CAREEVOLVE 3.8.2 ORDER ENTRY WORKFLOW

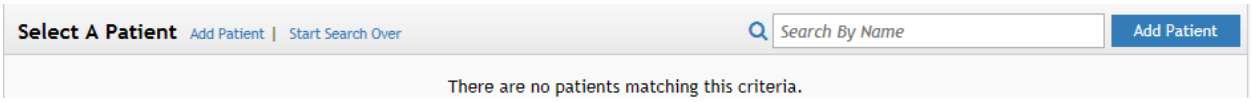
CLIENT BILL TYPE

SELECT or REGISTER PATIENT

Search for patient. If patient exists, select patient and proceed to New Order.

If patient does not exist, message displays that there are no patients matching this criteria.

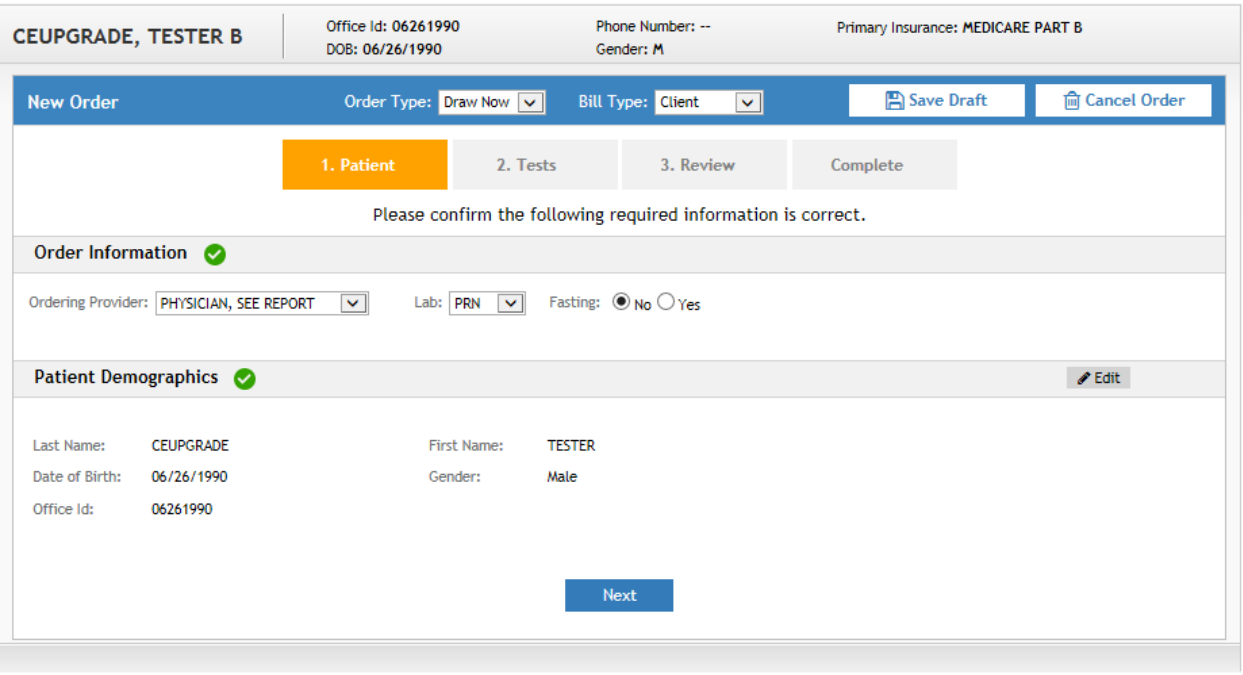
Select <Add Patient> and proceed to Add Patient page. Once patient is added, proceed to New Order by selecting <Save & Place Order> at the bottom of page.



