

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

The screenshot shows the 'iLab Master' application window with the 'Labs' tab selected. The 'Standing Order' checkbox is highlighted with a red box. The interface includes fields for Specialty (Family Practice), Select Lab (Trinity), Last Vendor Date (2015-07-02), Perform Timeframe, Interval, Start, and Expires. A list of lab tests is visible on the right side.

- 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.

The screenshot shows the 'iLab Master' application window with the 'Labs' tab selected. The 'Standing Order' checkbox is checked. The 'Interval' dialog box is open, showing fields for Days, Weeks, Months, and Years. A red dashed arrow points to the 'X' button in the dialog box.

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



iLab Master

Assessments | My Plan | A/P Details | **Labs** | Diagnostics | Referrals | Office

Today's Assessments: (Select a diagnosis to associate with the desired lab(s) below.) Selected Dx: I10 IMO

#	Diagnosis Description	Code
1	HTN (hypertension) with goal to be determined	I10

Chronic Dx: [] Code: []

Specialty: Family Practice
 Select Lab: Trinity 2740
 Last Vendor Date: 2015-07-02

Lab Tests: In Office Specimen Lab Draw

Fasting Call Results

Standing Order

Interval: 2 Weeks Start: 01/19/2016 Expires: 01/19/2017

Ins 1: Blue Preferr
 Ins 2: []
 DOB: 03/10/1954

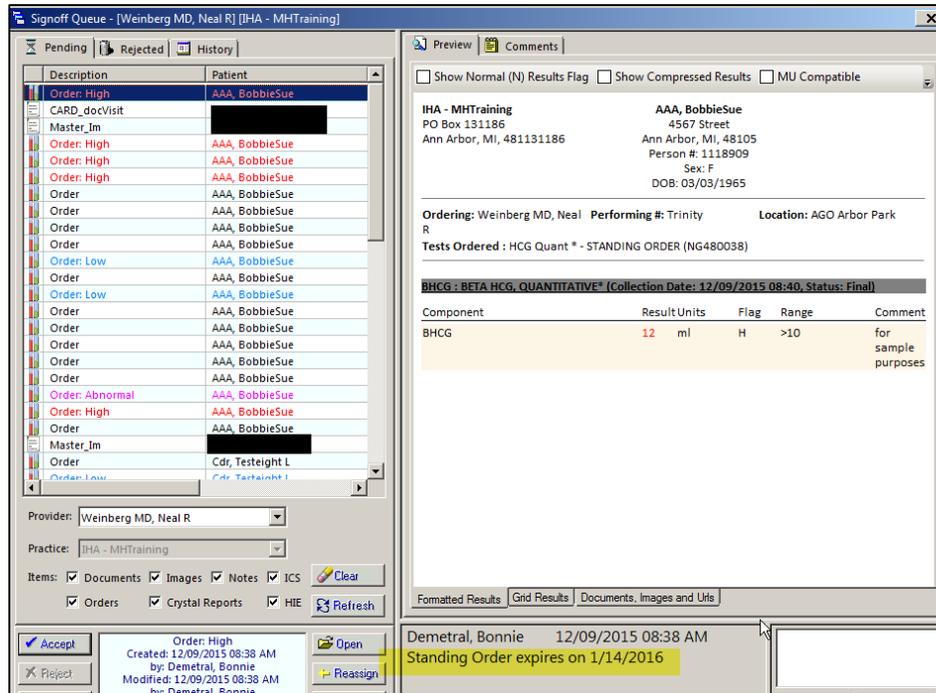
Add Edit Remove

- 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

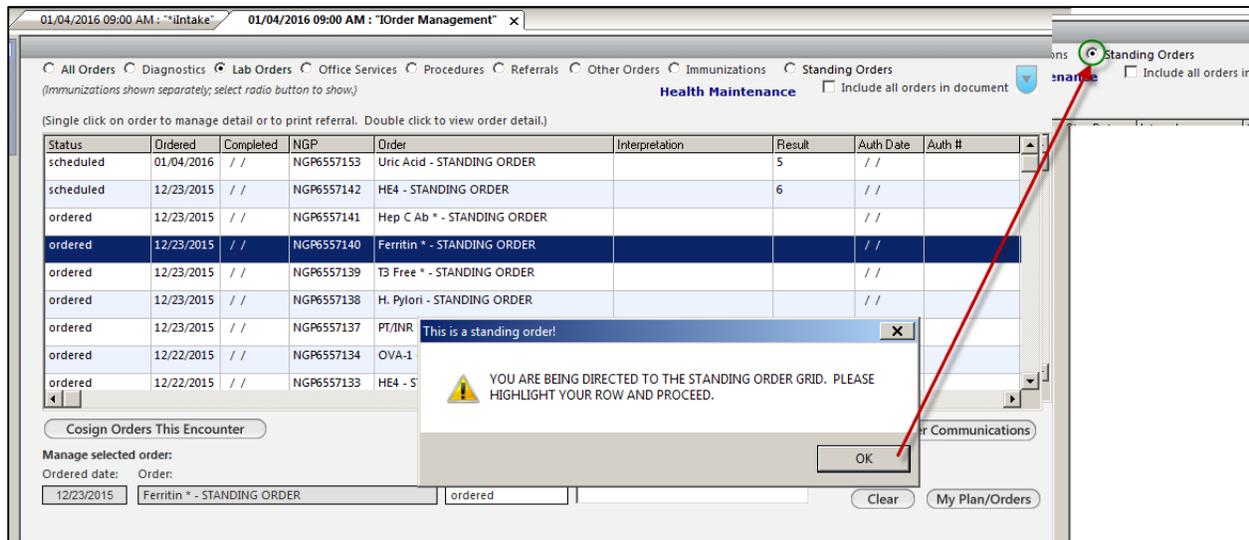
The patient will take lab requisition. The lab will keep the NGP order number in their records and use it each time the patient comes to the lab.

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"



- 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.



- 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: "Order Management" x Order Module

All Orders
 Diagnostics
 Lab Orders
 Office Services
