

# **Ordering & Managing Standing Orders**

#### Ordering a standing order:

- Open lab master
- Select diagnosis
- Verify lab vendor is correct or select the correct lab vendor
- Choose "in office specimen" or "lab draw"
- Check the "Standing order" checkbox

iLab Master								×
Assessments	My Plan	A/P Details	Labs	Diagnostics	F	Referrals	Office Procedures	Cosign Orders
Today's Assessments:	Select a diagnosis to associa	te with the desired lab(s)	below.) Selected Dx: 110	IMO			Source Patient P	nl (sharps injury)
# Diagnosis Descri	ption	Code	Chronic Dx		Code	Chemistry	Microbiology	Urine Chemistries
1 HTN (hypertensio	on) with goal to be determ	ined I10				CSF Labs	Serology	
						Tumor Mark	ers 🛛 💠 OB Lab Detail	Therapeutic Levels
							Pulm Labs	Other Tests
			•		►	Ins 1: Blue	Preferred P	Virginia Johnson MD
Specialty: Family Pra	actice	Perform:	Add	Edit	Remove	Ins 2:	Copy to:	
Select Lab: Trinity	2740	or on this date:		Interval:		DOB: 03/1	0/1954	
Last Ve	ndor Date: 2015-07-02	01/19	2016 R Standing O	rder Start	11			
Lab Tests: C In Office	Specimen 💿 Lab Draw	Fasting	Call Results	Expires:	11			

• Fill in interval for the standing order or "X" out if creating an INR order

INR: Selecting "x" will allow your patients to have the INR drawn, as needed.

iLab Master							X
Assessments	My Plan	A/P Details	Labs	Diagnostics	Referrals	Office Procedures	Cosign Orders
Today's Assessments: (.	Select a diagnosis to associ	ate with the desired lab(s) l	elow.) Selected Dx: 11	.0 Імо		Source Patient Pr	nl (sharps injury)
Diagnosis Descrip     HTN (hypertensio	otion n) with goal to be detern	Code nined 110	Chronic Dx		Code * Chemistry * CSF Labs * Tumor Mark	Alicrobiology     Alematology ers     OB Lab Detail     Pulm Labs Preferred P	Vrine Chemistries     Serology     Therapeutic Levels     Other Tests Virginia Johnson MD
Specialty: Family Pra Select Lab: Trinity Lab Tests: O In Office S	ctice 2740 ndor Date: 2015-07-02 pecimen ⓒ Lab Draw	Fasting	Ad	d Edit Interval: Start Expires:	Remove         Ins 2:           01/19/2016         DOB:         03/1           01/19/2017	0/1954	
ALT (SGPT)	Cult	ure Stool Interva	I	X	Panel Electrolyte	Syphilis Al	в*
ANA AST (SGOT) Bilirubin Total Bilirubin Direct BNP* BUN CReactive Protein	Cult	ure Throat ure Virus/CVC Days: mer Week xxin level* ein Barr Month adiol Years:		OK T	Panel Hepatitis * Lipid Panel * Panel Liver Frite Phosphorus Potassium Preg, HCG Qual * Preg HCG Quart *	Rubella Ig     SED Rate '     Occult Bla     Testosterc     Testosterc     T4 Free *     T4 Free *	G (Germ Meas)
C-React Prot High S	iens * 🛄 🗖 Ferr	itin *		i	Preg, Urine	UA - Rout	ine

- Start date will auto populate to today
- Stop date will auto populate to today + 1 year
  - o You can also change the start or stop dates by clicking in the fields

iLab Master						
Assessments	My Plan	A/P Details	Labs	Diagnostics	F	Referrals Office
Today's Assessments: (	Select a diagnosis to associ	ate with the desired lab(s)	below.) Selected Dx: [110	IMO		*
# Diagnosis Descrip	otion	Code	Chronic Dx		Code	Chemistry
1 HTN (hypertensio	n) with goal to be determ	nined I10				♦ CSF Labs
					Þ	Ins 1: Blue Preferr
Specialty: Family Pra	ctice		Add	Edit	Remove	Ins 2:
Select Lab: Trinity	2740			Interval:		DO8: 03/10/1954
Last Ver	ndor Date: 2015-07-02	-	R Standing O	rder 2 Weeks	t 01/19/20	16 0.001
Lab Tests: O In Office S	Specimen 💿 Lab Draw	E Fasting	Call Results	Expires	s: 01/19/20	17

- Check the desired lab(s)
  - Reminder: Only check Lab(s) that are for the standing order
- Place Order and Process to assign one NGP
  - Note: This will create one order in the module that contains a PAQ comment with the following statement: "Standing order expires on" with the expiration date listed. This statement also shows up in the orders management template next to the order.
  - The comment field in Order Management includes additional detail "SO expires on XX/XX/XXXX"
- Select Save and close
- Print the requisition from the Check Out page

The patient will take lab requisition. The lab will keep the NGP order number in their records and use it each time the patient comes to the lab.