DRAW NOW Order Type

CLIENT Bill Type

1. Patient



Order Information

Select Ordering Provider

Accept default of PRN for WKCRL orders

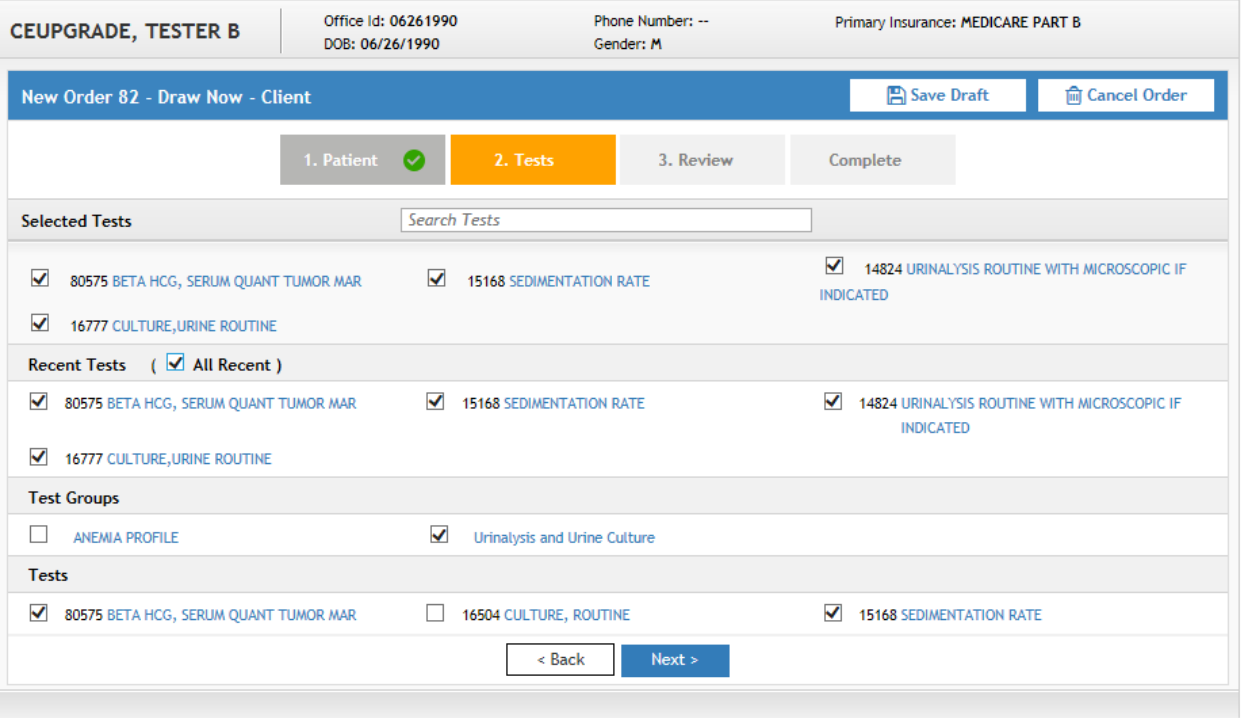
Change Fasting to Yes, if applicable

Patient Demographics Information

Edit information, if applicable.

Select <Next> or Tests Tab once all information is satisfactory.

2. Tests



Select Tests for Order Entry by

Searching all Tests

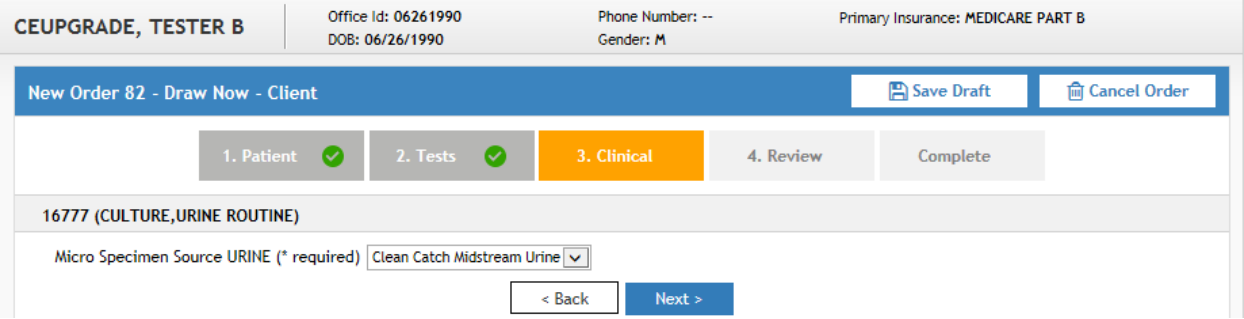
Checking All Recent or some of the Recent Tests

Checking Test Group, if applicable

Checking one or more of the frequently ordered Tests

Select <Next> or Review Tab.

