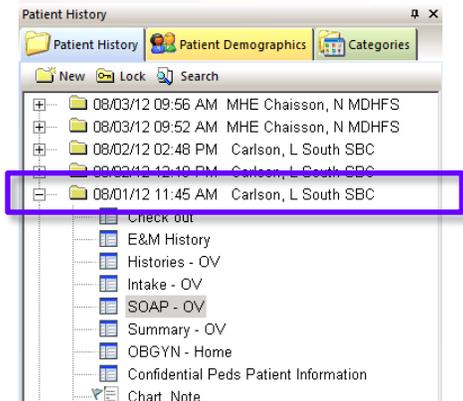


This guide will help you order and enter results for immunizations, labs and other orders.

I. Open Encounter

- A. Open the encounter from the task received or by selecting the correct encounter in the *Patient History* window.
- B. Perform the 6-point Check. See *EHR How-to Guide 2*.

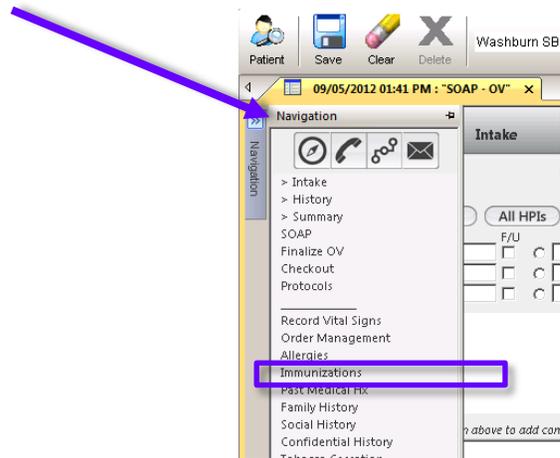


IMMUNIZATIONS

I. Immunizations: Placing Order

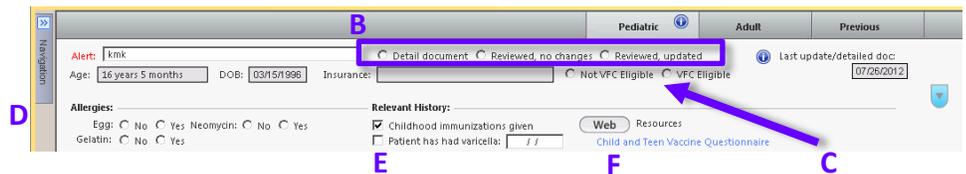
The following procedure is for ordering new immunizations. If entering immunization history, see *EHR How-to Guide 8: Chart Abstraction*

- A. Click on the Left Navigation Bar and choose *Immunizations*.



- B. Select one of the following:

- 1. *Detail document* if you are entering vaccinations for the first time.
- 2. *Reviewed, no changes* if you reviewed the immunizations and none are needed.
- 3. *Reviewed, updated* if you are adding new immunization orders or past immunizations.



- C. Select the VFC eligibility status.
- D. *Allergies*: Complete or review patient’s allergies
- E. *Relevant History*: Check *Childhood Immunizations given* if there is a vaccine record on file.
- F. Click on *Child and Teen Vaccine Questionnaire* to complete questionnaire.

G. Pediatric Immunization Matrix

1. Check the box of the immunization you wish to order.

Pediatric Immunization Matrix: (If you manually enter dates into matrix, you must click "Place Order" to save.) Show ages

Order sets: Comments:

Order:	Code:	Seq#:	Status:	1	2	3	4	5
DTaP/DTP/DT:	<input type="checkbox"/>	<input type="checkbox"/>	VIS	04/02/2012	///	///	///	///
Hepatitis B:	<input type="checkbox"/>	<input type="checkbox"/>	VIS	///	///	///	///	///
Hib:	<input type="checkbox"/>	<input type="checkbox"/>	VIS	///	///	///	///	///
Polio:	<input type="checkbox"/>	<input type="checkbox"/>	VIS	///	///	///	///	///
PCV:	<input type="checkbox"/>	<input type="checkbox"/>	VIS	///	///	///	///	///
PPV23:	<input type="checkbox"/>	<input type="checkbox"/>	VIS	///	///	///	///	///
MMR:	<input type="checkbox"/>	<input type="checkbox"/>	VIS	05/07/2012	06/12/2012			
Influenza/LAIV:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	VIS	///	///			
Meningococcal:	<input type="checkbox"/>	<input type="checkbox"/>	VIS	///	///			
Varicella:	<input type="checkbox"/>	<input type="checkbox"/>	VIS	///	///			
Td:	<input type="checkbox"/>	<input type="checkbox"/>	VIS	///				
Tdap:	<input type="checkbox"/>	<input type="checkbox"/>	VIS	///				
Hepatitis A:	<input type="checkbox"/>	<input type="checkbox"/>	VIS	///	///	///		
Rotavirus:	<input type="checkbox"/>	<input type="checkbox"/>	VIS	///	///	///		
HPV:	<input type="checkbox"/>	<input type="checkbox"/>	VIS	///	///	///		

