

# eLabs: Match Unmatched Results QRG

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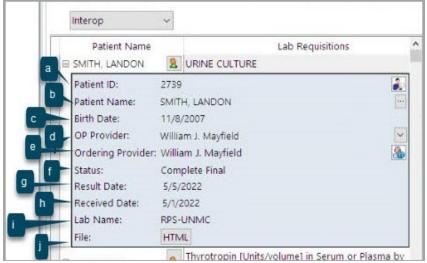
View Unmatched Results

Match Results to a Requisition

Electronic Results are auto-matched based on Patient Name, DOB, Lab-Issued Specimen ID, or Lab-Issued Requisition ID and will be found in the Received/Reviewed tab of the Clinical Work window. Results that are not auto-matched are displayed in the Unmatched Received Results tab. These results should be reviewed daily to ensure that all results are reconciled. In order to view the Unmatched Lab Results, the following permissions must be assigned: **DTI\_UnmatchedResults** and **Messages\_Allow\_view\_all\_messages**.

## **View Unmatched Lab Results**

- Navigate to the Unmatched Received Results tab of the Clinical Work window: Main Navigation Panel >
   Unmatched.
- Change the Scope, if necessary. By default, Me is selected.
  Note: The Date Range and option to Include EFR are greyed-out and cannot be selected.
- (Optional) Click the Location drop-down and select a Location.
  Note: Only the Locations that are assigned to the logged-in user in the Staff Directory can be selected.
- 4. Review the unmatched results.



- a. Patient ID: Patient's OP ID
  Note: Use the patient finder to search or edit the selected patient.
- b. Patient Name: Patient's Name
- c. Birth Date: Patient's date of birth
- d. **OP Provider**: Click the drop-down to select a Provider from the list.
- e. **Ordering Provider**: Click the **Address book** button to select or edit.
- f. **Status**: The status of the lab result
- g. **Result Date**: The date when the Lab resulted the lab
- h. **Received Date**: The date the results were received by OP
- i. Lab Name: The Lab returning the results
- j. File: An HTML or PDF button only displays if the Lab has returned the results where you may review and/or print in a web browser.

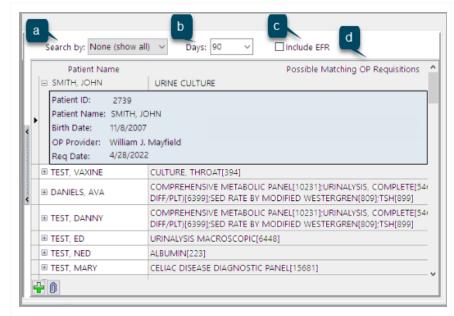
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## Match Results to a Requisition

Lab results (left panel) are matched to existing OP requisitions (right panel). The following fields are required to match the result with a requisition: Patient ID, Patient Name, Birth Date, OP Provider, and Ordering Provider. From here, you can also create a Requisition if there isn't one or delete results for an unknown patient.



The following filters can be used to narrow your search of OP Requisitions:

- a. Search by: None (show all), Specimen ID, requisition ID, Patient ID, Name (Last, First or First, Last), and Birth date
- Days: Use the drop-down arrow to enter a number of days or enter a number in the field.
- Include EFR: Select the checkbox to view messages marked with a visibility other than Any Staff Member.
- d. Possible Matching OP requisitions:
  Displays all possible OP requisitions

## Match Lab Results to an OP Requisition

- 1. Navigate to the Unmatched tab of the Clinical Work window: Main Navigation Panel > Unmatched.
- With the Result line selected in the left panel, review the OP requisitions displayed in the right panel.
  - If a match is found:
    - a. Select the matching OP requisition, and click the **attach** button.
    - b. Click **Yes** in the confirmation window to attach. The result and the requisition are moved to the **Results Received/Reviewed** tab for Provider's review.
  - If a match is not found but the patient is registered with Practice:
    - a. Click the **Add button** to create the requisition for the patient.
    - b. Click **Yes** to create the lab requisition in OP. **Note:** The result will move to the **Results Received/Reviewed** tab for the Provider's review.
  - If a match is not found and the patient is NOT registered with the Practice: Make sure you have tried all search options to locate the patient in OP prior to deleting a lab result. An audit trail entry will be made if a result is deleted.
    - a. Click the **Delete** button located on the lab panel.

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