### Managing a Standing order

• When a Standing Order test is resulted, the PAQ note field will indicate it is a Standing Order with the comment "Standing Order expires XX/XX/XXXX"

🚡 Signoff Queue - [Weinberg	g MD, Neal R] [IHA - MHTraining]	_		•		>
🗏 Pending 🚺 Rejected	I History		🔄 💫 Preview 🗐 Comme	nts		
Description	Patient	<b></b>	Show Normal (N) Re	sults Flag Show Compressed R	esults MU Compati	ible _
Order: High	AAA, BobbieSue					
CARD_docVisit			IHA - MHTraining	AAA, Bobbie	Sue	
Master_Im			PO Box 131186	4567 Stre	et	
🚹 Order: High	AAA, BobbieSue		Ann Arbor, MI, 481131	186 Ann Arbor, MI,	48105	
Order: High	AAA, BobbieSue			Person #: 111	8909	
Order: High	AAA, BobbieSue			DOB: 03/03/	1965	
Order 📘	AAA, BobbieSue					
Order	AAA, BobbieSue		Ordering: Weinberg N	ID, Neal Performing #: Trinity	Location: AGO A	rbor Park
Order	AAA, BobbieSue		R	- ,		
Order	AAA, BobbieSue		Tests Ordered : HCG C	uant * - STANDING ORDER (NG480	0038)	
Order: Low	AAA, BobbieSue					
Order	AAA, BobbieSue			NTITATIVE* (Collection Date: 12/	00/2015 09:40 Status	Final)
Order: Low	AAA, BobbieSue		bried : bein ried, gor	INTITATIVE (Collection Date: 12/	05/2013 08.40, Status.	Fillal
Order 0	AAA, BobbieSue		Component	Result Units	Flag Range	Comment
l) Order	AAA, BobbieSue		BHCG	12 ml	H >10	for
l) Order	AAA, BobbieSue					sample
Order	AAA, BobbieSue					purposes
Order	AAA, BobbieSue					
Order: Abnormal	AAA, BobbieSue					
Order: High	AAA, BobbieSue					
Drder	AAA, BobbieSue					
📰 Master_Im						
Order	Cdr, Testeight L	1				
Order Low	Cdr. Testaight I	- Č				
Provider: Weinberg MD, N	eal R 💌					
-						
Practice: JIHA - MHTraining	J					
Items: 🔽 Documents 🔽	Images 🔽 Notes 🔽 ICS 🔗 🖉	lear				
✓ Orders ✓	Crystal Reports V HIE	ofreeh	Formatted Results Grid R	esults Documents, Images and Urls		
	Non	erreal			N	
Accent	Order: High	Inen	Demetral, Bonnie	12/09/2015 08:38 AM	La Company	
Created	: 12/09/2015 08:38 AM	por	Standing Order exp	res on 1/14/2016		
X Reject by:	Demetral, Bonnie	eassign	Stating Order cop			
Modified	1: 12/09/2015 08:38 AM					

- User will open Order Management template
- Select the **Standing Order** radio button

Note: You cannot manage from **All Orders** or **Lab Orders** radio button, you will get an alert and it will direct you to the **Standing Orders** radio button.

01/04/2016 09:00	AM : "*iIntake"	01/04/	2016 09:00 AM	"IOrder Management" ×						
			6						ons	Standing Orders
All Orders (Immunizations sl (Immunizations sl)	Diagnostics own separately; s	<ul> <li>Lab Order</li> <li>ielect radio but</li> </ul>	rs 🔍 Office Se utton to show.)	vices O Procedures O Referrals O Oth	er Orders 😳 Immunizati Health Maint	ons O Stand enance 🗖	ing Orders Include all ord	lers in document	💌 ena	📊 e 🗌 Include all orde
Single click on o	order to manage	detail or to	print referral. [	ouble click to view order detail.)					-	
Status	Ordered	Completed	NGP	Order	Interpretation	Result	Auth Date	Auth #		
scheduled	01/04/2016	11	NGP6557153	Uric Acid - STANDING ORDER		5	11			
scheduled	12/23/2015	11	NGP6557142	HE4 - STANDING ORDER		6	11			
ordered	12/23/2015	11	NGP6557141	Hep C Ab * - STANDING ORDER			11			
ordered	12/23/2015	11	NGP6557140	Ferritin * - STANDING ORDER			11			
ordered	12/23/2015	11	NGP6557139	T3 Free * - STANDING ORDER			11			
ordered	12/23/2015	11	NGP6557138	H. Pylori - STANDING ORDER			11			
ordered	12/23/2015	11	NGP6557137	PT/INR This is a standing order!			×			
ordered	12/22/2015	11	NGP6557134	OVA-1						
ordered	12/22/2015	11	NGP6557133	HE4 - S YOU ARE BEING DIRE	CTED TO THE STANDING	ORDER GRID.	PLEASE			
Cosign Org	lers This Encou	Inter						r Communicativ		
Manage selecter	l order:					_		n communicatio		
Ordered date:	Order:						OK •			
40/00/0045	Forritin * CT/	NDINC ORD	ED	lordered						