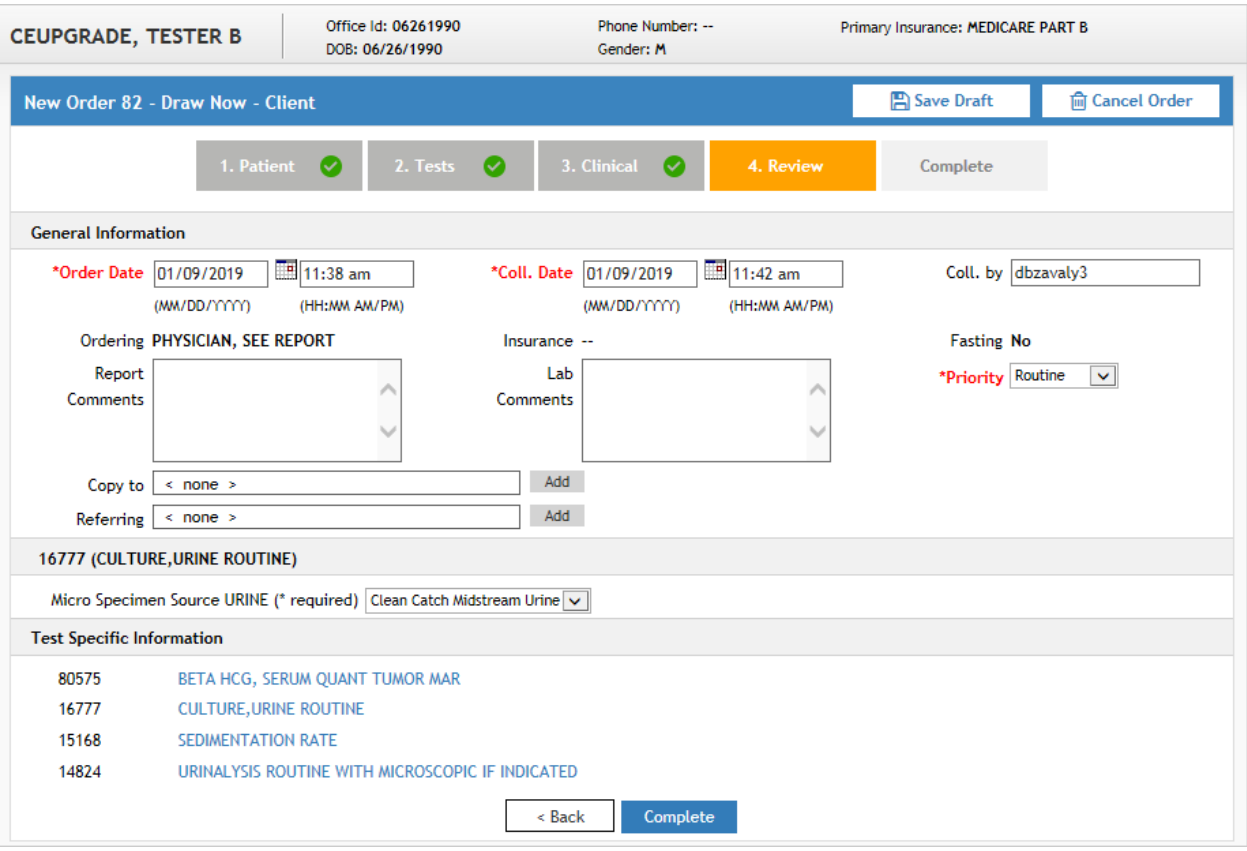
If there are AOE questions that apply to any of the orders, a new tab inserts on the screen, the Clinical Tab.



Answer the AOE questions. If required, you cannot proceed to the next tab until the question is answered.

