

From the Office of Clinical Informatics Cerner Millennium Activating Future Orders

May 16, 2024

Patients who present to a Quest Diagnostics draw station for specimen collection may have orders that require additional action for the orders to transmit to Quest.

Logging in to PowerChart

- **<u>STEP 1</u>**: Single-click the **PowerChart** icon.
- **<u>STEP 2</u>**: Enter **username** and **password**, then click **OK**.

Searching for the Patient

- <u>STEP 1</u>: Navigate to the **Patient Search** bar and select the magnifying glass.
- **<u>STEP 2</u>**: In the **Patient Search** window, enter the patient's name and any other demographics necessary.
- **<u>STEP 3</u>**: Locate the correct patient in the **top portion** of the Patient Search window.
- NOTE: This process for searching a patient is dependent on knowing the ordering provider and office location of the provider. Obtain the information from the lab person calling the activation line.

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one Number:	FIN NBR 399969583 39997531 39997037 5999684 399968254 399968254 399968171 399968072 399967017 39996639	NL PRIMARY CARE ELLSWORTH MERCY HOSPITAL MERCY HOSPITAL TAMO-THE AROO NL REIMARY CARE BREVER TAMO-THE AROO NL FINLARY CARE BREVER IL UROLOGY BANGOR NL MERCY CARDIOVASOLIJAR GORHAM NL PRIMARY CARE ELLSWORTH	PCE_MCH DIMRIMOB_M CV_T BFPS_E CV_T FPL_E UBME_E 4 CADGOR_M PCE_MCH	Clinic Outpatient Outpatient Outpatient Ambulatory Ambulatory Ambulatory Clinic	04/02/2024 8:45 03/28/2024 7:00 03/06/2024 16:45 02/19/2024 16:15 02/07/2024 7:25 02/07/2024 7:25 02/07/2024 7:25 02/07/2024 7:25 01/24/2024 7:45 01/24/2024 7:25	04/02/2024 23:59 03/29/2024 23:59 03/07/2024 23:59 02/02/2024 23:59 02/02/2024 23:59 02/02/2024 23:59 02/02/2024 23:59 02/02/2024 23:59 01/26/2024 23:59	TEST MD, PROVIDER TEST MD, PROVIDER TESTING, EMMC_MD TESTING, EMMC_MD TEST MD, PROVIDER TEST MD, PROVIDER TEST MD, PROVIDER INVALID PHYSICIAN BISSET AGNP, BRE	R Ir

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MRN

- **<u>STEP 4</u>**: Locate and select the **most recent** Ambulatory practice encounter for the ordering provider in the **bottom portion** of the search window.
 - The encounter can be active or inactive.
- <u>NOTE</u>: If no encounter is found, inform Quest Lab Staff to have the patient contact their provider's office to confirm the ordering provider's location.

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Laborator

<u>STEP 5</u>: Click **OK** to open the patient chart.

Reviewing an Order

- **<u>STEP 1</u>**: Navigate to **Orders**.
- **<u>STEP 2</u>**: Locate the applicable order(s).
 - Ensure the orders are associated to the Ordering Physician and the order status is Future (On Hold). Use the columns, as needed, to filter and locate orders.

Last Updated

Start

Order Name

Ordering Physician

<u>STEP 3</u>: Right-click and select **Order Information**.



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Status

<u>STEP 4</u>: Within the **Order Information** window, locate the **Routing Field**.

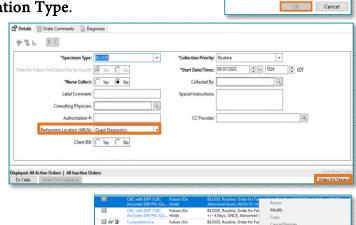
- If the Routing field indicates:
 - Quest: Proceed to Activating the order(s).
 - None: Proceed to modifying the order steps.
- **<u>STEP 5</u>**: Close the window and proceed with next steps.

Modifying an Order - Updating Performing Location

- **<u>STEP 1</u>**: Locate order(s) within the orders profile in the **Future (On Hold) status** for the ordering provider, right-click the order, and select **Modify.**
 - If there is more than one order, use the **ctrl key** to select and then left-click and select all the orderables.
 - Use the **Ordering Physciain** column to identify and sort the ordering providers alphabetically.
- <u>STEP 2</u>: Within the Ordering Physician window, enter the ordering provider's name and select Administrative for the Communication Type.
- **<u>STEP 3</u>**: Update the **Performing Location (ARLN)** to reflect **Quest Diagnostics**.
- **<u>STEP 4</u>**: Click **Orders for Signature**.
- STEP 5: Click Sign.