Other Vaccines: (No allergy checking on items ordered under this section.)

Code:	Vaccine:	Seq #:	Strength:	Dose:	Units:	Route:	Lot #:	Site:	Manufd
<input type="text"/>									

2. Double-click on the correct form and CPT code

Hint: Reference an Encounter Fee Ticket for correct code.

Vaccines	CPT	CVX	ICD
Flu (split) (3 yrs or older)	90658	15	V04.81
Flu (split) (6-35 mos)	90657	15	V04.81
flu (split) preservative free, 3 yrs or older	90656	15	V04.81
flu (split) preservative free, 6-35 mos	90655	15	V04.81
Influenza virus vaccine, intranasal	90660	111	V04.81

Buttons: Refresh, OK, Cancel

3. Select the series number from the pop-up screen.
4. Click on the VIS button to view the document. **Always do this to record you offered the information to the patient.**
5. Click on the Place Order button at the bottom of the screen.
6. Select the provider you wish to Task to complete the order.

Hint: If you are performing the immunization, simply hit OK to task yourself.

7. The order should appear in the *Immunizations and Titers Ordered at This Encounter* field.

Status	Immunization Order	Seq #	Date Ordered	Comments	VFC/Non VFC
ordered	Flu (split) (3 yrs or older)	1	09/17/2012		

II. Immunizations: Performing Order

A. From the Immunization Module, double-click on the order.

Hint: If you received a task to complete an immunization, click on the Chart button in your Inbox. You will be brought directly to the Immunization Module.

B. Manage Immunization Order Screen

1. Verify the order and VFC status
2. *Allergy Questions:* Select the proper answer the patient gave.
3. Click in the *Lot Number:* field. The available lot numbers from the SBC inventory are listed. Double-click on the correct lot. The *Exp. Date, Manufacturer* and *Brand Name* fields are then auto-filled.
4. Click on the *Code:* field under *Administration/injection charges*

- a. If this is first immunization administered on this encounter, select 90471
- b. If this is the second or more immunization administered on this encounter, select 90472.
- c. **Click on the *Submit to Superbill* button.**
5. Click on *Immunization given* and verify the date.

6. Verify *Educational materials provided* is checked and the *VIS* is listed in the *Reason/Explanation/Comment* field.
7. Click on the *Save* and *Close* buttons.
8. Repeat these steps for any other immunization ordered on this encounter.

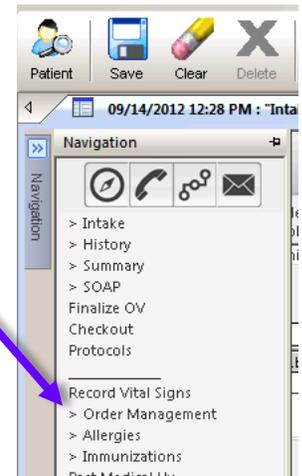
LABS: IN-HOUSE

I. Perform Lab/Procedure

Note: To order an in-house lab or office procedure, see EHR *How-to Guide 3*

- A. From the Left Navigation Bar, click on *Order Management*.
- B. Double-click on the lab/procedure you are performing.

Status	Ordered	Completed	Order	Interpretation	Report
ordered	08/27/2012	/ /	Chlamydia - PCR		
ordered	09/14/2012	/ /	Flu (split) (3 yrs or older) #1 0.5 mL IM		
ordered	09/14/2012	/ /	Depo Provera 150 Mg.		
ordered	09/12/2012	/ /	Flu (split) (3 yrs or older) #1 0.5 mL IM		
ordered	09/05/2012	/ /	Gonorrhea - PCR		
completed	09/05/2012	09/05/2012	Chlamydia - PCR	normal	
completed	08/28/2012	08/28/2012	Trichomonas Rapid	normal	