 Procedures
 Referrals
 Other Orders
 Standing Orders
 Include all orders in document

(Immunizations shown separately; select radio button to show.)

Health Maintenance

(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	//	Trichomonas Ag - STANDING ORDER	NGP6557079	5	12/23/2015	12/14/2016	2 Weeks	
ordered	//	12/10/2015	//	VIT B12 - STANDING ORDER	NGP6557066		12/10/2015	12/10/2016	1 Month	patient contact
ordered	//	12/10/2015	//	Thiamine - STANDING ORDER	NGP6557065		12/10/2015	12/10/2016	1 Week	reminder call
ordered	//	12/10/2015	//	Thiamine - STANDING ORDER	NGP6557064		12/10/2015	12/10/2016	2 Weeks	reminder letter
scheduled	12/13/2015	12/10/2015	//	Thiamine - STANDING ORDER	NGP6557063	12	12/17/2015	12/10/2016	1 Week	pt. notified
scheduled	12/09/2015	12/10/2015	//	VIT B12 - STANDING ORDER	NGP6557062	74	12/24/2015	12/10/2016	3 Days	pt. notified rec completed
ordered	//	12/10/2015	//	PT/INR * - STANDING ORDER	NGP6557062		12/10/2015	12/10/2016		
scheduled	12/13/2015	12/10/2015	//	VIT B12 - STANDING ORDER	NGP6557061	45	01/11/2016	01/10/2016	1 Week	pt. notified rep requested ins. c

Cosign Orders This Encounter

Provider Communications

Manage selected order:

Ordered date: 12/14/2015 Order: Trichomonas Ag - STANDING ORDER Status (step): scheduled Action/comment: pt. notified

Scheduled date/next due: 12/23/2015 Hour: Min: AM: PM: Location: Result: 5 on: 12/06/2015

Order status detail/actions: (filtered on selected item)

Save Save & 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

Location Group/Name	Ordering Provider	Last name	First name	Date of Birth	Status	Test Description	Appt./Next Due Date	appt Location	Due by	Pr.	Order Date	Encounter Date	Action	Comments
Clinton Family Medicine	Hubert MD, Janet S				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				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				ordered	Progesterone - STANDING ORDER	12/23/2015			R	12/22/2015	12/22/2015		SO - expires on 12/23/2016.