Order Activation

- **<u>STEP 1</u>**: Right-click the order(s) and select **Activate**.
 - Use Ctrl key and left-click to select all the orderables at once.
- **<u>STEP 2</u>**: Click **Orders for Signature**.
- STEP 3: Click Sign.
- More than One Ordering Provider
- **<u>STEP 1</u>**: Navigate and select magnifying glass.
- **<u>STEP 2</u>**: Within the **Patient Search** window, enter the patient's name and any other demographics necessary.
- **<u>STEP 3</u>**: Locate the correct patient in the **top portion** of the Patient Search window.



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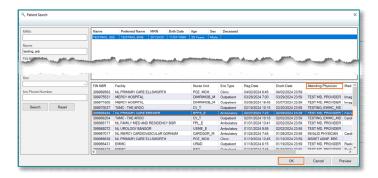
Order Date/Time

*Communication type Administrative Proposal, Cosign Required Protocol

08/10/2023

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: EDT



- **<u>STEP 4</u>**: Locate and select the most recent practice encounter for the ordering provider in the bottom portion of the search window.
 - The encounter can be active or inactive.
- **<u>STEP 5</u>**: Click **OK** to open the patient chart.
- **<u>STEP 6</u>**: Navigate to orders to review and modify, as necessary.
 - If needed, follow steps for **Reviewing Orders** and **Modifying an Order**.
- **<u>STEP 7</u>**: Click **OK** to open the patient chart.

<u>NOTE</u>: If unable to locate the order, inform the Quest Lab Staff to have patient contact their provider's office to confirm the order(s) has been placed.

First Time Preference Settings

- **<u>STEP 1</u>**: Locate **Orders** in the blue menu to the left and right-click.
- **<u>STEP 2:</u>** Select **Set as Default View**.
 - Next time a patient's chart is entered, it will default open to Orders.
- **<u>STEP 3</u>**: Click **Orders** link in the blue menu.
 - Orders Profile page opens.
- **<u>STEP 4:</u>** Locate the intended Order from the Laboratory View.
- **<u>STEP 5</u>**: Locate the order, right-click, and select **Order Information**.
 - Locate ordering Provider.
 - Close Order Information box.

Order Filters

Creating a Custom Orders filter will assist with locating Future orders.

- **<u>STEP 1</u>**: Select the light blue Display Order Filters.
- **<u>STEP 2:</u>** Unselect ALL Order Statuses EXCEPT:
 - Ordered
 - Future
 - Discontinued
 - Ambulatory (In Office) orders
 - Show individual instances for continuing orders.





Display: All Orders (All State	(aes)	u
Order statutes to view		Load the following types of orders
Active statuses.	Inactive statures.	Impalient orders
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 Include all days Include munities of days; 	Include all days O Include number of days:	Inactive Pagnan Patri Inactive Plan Filter

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- **<u>STEP 3</u>**: Select **Save As** and enter **Activation Line** as a Filter Name.
- **<u>STEP 4</u>**: Select **Save**.

Filtering Orders

Select the column headers to organize the columns in alphabetical order.

<u>STEP 1</u>: Left-click the column headers to organize the columns in alphabetical order.

Please enter Activate Or				
	OK.	Cancel		
		Please enter a fil	ter name:	
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4	Active						
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			04/04/2024 8:27 EDT	JACKSON, IENNIFER H	TEST MD, PROVIDER	Future (On Hold)	CBC with DIFF BLOOD, Routine, Order fr
			02/20/2024 16/10 EST	HUGHES - TEST AC CLIN , BRUCE A	HUGHES - TEST AC MED STR BRUCE A	Future (On Hold)	Free T4 BLOOD, Routine, Order N
			02/21/2024 13:06 EST	TURBIN, PATRICIA	TEST MD, PROVIDER	Future (On Hold)	Comprehensive Metabel 81.000, Routine, Order h

For questions regarding process and/or policies, please contact your unit's Clinical Educator or Clinical Informaticist. For any other questions please contact the Customer Support Center at: 207-973-7728 or 1-888-827-7728.