C. Obtained/performed/Placed

1. Check the *Performed* box.
2. If needed, change the date in the *On:* field.

Obtained/performed/placed

On: Reason/comment:

Performed: 08/06/2012

Seq: Strength: Dose: Units: Route: Side: Site: Position:

Lot #: Expiration: Manufacturer: Brand name: Qty: Reaction:

Education/instructions

3. Enter the proper procedure information.
4. Enter the *Lot #*, *Expiration:* and other information.

D. Result/Report

1. Check the *Completed* box.

On: Reason/comment:

Completed: 09/17/2012 Select interpretation:

Interpretation:

Report details:

Billing codes

Order: 87491 Mod 1: Mod

Bill units: 1 Service date: 09/17

normal
abnormal
high critical
high
invalid
low
low critical
greatly decreased
positive
negative
see detail

Close

2. If needed, change the date in the *On:* field.
3. If there is already a result for the lab, click in the *Interpretation* field and select the proper result.

E. Billing Information

1. Ensure the *Admin/other* CPT code is correct for the lab.

Hint: Click on the blue down arrow to get to the Encounter Fee Ticket Categories.

The screenshot shows a 'Billing codes' form. At the top, there are checkboxes for 'use Admin/other 1' and 'Mod 1', and 'Mod 2'. Below that, 'Bill units: 1' and 'Service date: 08/06/2012' are displayed. The main section contains three rows of input fields: 'Admin/other 1' with the value '84529', 'Admin/other 2', and 'Venipuncture'. Each row has a dropdown menu with a blue arrow pointing down, a quantity field (set to '1'), and a 'Clear' button. A 'Task' button is located above the 'Submit to Superbill' button, which is enclosed in a red rectangular box. Three blue arrows are overlaid on the image: one points to the first dropdown menu, another points to the second dropdown menu, and a third points to the 'Submit to Superbill' button.

2. Enter the quantity you are ordering.
3. Add any handling or Venipuncture CPT codes if applicable.

Hint: Reference an Encounter Fee Ticket for correct codes.

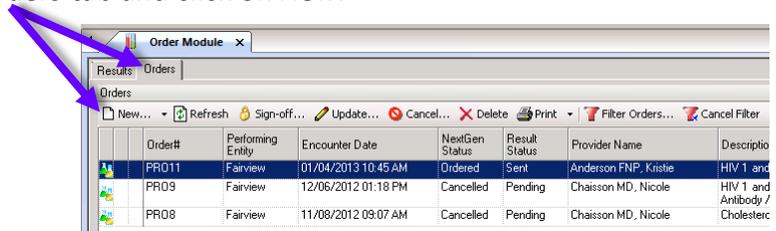
4. **Click the *Submit to Superbill* button.**

- F. Repeat these tasks for any additional labs or procedures.

