
   a. Click the button.
   b. Enter a name in the **Description** field. You can use wildcards as noted above in this field.
   c. Select the desired diagnosis.
   d. Click on **Use Selected** or **Use Selected and Save to Preferences.**
9. Click Add to Order.
10. If you're ready to send the order, click Validate Order >.
11. Ensure the **Labels Req** field is blank. Click Print & Send. This suppresses a specimen label from printing, prints a paper requisition for the patient, saves the requisition in OP software, and sends the requisition to the lab.

From a Task

1. Double-click on the task to open the **OP Diagnostic Test Requisition Form**.

2. On the left panel, complete the order details.
   a. Select the **At Lab** radio button in the **Specimen Collection** section. By doing so, a Date and Estimated Time field displays in the order requisition. These fields are required to indicate the patient's estimated time of arrival to the servicing center for specimen collection.
   b. Select **Electronic** from the the **Order Type** dropdown list.
3. From the Preference List, select the tests displayed in red at the top of the window. These are the tests included in the Task.
4. For ordered labs that are not listed in the Preference List, type the test code in the **Search** field and click **Enter** or search by test name:
   a. Click the button.
   b. Enter the test name in **Description** field and click the **Search** button. You can use wildcards as noted above in this field.
   c. Select the desired test(s).
   d. Click on **Use Selected** or **Use Selected and Save to Preferences**.
5. Confirm that the correct diagnosis codes are displayed, and click Add to Order. Diagnosis codes listed in the task automatically pass to the eLabs Requisition as the diagnosis for the order.
6. If needed, select one or more diagnoses from the Preference List.
7. To add diagnoses not in the Preference List, type the test code in the **Search** field or search by test name.
8. Click Add to Order.
9. If needed, complete the **Instructions** and **Copies To** fields.
10. If you're ready to send the order, click Validate Order >.
11. Ensure the **Labels Req** field is blank. Click Print & Send. This suppresses a specimen label from printing, prints a paper requisition for the patient, saves the requisition in OP software, and sends the requisition to the lab.

Create an eLabs Requisition for Specimen Collected In-house

From the Diagnostic Tests Tab

1. From a patient's chart, open the **Diagnostic Test** tab and click Send-Out to open the **OP Diagnostic Test Requisition Form**.
2. On the left panel, complete the order details.
   a. Select the **In House** radio button in the **Specimen Collection** section. By doing so, the current Date and Time display in the order requisition as the Specimen Collection time.
   b. Click the **In-house Lab Tech** dropdown arrow and select the appropriate staff member.
   c. Include **Blood Draw** and **Specimen Handling** options if indicated. By doing so, the Specimen Handling charge automatically forwards to the Superbill.
   d. Select **Electronic** from the **Order Type** dropdown list. The following fields will transfer to the eLabs order form: Order date, Service (Stat), Fasting, Notes, Diagnosis and Collection Date/Time.
3. On the eLabs order form on the right, ensure that **STANDARD** is indicated for the **Order Type**.
4. In the **Order Information** section, ensure the **Ordering Physician** is selected.
5. Select one or more lab test(s) from those listed.

6. For labs that are not listed in the Preference List, type the test code in **Search** field and click **Enter** or search by test name:
   a. Click the button.
   b. Enter the test name in the **Description** field and click the **Search** button. You can use wildcards (for example, *) in either field when searching. For example, when searching for any type of metabolic panel, using a wildcard before and after the search term "*metabolic*" returns a list of both types of panels (Basic and Comprehensive) with any term before and after the term "metabolic."
   c. Select desired test(s).
   d. Click on **Use Selected** or **Use Selected and Save to Preferences.** Saving to Preferences adds the test to the list that appears when ordering a lab.
7. Select one or more diagnoses from the Preference List, if not yet indicated.
8. To add diagnoses not in Preference List, type the test code in the **Search** field and click **Enter** or search by test name:
   a. Click the button.
   b. Enter a name in the **Description** field.
   c. Select the desired diagnosis.
   d. Click on **Use Selected** or **Use Selected and Save to Preferences.**
9. Click Add to Order .
10. If you're ready to send the order, click Validate Order > **.** For In-house Specimen collection, test-specific information may be required in relation to the mode of specimen collection. Answer any test-related questions that appear and click **Save Order.**
11. Complete **Print Labels** fields at top of window:
    a. **Labels Required** field: Enter the number of labels needed to label the specimens collected.
    b. **Label Printer** field: Select label printer from the dropdown list.
12. Click Print & Send . This generates specimen labels, prints a paper requisition, saves the requisition in OP software, and sends the requisition to the lab.

From a Task

1. Double-click on the task to open the **OP Diagnostic Test Requisition Form**.
2. On the left panel, complete the order details.
   a. Select the **In House** radio button in the **Specimen Collection** section. By doing so, the current Date and Time display in the order requisition as the Specimen Collection time.
   b. Click the **In-house Lab Tech** dropdown arrow and select the appropriate staff member.
   c. Include **Blood Draw** and **Specimen Handling** options if indicated. By doing so, the Specimen Handling charge automatically forwards to the Superbill.
   d. Select **Electronic** from the **Order Type** dropdown list. The following fields will transfer to the eLabs order form: Ordering Provider, Order date, Service (Stat), Fasting, Notes, and Collection Date/Time.

3. From the Preference List, select the tests displayed in red at the top of the window. These are the tests included in the Task.
4. For ordered labs that are not listed in Preference List, type the test code in the **Search** field and click **Enter** or search by test name:
   a. Click the button.
   b. Enter the test name in **Description** field and click the **Search** button. You can use wildcards as noted above in this field.
   c. Select the desired test(s).
   d. Click on **Use Selected** or **Use Selected and Save to Preferences.**
5. Confirm that the correct diagnosis codes are displayed and click Add to Order. Diagnosis codes listed in the task automatically pass to the eLabs Requisition as the diagnosis for the order.
6. If needed, select one or more diagnoses from the Preference List.
7. To add diagnoses not in the Preference List, type the test code in **the Search** field and click **Enter** or search by the test name.
8. Click Add to Order **.**
9. If needed, complete the **Instructions** and **Copies To** fields.
10. If you're ready to send the order, click Validate Order > **.** For In-House specimen collection, test-specific information may be required in relation to the mode of specimen collection. Answer any test-related questions that appear and click **Save Order**.
11. Complete the **Print Labels** fields at top of window:
    a. **Labels Required** field: Enter the number of labels needed to label the specimens collected.
    b. **Label Printer** field: Select Label Printer from the dropdown list.
12. Click Print & Send. This generates specimen labels, prints a paper requisition, saves the requisition in OP software, and sends the requisition to the lab.

Edit/Delete an eLabs Order

Editing or Deleting Orders

- Only requisitions that have not been Sent (that is, the end user closed the eLabs window before clicking Send) can be edited or deleted.
- If a requisition has been sent to the lab in error, contact the lab to cancel the order.
- To add a test to an order that has been sent, follow instructions for ordering a lab.

For Requisitions That have been Validated but not Sent

1. Click on the **Access Orders** button from either:
   - **Patient Chart** >**Diagnostic Test** tab
   - **Schedule** button > **Diagnostic Tests** tab
2. Search for the order by either:
   - **Order Status**: Entered, Inactive
   - **Patient:ID** or **Name**
3. Make changes to the lab by clicking on the **Order #**, if needed.

4. Click the **Send Orders** button to send the order or the **Delete** button to delete it.