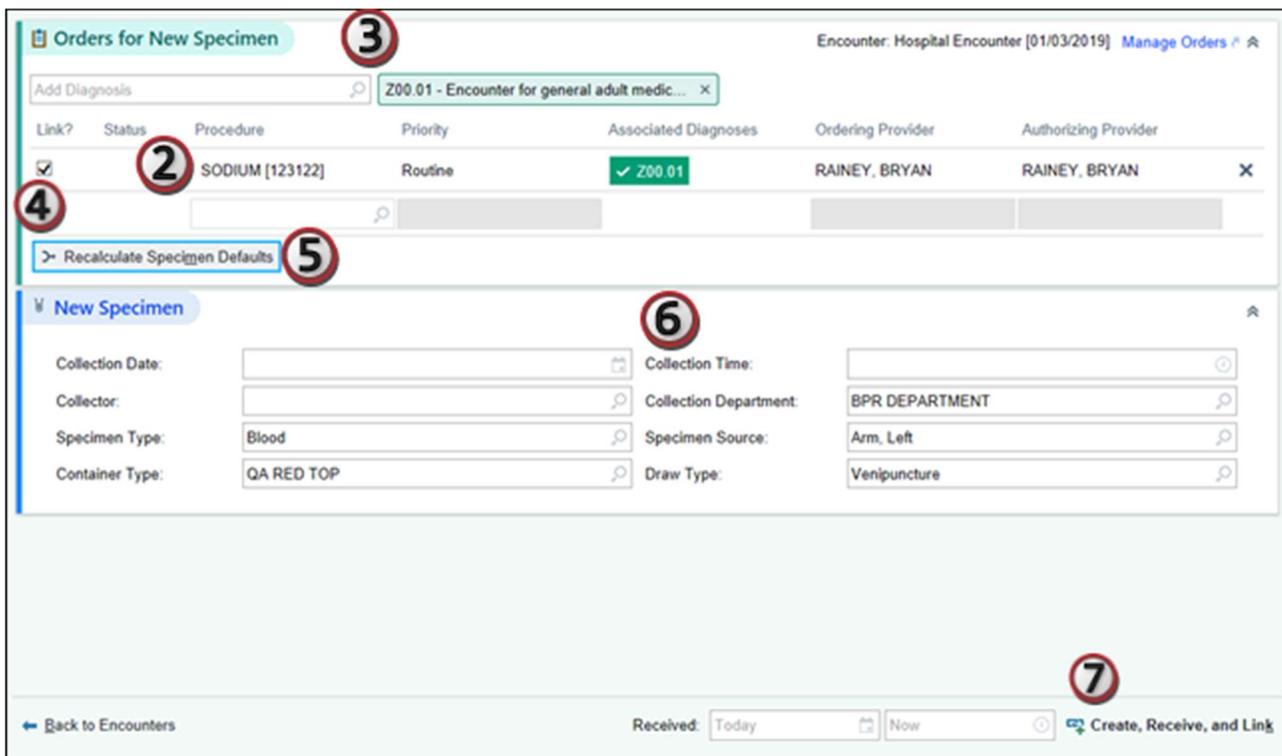




- If you need access to specific features that this activity doesn't support, you can use the links to the Manage Orders, Order Inquiry, or Requisition Entry activities. Depending on the type of encounter, one of these links is available in the top right corner of the card.
- 3. Add a diagnosis to the master list of diagnoses by using the **Add Diagnosis** field. By default, this field is populated with diagnoses from the selected encounter. Any diagnoses you add here are also added to the encounter if they're selected on at least one order. All entries appear as check boxes in the **Associated Diagnoses** field of each order.
- 4. Ensure that you've selected each order you want to link in the **Link?** field. All orders are selected by default, but you can clear each order independently or delete it altogether.
- 5. Click **Add Specimen Info**. The New Specimen card appears. The button then changes to **Recalculate Specimen Defaults**. Clicking either button triggers a calculation of container type, draw type, specimen type, and specimen source that are compatible with all of the procedures in the grid and this information then appears in the specimen card.
- 6. Fill out the rest of the fields in the specimen card as required.
- 7. Click **Create, Receive, and Link**. This creates the orders, adds any new associated diagnoses to the encounter, accessions the orders to a single specimen, receives that specimen in the current lab, and links the selected downtime results to the selected tests on that specimen.



