

# LAB ORDER → NEW LAB ORDER w/ EXISTING PATIENT

THINK OF KEYSTONE "POP" FOR PLACING AN ORDER:

**P = PATIENT**

**O = ORDER**

**P = PRINT**

## How to Place New Lab Order Instructions:

- Search for Patient

My Account Settings Log Out  
Location : [ Test Location 2 ]

Last Name [v]  
Last Name  
First Name  
Patient ID  
DOB (m/d/yyyy)

Search for Patient by 4 options  
> if unable to find patient perform  
"+ Add New" function

- Select Patient

ID	FIRST NAME	LAST NAME	DOB	GENDER
4655	Donald	Duck	05/16/1974	M
9586	Dafy	Duck	01/01/2001	F

Click "+" icon

- LAB ORDER – REQUIRED ORDER INFORMATION SECTION

- Bill to Patient:  
(self-pay)

LAB ORDER

Location \* Test Location 2 Bill To  Patient  Client  Insurance

Provider \* Doctor, MD Test Comments

Fasting No

Requisition 01/16/2021 12:30 PM

Requisition By CUP

Collected \* / /

Collected By CUP

DIAGNOSIS CODES

Provider: select provider  
Fasting: select yes or no  
Requisition: select date or use default creation date  
Collected: select date of collection

Bill To: select method of billing  
(will default to "Bill To Patient")  
\*\* If patient is self-pay but needs hardship consideration: make a comment "Hardship Request or Hardship form attached"

- Bill to Insurance:

### LAB ORDER

Location \*  Bill To  Patient  Client  Insurance

Provider \*  Primary  +

Fasting  Secondary  +

Requisition   Tertiary  +

Requisition By  Comments

Collected \*   +

Collected By

➤ LAB ORDER – DIAGNOSIS CODE(S)

#### DIAGNOSIS CODES

+ Add Diagnosis Code Rapid Diagnosis

No Diagnosis Code Added

#### Diagnosis Codes

All Diagnosis

	DESCRIPTION	VERSION
<input type="checkbox"/>	Vibrio cholerae 01, biovar cholerae	10
<input type="checkbox"/>	Cholera due to Vibrio cholerae 01, biovar eltor	10
<input type="checkbox"/>	A00.9 Cholera, unspecified	10
<input type="checkbox"/>	A01.00 Typhoid fever, unspecified	10
<input type="checkbox"/>	A01.01 Typhoid meningitis	10
<input type="checkbox"/>	A01.02 Typhoid fever with heart involvement	10
<input type="checkbox"/>	A01.03 Typhoid pneumonia	10
<input type="checkbox"/>	A01.04 Typhoid arthritis	10
<input type="checkbox"/>	A01.05 Typhoid osteomyelitis	10
<input type="checkbox"/>	A01.09 Typhoid fever with other complications	10
<input type="checkbox"/>	A01.1 Paratyphoid fever A	10
<input type="checkbox"/>	A01.2 Paratyphoid fever B	10
<input type="checkbox"/>	A01.3 Paratyphoid fever C	10
<input type="checkbox"/>	A01.4 Paratyphoid fever, unspecified	10

Displaying 1 - 50 of 72185 record(s) Page Size  Page No

**Option 1:**

Free type in diagnosis code in the "Rapid Diagnosis" box

**Option 2:**

Click "+ Add Diagnosis Code". Pop up box will appear to find and select the diagnosis code by 4 different menu choices

#### DIAGNOSIS CODES

+ Add Diagnosis Code Rapid Diagnosis

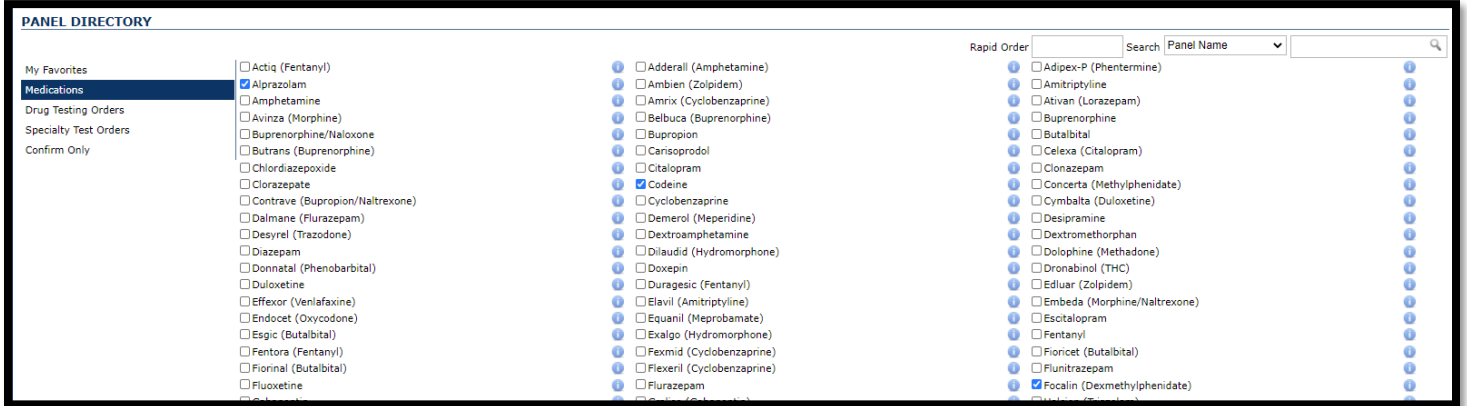
CODE	DESCRIPTION
<input checked="" type="checkbox"/> Z51.81	Encounter for therapeutic drug level monitoring