Select <Next> or Review Tab.

6. Review



General Information

Change the Collection Date/Time and Collector

Enter Report Comments

Enter Lab Comments (both comments will be sent to Lab and returned as comments with the results to CareEvolve)

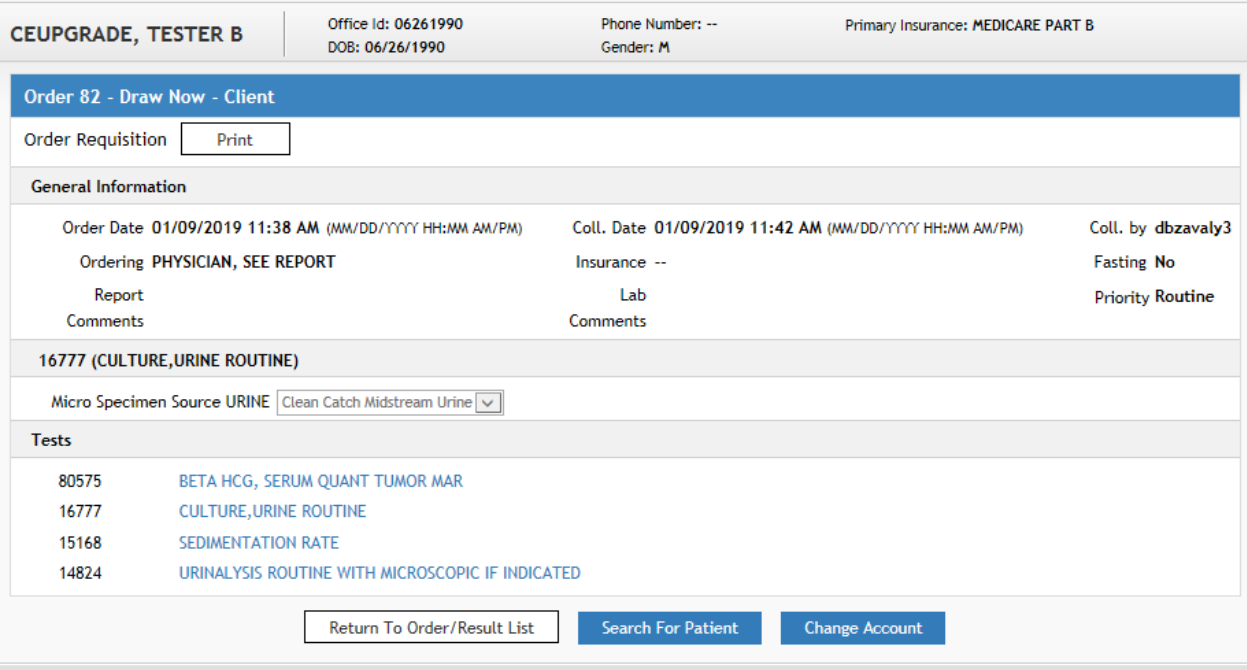
Enter Copy to and/or Referring Provider. Information will print on the requisition but reports will not automatically send to the provider from CareEvolve.

Select <Complete> or Complete Tab.

Print the Order Requisition.

NOTE: The Ordering Provider, Insurance, Fasting Status, Diagnosis and Tests cannot be modified on this screen.

Summary of Order displays:



Select the appropriate action from this screen, as needed.