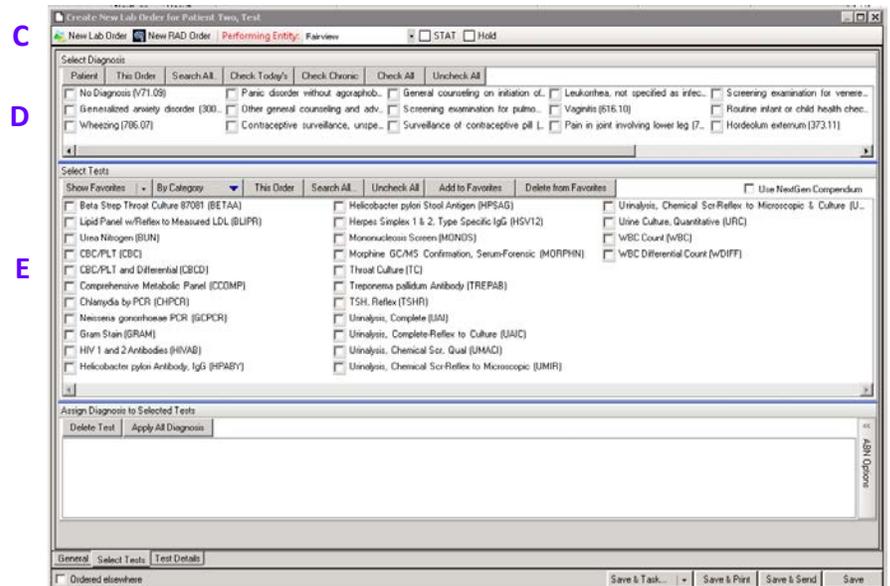
LABS: FAIRVIEW

I. Ordering Labs for Fairview

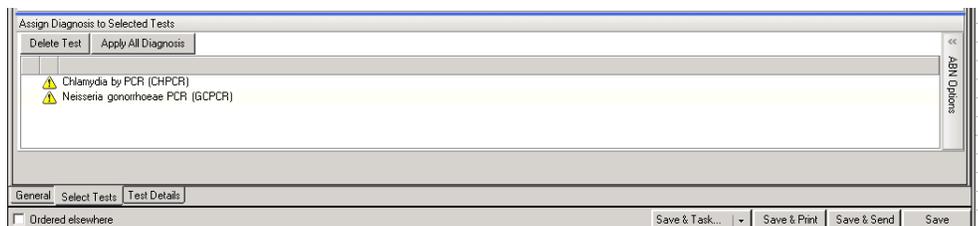
- A. Click on the *Orders*  button either at the bottom of the *Patient History* window or on the EHR toolbar.
- B. In the *Orders Module*, click on the *Orders* tab and click on *New*.



- C. Make sure you selected *New Lab Order* and the *Performing Entity* is *Fairview* at the top.
- D. Select the diagnosis that should go with the test(s). If you have not yet made a diagnosis, click on *Search All* to do so now.
- E. Select the test(s) you want to order from the *Favorites* section (these are the tests we normally order from Fairview).
If you need a test we don't normally order, you can search for it by clicking on the *Search All* button.



- F. The tests you order will appear in the lower section. If there is a  in front of the test, you need to submit more information. Click on the test.



1. Enter the information requested. In this instance, it is asking for the source of the specimen (urine, blood, etc).

Chlamydia by PCR (CHPCR)
Neisseria gonorrhoeae PCR (GCPCR)

Click to display specimen handling details

Volume: Units: Apply this specimen details to all tests

Collection date: 01/07/2013 11:57 AM

Source site:

Source description:

Body site:

Site modifier:

Specimen role:

Address:

Collection method:

Specimen storage:

Ask-at-order-entry questions:

Question	Units	Data Type	Answer
Specimen Source F1#		String	

Hint: If you want to use the same answer for all the tests you ordered, check the *Apply this specimen details to all tests* box.

- G. Click on the *Test Details* tab.

Assign Diagnosis to Selected Tests

Delete Test Apply All Diagnosis

Chlamydia by PCR (CHPCR)
Neisseria gonorrhoeae PCR (GCPCR)

General Select Test **Test Details**

Ordered elsewhere

Save & Task... Save & Print Save & Send Save

1. Check the **Collection Date** box.
2. Check the *Apply this specimen details to all tests* box.

Chlamydia by PCR (CHPCR)
Neisseria gonorrhoeae PCR (GCPCR)

Click to display specimen handling details

Volume: Units: Apply this specimen details to all tests

Collection date: 01/07/2013 11:57 AM

Source site:

Source description:

Body site:

Site modifier:

Specimen role:

Address:

Collection method:

Specimen storage:

Ask-at-order-entry questions:

Question	Units	Data Type	Answer
Specimen Source F1#		String	

- H. If you need to task someone to collect the specimen, click on *Save & Task*.

Assign Diagnosis to Selected Tests

Delete Test Apply All Diagnosis

Chlamydia by PCR (CHPCR)
Neisseria gonorrhoeae PCR (GCPCR)

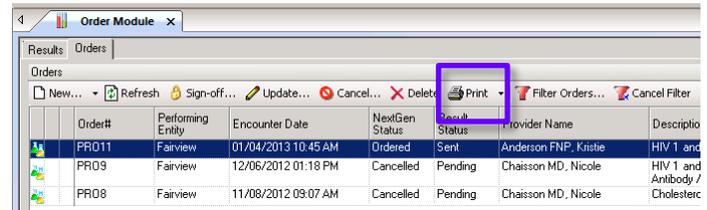
General Select Test Test Details

Ordered elsewhere

Save & Task... Save & Print Save & Send Save

- I. Click on *Save & Send* to send the order to Fairview.

- K. You will now see the order in the *Order Module*. Click on *Print* to print the E-requisition that should be attached to the specimen.



- L. In a few seconds, label(s) for this order will automatically print out from the Fairview Labs label printer. Place these labels over the temporary lab label on each specimen.

Note: If you want to check on the status of a lab test, log into the Atlas/Fairview Labworks site at <http://fairviewlab.org>.

Congrats! You are done with this How-to Guide.