Once selected it will populate in the box

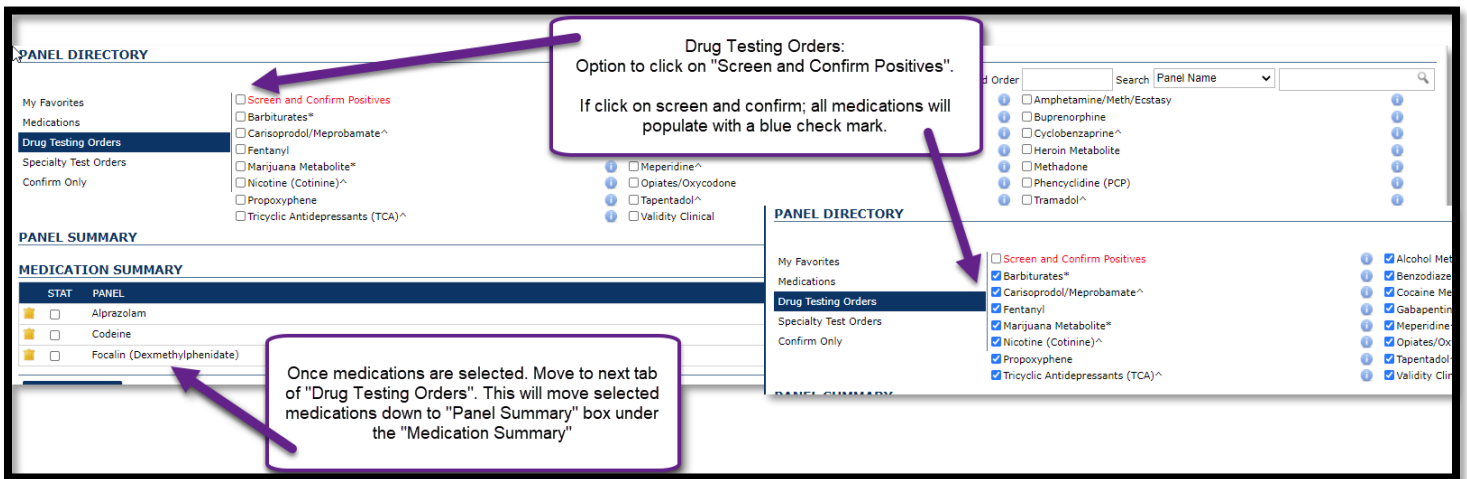
➤ LAB ORDER – PANEL DIRECTORY

○ Select Medications

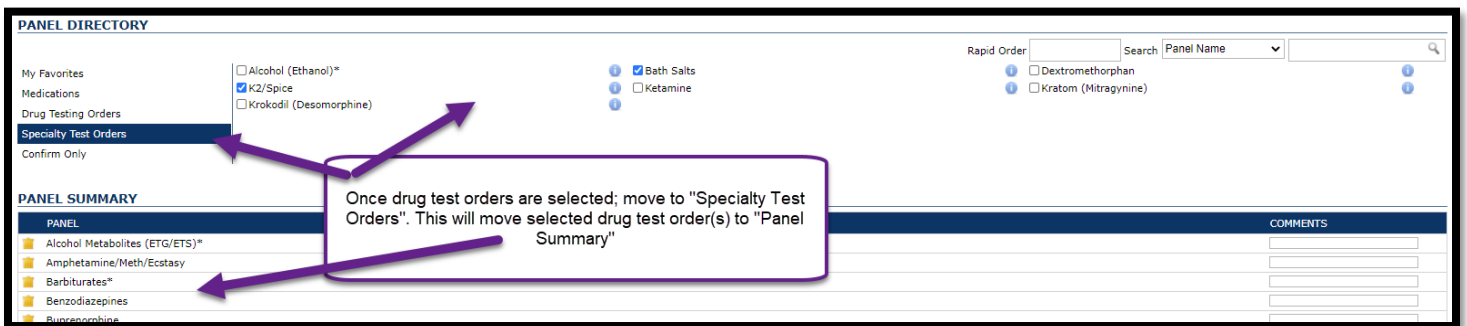
- Please note that the alpha is on a horizontal plane and not a vertical plane



○ Select Drug Testing Order (if applicable)



