



Targeted Users: Ordering Providers Release date: 5/13/2020

Faxing Lab Orders & Letters via Chart Review

Lab orders and letters can now be faxed directly from Epic.

Lab Orders: Simply place and sign the order like you normally would, then go to the Labs tab in Chart Review. Select the lab order you'd like to fax, and scroll to the bottom of the lab order summary. There you will find the Link to Lab Reg for Fax option:

| | Linds Connected 177 Mar | | | | | | |
|---------------|--------------------------|----------------------------|---------------------|--------------------|-----|--|-----------|
| r Futera 18 | Hide Canceled [] Micr | to [] Hamichte | | | | | |
| D Medications | and orders also exist in | active treatment plans: NO | IN-ONCOLOGY INFUSIC | INS | | 0.8.8 | |
| Attai | Daterriette | Test | Status | Encounter Type | M | | |
| Today | | | | | ^ | Frequency Duration | Priority |
| | Today at 17:04 | Comprehensive Meta | Future | Orders Only | N | None None | housine |
| Recent | | | | | | & Encounter | |
| 14 | Yesterday at 16:29 | Project Trust Rapid HIV | | Telephone | N | View Encounter | |
| 14 | 04/01/2020 12:40 | COVID-19 Nasophary | Final result | Telemedicine | N | Associated Diagnoses | |
| п | 03/15/2020 14:00 | Glucose, random | Final result | Clinical Support | N | ICD-9-CM | |
| 75 | 03/10/2020 11:06 | Comprehensive Resp | In process | Office Visit | N | Lack of adequate food 994.2 | |
| 15 | 03/10/2020 11:06 | COVID-19 Nasophary | Final result | Office Visit | N | Reprint Requisition - Single Lab | |
| PL | 03/10/2020 11:06 | COVID-19 Oropharyn | Final result | Office Visit | N | Comprehensive Metabolic Panel (Order #50129) on 4/9/20 | |
| 14 | 03/10/2020 11:06 | COVID-19 Bronchoal | Final result | Office Visit | N | Reprint Requisition - All Enc Labs | |
| PR. | 03/10/2020 11:06 | COVID-19 Sputum, P | Final result | Office Visit | N | Comprehensive Metabolic Panel (Order #50129) on 4/9/20 | |
| PL | 02/13/2020 | DENTAL LAB | Final result | Office Visit | N | Future Order Information | |
| 14 | 02/13/2020 | DENTAL LAB | In process | Office Visit | N | Expected Expires 4/9/2020 (Approximate) 10/9/2020 | |
| 14 | 01/30/2020 09:49 | Complete Blood Count | Future | Nursing Home Visit | N | | |
| 24 | 12/18/2019 16:13 | Comprehensive Meta | | Appointment | N | Order Provider Info | (Sale ma |
| 75 | 12/18/2019 16:11 | Basic Metabolic Panel | | Appointment | N | Ordering User Daniel Cottrell, MB, BCH, BAO | 617-414-5 |
| 14 | 12/18/2019 16:04 | Complete Blood Count | Future | Office Visit | N | Authorizing Provider Daniel Cottrell, MB, BCH, BAO | 617-414-5 |
| 19. | 12/18/2019 14:53 | Complete Blood Count | | Office Visit | N | Tracking Links * | |
| P5. | 12/09/2019 12:13 | Complete Blood Count | Pending | Clinical Support | N | Cosign Tracking | Order Tr |
| | | 0 | | Office Visit | N | Link to Lab Reg for Fax | 2 |
| PR (| 11/26/2019 16:04 | Complete Blood Count | | CHIPDE FILM | 1.4 | | |

Click the link to bring up the lab req, and then click the Route Lab Req button in the Chart Review toolbar:

| Chart Revi | ew | | | | | | | | |
|------------------------------|----------------------------|---|-----------------|-----------------------------|------|--|--|---------------------------------------|--|
| M 91 | Encounters Surgerier | Anesthesia Notes | Labs Imaging | Cardiology Procedures | M | ida LOAs Media Lettera Episode | s Referrals Other Orders | | |
| C Betrein (5.0 * Ethers 🛛 | 4 PM) + Route 🗟 Revie | ng Selected 🔠 Synopsis 🔓 e 🗔 Path/Cyte | ∑Davaav - ¥ Res | ugs Review 🕼 Lab Filsesheet | More | R [®] Add to Bookmans R [®] Route Lab Re | | | |
| D Medication | s and orders also exist in | active treatment plans. NO | N-ONCOLOGY INF | USIONS | | | | | |
| Attai | Date/Time | Test | Status | Encounter Type | М | + · O # 0 | | | |
| Today | | | | | ~ | | General Internal Medi | cine - Shapiro Suite 6A | |
| 11 | Today at 17:04 | Comprehensive Meta | Future | Orders Only | N | | 5hapito Ambulat | y ST STE 5A pry Care Cntr Bidg | |
| Recent | | | | | | | Phone: 61 Eas: 612 | 12110-2320 7-414-5951 -838.7473 | |
| | Vesterday at 16.29 | Project Trust Rapid HIV | | Telephone | N | MRN: 5010003 | | Visit #: 1000109003 | |
| л | 04/01/2020 12:40 | COVID-19 Nasophary | Final result | Telemedicine | N | DOB: 3/27/1989 | DOB: 3/271989 | | |
| 11 | 03/15/2020 14:00 | Glucose, random | Final result | Clinical Support | N | Sec | | | |
| 11 | 03/10/2020 11:06 | Comprehensive Resp | In process | Office Visit | N | Ordering Provider: Daniel Cottrait, MS Provider ZR: 6496 | Ordering Provider: Daniel Cothelt, MS, BCH, BAO Provider 29: 6496 | | |
| 21 | 03/10/2020 11:06 | COVID-19 Nasophary | Final result | Office Visit | N. | Location Code: 455 | | Collection Date: | |
| | 03/10/2020 11:06 | COVID-19 Oropharyn | Final result | Office Visit | N | Authorizing Provider: Daniel Cottrell | MB, BCH, BAO (NPt 1942364948) | Collection Time: 5 04 PM | |
| м | 03/10/2020 11:06 | COVID-19 Bronchoal | Final result | Office Visit | N | | | | |
| 8 | 03/10/2020 11:06 | COVID-19 Sputum, P | Final result | Office Visit | N | Sunguest Test Code | Description | Diagnoses | |
| in. | 02/13/2020 | DENTAL LAB | Final result : | Office Visit | N | CMET | Comprehensive Metabolic Panel | Lack of adequate food (1 | |
| 71 | 02/13/2020 | DENTAL LAB | In process | Office Visit | N. | Contenting Transfel | Order Number: 50129 | Start/Expected Date:4/ | |
| 21 | 01/30/2020 09 49 | Complete Blood Count | Future | Nursing Home Visit | Ň | Signed Date and time: Apr 9, 2020 at 5.04 PM | Quantity: 1 | Priority:Routine | |
| 11 | 12/18/2019 16 13 | Comprehensive Meta | | Appointment | N | Order Comments: | | | |

