How to Add & Track Lab Orders

This guide will illustrate the basic steps of adding a lab order and tracking that lab order using axiUm's Lab Tracking Module.

Topics Covered:

- Adding the Planned Treatment
- Creating the Lab Order
- Adding a Lab Form
- Tracking Lab Orders
- Redoing Lab Orders
- Adding the Planned Treatment:
  - Add the Planned Crown
• Once the Planned button is selected, the Lab Procedure Selection window opens automatically
• Corresponding lab code is added automatically

• Change the Planned treatments to “In Process” status under the “Tx History” tab
• Review and accept Treatments in “In Process Treatment Review” window
Creating the Lab Order:

- Click the Lab Tab from the EHR
- Click the Create a New Record button

- Click the Ellipsis

- Select the procedure for the Lab Order
• The Lab Order Detail Screen Displays
• The Provider, Order Date, Patient Name, Treatment, Case Number and Order Number are completed automatically

The Lab Order Details window is where you will enter the specific instructions for the lab order

• Internal Note: This field is intended as a communication device between the provider and the Lab Tracking Personnel. Entries here do not get printed on the lab order that gets sent for processing.
• Details: This section is for writing the lab order prescription and is printed out on the lab order that is sent out for processing.
• Once the Internal Note and the Details have been entered, click the Add a New Record button.
Supplements (items that are to be sent to the laboratory with the order) can now be added to the order by clicking the ellipsis and selecting the supplements.

Adding a Lab Form:
- Click on Forms Icon to add the Lab Order
- Complete the form to give Lab Staff information about the lab order
- Close the Form using the X at the top right

### Tracking Lab Orders:

- Providers will be able to monitor cases from the Lab Tab in the EHR
Providers can also track monitor from their Personal Planner

Double click on an order and the “Lab Order Details” window will display all info pertaining to that lab order. The Provider will see any notes from the lab and the current status of the case.
The Provider will see that the case is in from the Lab tab in the EHR.

They can also check on the status and state of lab orders in their personal planner.
**Redoing a Lab Order**

- From the Lab Order Details Window
- Click on the Redo button

The Internal Note and Details fields will clear allowing for new entries to be added.
Remember to add any supplements that will be sent with the Redo

After a new approval, this order is now marked as a redo and will go back to the lab as a new request. A Complete history of the lab order is maintained and Lab Tracking personnel will submit the Redo
The Provider will mark the treatments as “In Process” and get necessary approvals.