○ Select Specialty Test Orders



➤ All items are selected for the order:

**PANEL SUMMARY**

PANEL

- Alcohol Metabolites (ETG/ETS)\*
- Amphetamine/Meth/Ecstasy
- Barbiturates\*
- Benzodiazepines
- Buprenorphine
- Carisoprodol/Meprobamate^
- Cocaine Metabolite
- Cyclobenzaprine^
- Fentanyl
- Gabapentin^
- Heroin Metabolite
- Marijuana Metabolite\*
- Mepredine^
- Methadone
- Nicotine (Cotinine)^
- Opiates/Oxycodone
- Phencyclidine (PCP)
- Pregabalin^
- Propoxyphene
- Tapentadol^
- Tramadol^
- Tricyclic Antidepressants (TCA)^
- Validity Clinical
- K2/Spice
- Bath Salts

After completing all selections for the order, it will all appear in the Panel Summary and Medication Summary

Drug Testing Order \* Screen & Confirm

Specialty Test Orders

Medication Selected Summary

STAT PANEL

- Alprazolam
- Codeine
- Focalin (Dexmethylphenidate)

EDIT PATIENT

Req. Labels CREATE ORDER FUTURE ORDER

Check the diagnosis code in the Panel Summary Header row. It will check all of the panel tests with the diagnosis code. By checking the diagnosis code, it will print on the requisition.

➤ Unchecked vs Checked Diagnosis Code box in Panel Summary on a printed requisition:

Panels Ordered			
Panel Name	Status	Procedure Codes	Diagnosis Codes
Alprazolam	Pending		
Codeine	Pending		
Focalin (Dexmethylphenidate)	Pending		
Alcohol Metabolites (ETG/ETS)*	Pending		
Amphetamine/Meth/Ecstasy	Pending		
Barbiturates*	Pending		
Benzodiazepines	Pending		
Buprenorphine	Pending		
Carisoprodol/Meprobamate^	Pending		

Without the diagnosis code unchecked on a requisition form

Panels Ordered			
Panel Name	Status	Procedure Codes	Diagnosis Codes
Alprazolam	Pending		
Codeine	Pending		
Focalin (Dexmethylphenidate)	Pending		
Alcohol Metabolites (ETG/ETS)*	Pending		Z51.81
Amphetamine/Meth/Ecstasy	Pending		Z51.81
Barbiturates*	Pending		Z51.81
Benzodiazepines	Pending		Z51.81
Buprenorphine	Pending		Z51.81

With the diagnosis code checked on a requisition form

➤ Click on Create Order to finalize the order:

COMMENTS

Req. Labels **CREATE ORDER** FUTURE ORDER

- Pop box for signature and acknowledge for disclaimer statements

Draw your signature below

I acknowledge by my signature that I have read, understand, and agree to the following:

- \*Qualitative screening tests are performed first. Only positives continue to Quantitative confirmation testing.
- ^Quantitative confirmation tests are performed only.

CLEAR SAVE CLOSE

Note: Use your Mouse to sign.

Patient signs using mouse.  
Check box for Qualitative and Quantitative statements  
Click "Save"

- Pop Up Box to Print
  - Label
  - Requisition

Order Review

Accession: 50223

Print Label

**SELECT REQUISITION REPORT TO PRINT**

Requisition Report With Signature Print Requisition

Pop Box for Printing:  
Print Label or Print Requisition

CLOSE

## Updating Patient Demographic Information during Lab Order:

- At the time of creating a lab order; before finalizing the order with the "Create Order" you can verify the patient demographic information and perform any edits if needed.

The screenshot shows a software interface for editing patient information. On the left, a 'MEDICATION SUMMARY' table lists three items: Alprazolam, Codeine, and Focalin (Dexmethylphenidate). Below this is an 'EDIT PATIENT' button. A purple arrow points from this button to a large purple-bordered text box on the left. The main area is titled 'Edit Patient' and contains a form with various fields for patient details. A purple-bordered text box at the top right explains that this is a pop-up box for editing demographic information. A 'SAVE' button is located at the bottom right of the form.

STAT	PANEL
<input type="checkbox"/>	Alprazolam
<input type="checkbox"/>	Codeine
<input type="checkbox"/>	Focalin (Dexmethylphenidate)

**EDIT PATIENT**

For existing patient orders; you can verify the patient demographic information at time of placing the order.

Click "Edit Patient" box.

You can only edit patient's demographic information.

Pop up box of the patient demographic information; allowing for any edits.

**Edit Patient**

Title

Street \* 92378 Everlasting Lane

First Name \* Donald

City \* Asheville

Last Name \* Duck

State \* North Carolina

Middle Name

Zip \* 28801

Suffix

DOB \* 05/16/1974 Age 46

Home Phone (828) 555-5555

Gender \* Male

Work Phone ( ) - -

Race

Cell Phone ( ) - -

Patient ID 4655

SSN - - -

Email Address

Alert Message

**SAVE**