Letters: Once the letter is generated, go to the Letters tab in Chart Review. Select the letter you would like to fax and click **Route**:

| Cha | irt Re | view | | | | | | | | | | | | |
|-----|------------|-----------------|-----------------------------|-----------------|------------|-------------|------------|----------|------|-------|----------|------------|--------------------|----------|
| | • | Encounters | Surgeries Anesthesia | a Notes Labs | Imaging | Cardiology | Procedures | Meds | LDAs | Media | Letters | Episodes | Referrals | Oth |
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| Υ. | Eilters | Default filter | - | | | | | | | | | | | |
| | Atta | Creation Date | Letter From | Recipient | | Reason | С | comments | | | O | H 🖶 👘 | | |
| Re | ecent _ | | | | | | | | | ~ | Letter b | y Daniel C | ottrell, ME | 8, BC |
| | | 05/02/2020 | Daniel Cottrell, MB, BC. | 0 | | | | | | | | | | |
| | | 05/01/2020 | Daniel Cottrell, MB, BC. | Amb Test "Am | ber" | | | | | | | BC | STON | T In |
| | | 04/13/2020 | Daniel Cottrell, MB, BC. | Amb Test "Am | ber"; Dani | | | | | | | M | EDICA | Ľ |
| | | 03/20/2020 | Daniel Cottrell, MB, BC. | | | | | | | | | EXCEPTIONA | L CARE, WITHOUT EX | CEPTION. |
| | | 12/17/2019 | Mike Cornish | | | Fam Med Ove | rdue HM (| | | | | | | |
| | | 12/11/2019 | Daniel Cottrell, MB, BC. | Mike Cornish | | Fam Med Ove | rdue HM (| | | | Dear / | Amb Test, | | |

In the Routing pop up, select Free Text:

| | | Routing |
|-----------------|-----------------------------|--|
| Recipients — | | |
| Search all cont | acts + Add 1 PCP 2 Refer | ing <u>3</u> Care Team <u>4</u> All Referring <u>5</u> OB Providers <u>6</u> Previous <u>7</u> Last <u>8</u> Free Text |
| > To: No re | cipient selected | |
| Attachments | • | |
| Include? | Date | Description |
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Enter a recipient (this is free text), and then enter the fax number of the location you'd like to fax the lab req to. Click Accept:

| | Edit Recipient | | x |
|----------------|-------------------------|-------|----------------|
| Name: | Happy Place Outside Lab | | |
| Phone Number: | | | |
| Fax Number: | 555-555-5555 | | |
| Address: | | | |
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| City (or ZIP): | | | |
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Your recipient will now appear in the "To:" field, and you will see the lab req as an attachment. You can preview the attachment via the Preview button, or send the fax by clicking Send:

| Recipients Search all contacts And I POP (Referring) & Care Team) All Referring (S OB Providers) & Previous (Z Last) & Free Text) > To: Happy Place Outside Lab (S X) Attachments Include? Date 0 4/9/2020 Comprehensive Metabolic Panel, Future, Orders Only -Cover Page Message - 21 lines remaining | Recipients Cearch all contacts ▲ Add [POP] (2 Referring) (2 Care Team) (4 All Referring) (5 OB Providers) (5 Previous) (7 Last) (8 Free Text) > To: Happy Place Outside Lab (6) × Attachments Include? Date Description Ø 4/9/2020 Comprehensive Metabolic Panel, Future, Orders Only Cover Page Message - 21 lines remaining Ø 10 (2) (2) (2) (2) (2) (2) (2) (2) (2) (2) | | | Routing | x |
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You can verify that your fax was sent in Printout Tracking. This is accessed via the Search button in the upper right hand corner:



Here you will see the any orders that were sent to fax, and their status:

| Date | Time | Status | Workstation | Printer | Print Job (Scenario) |
|----------|----------|-----------|-------------|-------------|----------------------|
| 04/09/20 | 03:19 PM | Completed | | RIGHTFAXFCL | Order Transmittal |