Order Requisition <Print>

<Return to Order/Result List>

<Search for Patient>

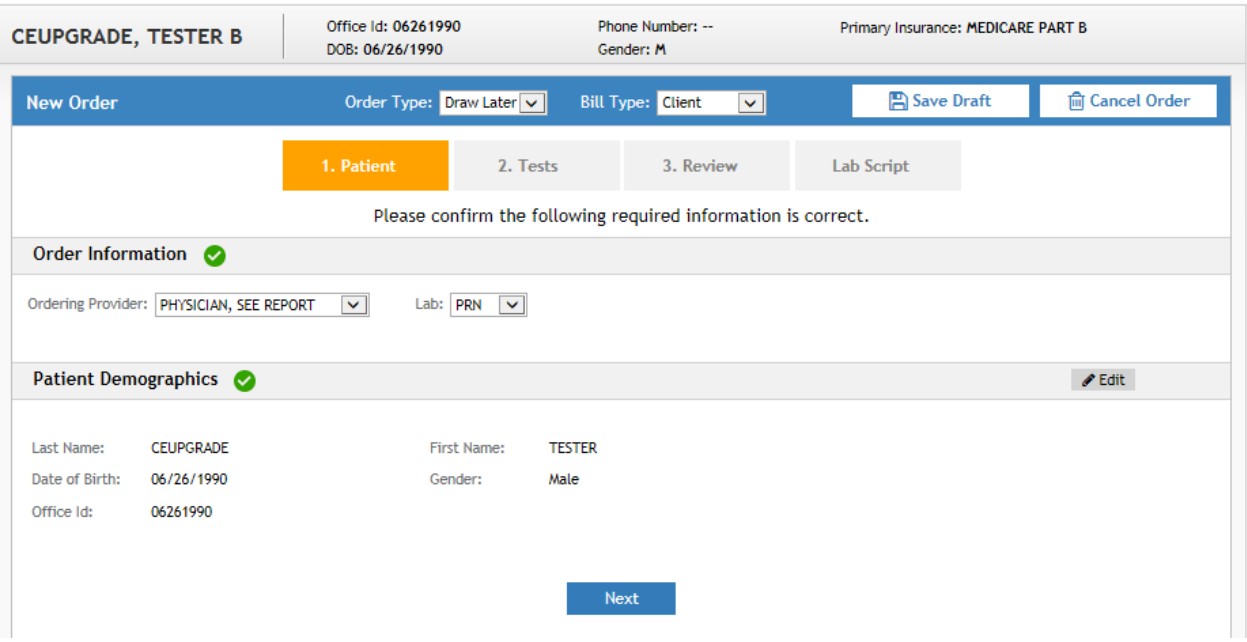
<Change Account> (for PSC only)

DRAW LATER Order Type

CLIENT Bill Type

Differences:

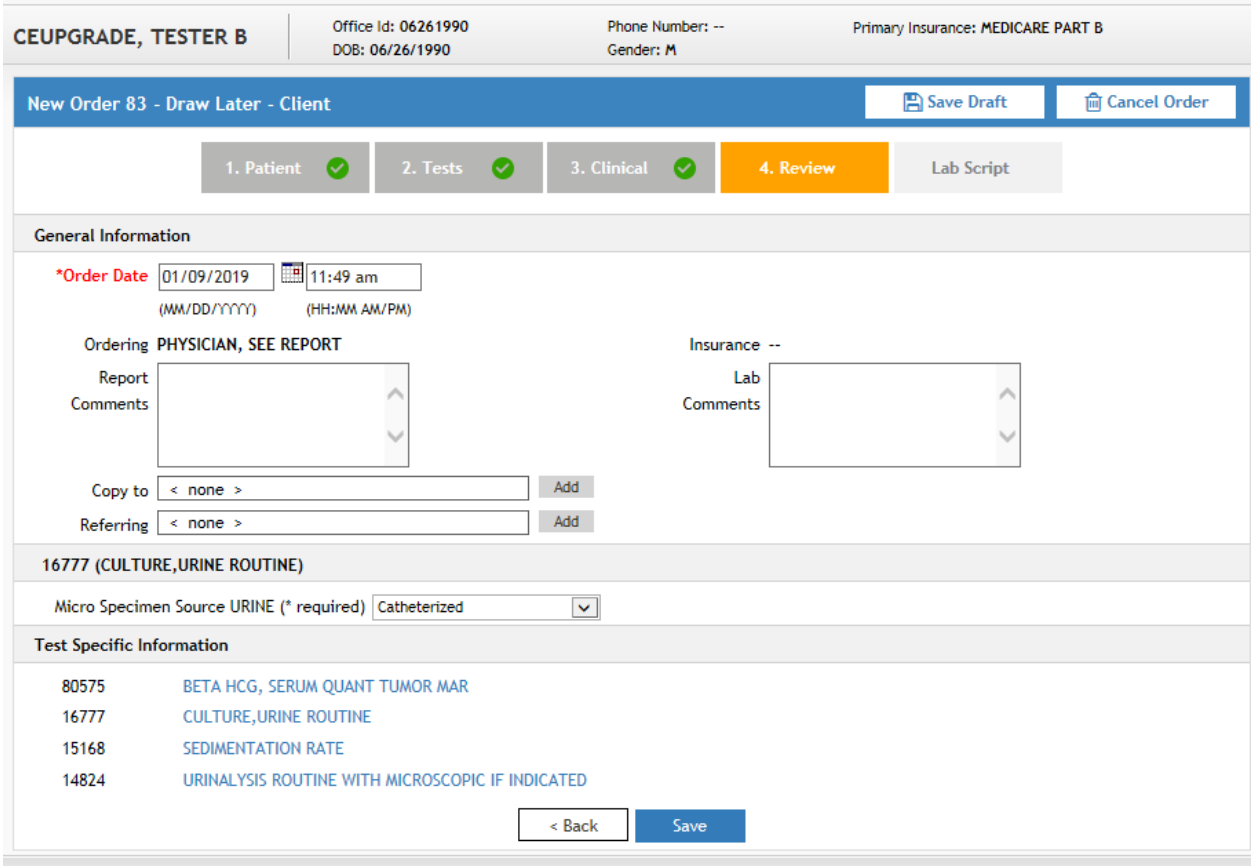
1. Patient



The option to choose Fasting Status is not available.

The last Order tab is <Lab Script> and not <Complete>.

6. Review



General Information Differences

No Collection Date/Time or Collector fields are displayed

<Save> option is at the bottom and not <Complete>

NOTE: The Ordering Provider and Tests cannot be modified on this screen.