## Link Orders to an Existing Specimen

After you've selected a target patient, if you want to link an existing specimen to new or existing orders:

1. Click **Link** next to the existing specimen in the linking targets report. The Orders for Specimen and Specimen cards open.

Continued on next page.

2. Click the **Link?** field for any existing, unverified orders that shouldn't be linked. All other fields are read-only.
  - Verified orders appear as read-only in the Specimen card. You can edit these orders in Specimen Update or Result Entry.
3. Enter any add-on orders in the **Procedure** field.
  - A link to the Manage Orders, Order Inquiry, or Requisition Entry activities is available at the top right of this card, depending on the type of encounter, in case users need access to specific features that this activity doesn't support.
4. Add a diagnosis to the master list of diagnoses in the **Add Diagnosis** field. By default, this field is populated with diagnoses from the selected encounter. Any diagnoses you add here are also added to the encounter if they're selected on at least one order. All entries appear as check boxes in the **Associated Diagnoses** field of each order.
5. Ensure that each order you want to link has been selected in the **Link?** field. All orders are selected by default, but you can clear each new order independently or delete it altogether.
6. Click **Specimen Summary** in the top right of the Specimen card to jump to a summary report for the specimen.
7. Click **Link** or **Add-on and Link** (if adding new orders). For any new orders, this creates the orders, adds any new associated diagnoses to the encounter, and accessions the orders to a single specimen. For all orders, this links the selected downtime results to the selected tests on that specimen.

The screenshot shows a web interface for managing medical orders. At the top, there's a header 'Orders for 19D344CH0001' with a circled '4' next to it. To the right, it says 'Encounter: Hospital Encounter [01/03/2019] Manage Orders'. Below the header is an 'Add Diagnosis' field containing 'Z00.01 - Encounter for general adult medic...'. A table below lists orders with columns: Link?, Status, Procedure, Priority, Associated Diagnoses, Ordering Provider, and Authorizing Provider. The first row has 'Routine [Order 4960521]', 'Routine', 'Z00.01', 'RAINEY, BRYAN', and 'RAINEY, BRYAN'. The second row has 'POTASSIUM [123112]', 'ASAP', 'Z00.01', 'RAINEY, BRYAN', and 'RAINEY, BRYAN'. A circled '5' is next to the 'Link?' checkbox for the second row. A circled '2' is next to the 'Priority' column, and a circled '3' is next to the 'Associated Diagnoses' column. Below the table is a 'Recalculate Specimen Defaults' button. Underneath is a 'Specimen Summary' section with a circled '6' next to the title. It contains fields for Collection Date (2/18/2020), Collection Time (1713), Collector, Collection Department (BPR DEPARTMENT), Specimen Type (Blood), Specimen Source (Arm, Left), Container Type (QA RED TOP), and Draw Type (Venipuncture). At the bottom left is a 'Back to Encounters' button, and at the bottom right is an 'Add-on and Link' button with a circled '7' next to it.

# Mark Existing Orders as Collected on New Specimens and Link Results

After you've selected a target patient, if you want to mark an existing order as collected on a new specimen and link to results:

1. Click **Mark as Collected** next to the order.
  - If the order is inpatient and standing, it can be released only into the ordering encounter and you are taken immediately to the Order and Specimen Creation cards.
  - If the order is future or outpatient and standing, a window opens with the ordering encounter and the patient's most recent encounter available as quick defaults, along with an encounter lookup field for the rest of the patient's encounters to choose from before you proceed to Order and Specimen creation.
2. Confirm that the container type, draw type, specimen type, and specimen source that appear in the specimen card by default are accurate, and update these fields or any blank ones as necessary.
3. Click **Create, Receive, and Link**. This accessions the orders to a single specimen, receives that specimen in the current lab, and links the selected downtime results to the selected tests on that specimen.

Encounter: Appointment [07/17/2019] [Order Inquiry](#)

Add Diagnosis: Z00.01 - Encounter for general adult medic...

Link?	Status	Procedure	Priority	Associated Diagnoses	Ordering Provider	Authorizing Provider
<input checked="" type="checkbox"/>	<span style="color: purple;">■</span>	Sodium DN [Order 4...	Routine	Z00.01		RAINEY, BRYAN

> Recalculate Specimen Defaults

**New Specimen**

Collection Date:  Collection Time:

Collector:  Collection Department: LPP TEST

Specimen Type: Blood Specimen Source:

Container Type: QA RED TOP Draw Type: Venipuncture

Received: Today Now **Create, Receive, and Link**