- Highlight the row with the order
- Change the status to "Schedule"
- Enter the next due date
  - You will get an "hour" pop up, you can complete this field **or** "X" out if not needed.
- Enter the results and the results date
- Update actions if appropriate



# • Select Save to save changes

12/16/2015 02:43 PM : "*iIntake" 12/16/2015 02:43 PM : "IOrder Management" × Order Module													
	_						_	_					
O All Orders	C All Orders O Diagnostics O Lab Orders O Office Services O Procedures O Referrals O Other Orders O Immunizations 📀 Standing Orders												
(Immunization	(Immunizations shown separately; select radio button to show.) Health Maintenance 🗌 Include all orders in document 💙												
(Single click o	(Single click on order to manage detail or to print referral. Double click to view order detail.)												
Status	Rec'd Date	Ordered	Completed	Order		NGP	Result	Due by	Stop Date	Interval	Comments 🔺		
scheduled	12/06/2015	12/14/2015	11	Trichomonas Ag - S ORDER	TANDING	NGP6557079	5	12/23/2015	12/14/2016	2 Weeks			
ordered	11	12/10/2015	11	VIT B12 - STANDING	ORDER	NGP6557066		12/10/2015	12/10/2016	1 Month	patient contacte		
ordered	11	12/10/2015	11	Thiamine - STANDIN	IG ORDER	NGP6557065		12/10/2015	12/10/2016	1 Week	reminder call		
ordered	11	12/10/2015	11	Thiamine - STANDIN	IG ORDER	NGP6557064		12/10/2015	12/10/2016	2 Weeks	reminder letter		
scheduled	12/13/2015	12/10/2015	11	Thiamine - STANDIN	IG ORDER	NGP6557063	12	12/17/2015	12/10/2016	1 Week	pt. notified		
scheduled	12/09/2015	12/10/2015	11	VIT B12 - STANDING	ORDER	NGP6557062	74	12/24/2015	12/10/2016	3 Days	pt. notified reci completed		
ordered	11	12/10/2015	11	PT/INR * - STANDING	G ORDER	NGP6557062		12/10/2015	12/10/2016				
scheduled	12/13/2015	12/10/2015	11	VIT B12 - STANDING	ORDER	NGP6557061	45	01/11/2016	01/10/2016	1 Week	pt. notified rep requested ins. c 👻		
•											► ►		
Cosign	Orders This E	ncounter								Provider	Communications		
Manage sele	cted order:												
Ordered date	Ordered date: Order: Status (step): Action/comment:												
12/14/2015	Trichom	onas Ag - STA	NDING ORD	ER	scheduled	pt. no	tified			Clear	My Plan/Orders		
Sch	neduled date/	next due: H	our: Min:	AM: PM:	Location:	Resu	t: 5	on: 12/	06/2015				
	12/23/2	2015		0 0						<b></b>	Save & Task		
Order status	detail/actions	: (filte	red on select	ed item)					_	Save	Save of Task		

Standing orders will start showing on your STAT Overdue Non Interface labs report.

- New report name: "STAT Non Interface Labs/Stading Orders"
- These orders will fall onto the report by the "Due by" date you entered on order management.
- They will fall onto the report within 2 days or more (depending on due date)

### Example of the NEW Overdue report

STAT Non Interface Labs/Standing Orders														1/19/2016
Location Group/Name	Ordering 🖨 Provider	Last name 🌲	First ≑ name	Date ≑ of Birth	Status 🚖	Test Description 🌲	Appt./Next	appt Location	Due by 🌲	Pr. ≑	Order ≜ Date	Encounter 👙 Date	Action 🚖	Comments
Clinton Family Medicine														
Clinton Family Medicine	Hubert MD , Janet S	10100100	100070	1001001010	ordered	Lipid Panel * - STANDING ORDER	12/28/2015			R	12/22/2015	12/22/2015		SO - expires on 12/28/2016.
Clinton Family Medicine	Hubert MD , Janet S	Hourseller.	149474	analista.	ordered	Calcium - STANDING ORDER	12/22/2015			R	12/22/2015	12/22/2015		SO - expires on 12/22/2016.
Clinton Family Medicine	Hubert MD , Janet S	No. of Concession, Name	100070	(ALALIAN)	ordered	Progesterone - STANDING ORDER	12/23/2015			R	12/22/2015	12/22/2015		SO - expires on 12/23/2016.