General Information Actions

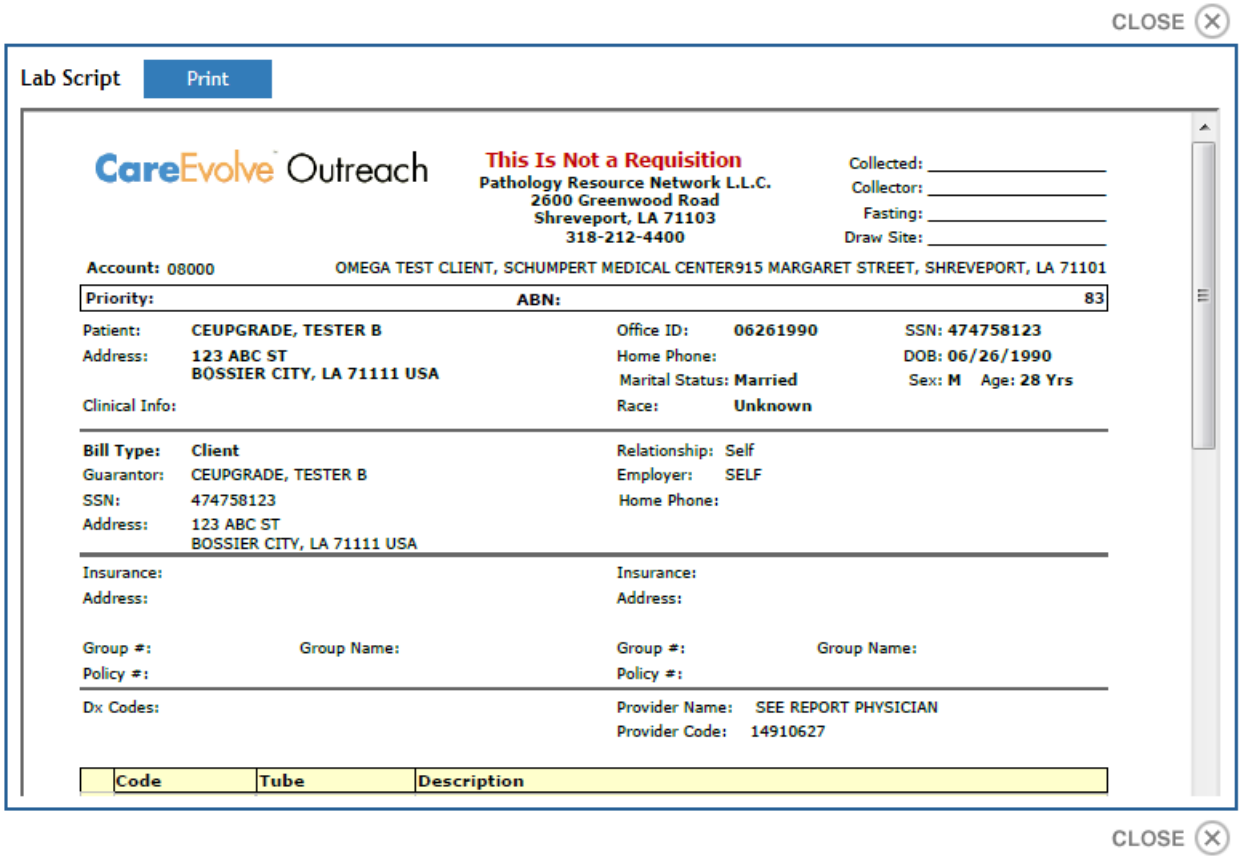
Enter Report Comments

Enter Lab Comments (both comments will be sent to Lab and returned as comments with the results to CareEvolve)

Enter Copy to and/or Referring Provider. Information will print on the requisition but reports will not automatically send to the provider from CareEvolve.

Select <Save> or Lab Script Tab.

Lab Script Print window displays



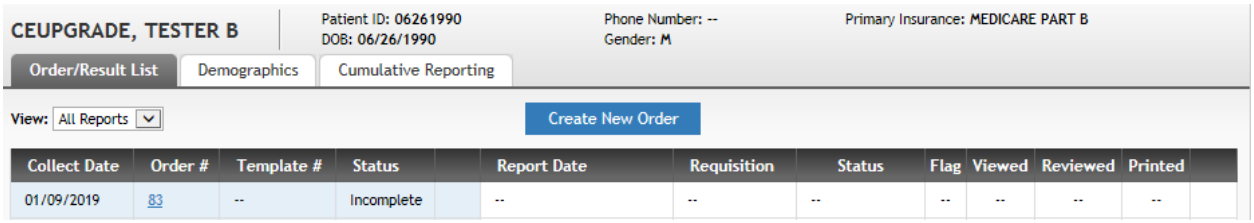
This form is not a Requisition but a document to use to record collection information for the specimen when drawn later.

The Order status will be Incomplete.

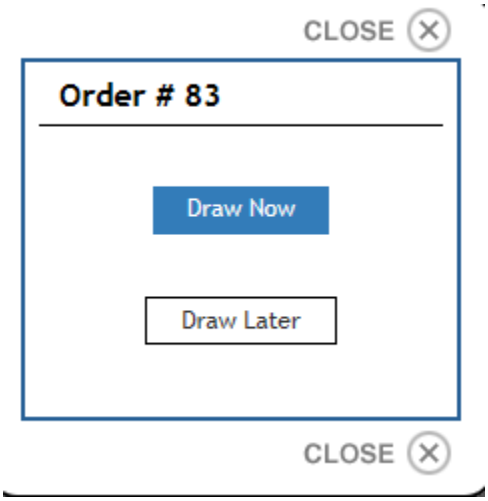
The order will not be sent to the Lab until accessed again and completed with collection information and the selection of <Complete> to print the Order Requisition.

AFTER SPECIMEN COLLECTION

Access the Order/Result List for the patient



Select the order to be completed. Window displays.



Select <Draw Now>

Workflow displays for the DRAW NOW Order Type.

Step through the workflow to the Review Tab.

General Information

Enter the Collection Date/Time and the Collector.

Select <Complete> or Complete Tab to print the Order Requisition.

Summary order screen displays as with the DRAW NOW Order Type.

STANDING ORDER Order Type

Please contact me if you are interested in Standing Order functionality. I can work with your practice individually to implement this. Please see next page for contact information.