## ICC Tech - Releasing Orders

<b>Expected Go Live Date</b>	5/19/2020
Impacted Locations	All ICCs – ROLLING IMPLEMENTATION
Intended Audience	ICC Techs

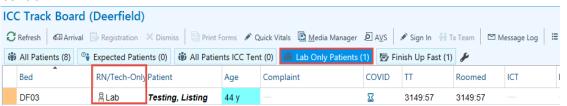
When a patient arrives in an ICC for a "Tech-Only" visit with COVID-19 Testing orders placed at a different site, the Tech must release the orders from the Tech-Only Visit Navigator.

## CRITICAL PROCESS

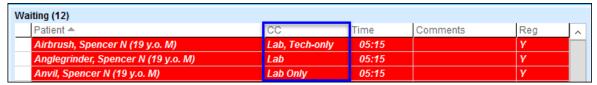
This is a rolling implementation. While you may see the order, check with your practice manager or director regarding whether or not your site is live with this workflow.

## **Lab-Only Documentation Instructions**

- 1. Patient is arrived to the ICC as a Tech-Only Lab visit by registration.
  - a. On the Track Board. Lab Only Patients view, the Tech/RN Only visit column will display as Lab.



b. On the ED Manager the patient will have a chief complaint of "Lab" that was entered by registration. Note, this is a free text field, so the CC may vary.

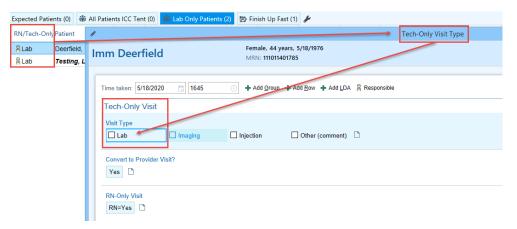


It is important that the Tech-Only visit type be marked as Tech-Only Visit to ensure that lab results route to the appropriate In Basket pool.

2. Room the patient by clicking and dragging them to the LAB room on the ED Manager.



Note: Patients can be double-bunked in the Lab room if needed. When the Confirmation window pops up you can click the Yes button to continue placing them in that room.



The Tech-Only Visit must be marked as a Lab type visit.

- 3. Double-click the patient's name in the RN/Tech-Only column.
- 4. In the Tech-Only Visit Type pop-up, select the **Lab** visit type check box.
- 5. Click Accept.
- 6. Double-click on the patient to open their chart. It will open directly to the Tech-Only Visit navigator.
- 7. Click the Chief Complaint section, select a Chief Complaint of **Diagnostic Evaluation**.



- 8. Click the **Standing Orders** section.
- 9. After verifying which labs the patient is having drawn today, click the checkbox next to the order(s) that you will be collecting, and click the **Release Selected Orders** button.



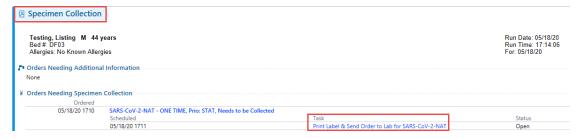
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- 10. Click to the **Specimen Collection** in the Tech-Only Visit table of contents.
- 11. Click the Refresh icon in the top right corner of the Specimen Collection section.



12. In the Specimens/Tasks section, click the **Print Label & Send Order to Lab** task (if applicable at your site).



13. Click the Collect task.



14. The Collection Details window will open. Complete all the hard stops for the **Collection Date**, **Collection Time**, and click **Accept**.



15. Click the **Disposition** section, and click the button for **Discharge**.

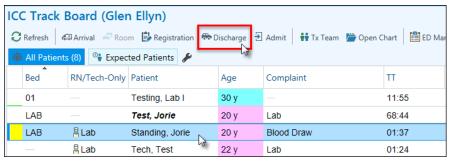


It is important that the Disposition be entered as Discharge so that the patient's lab results route to the appropriate In Basket pool.

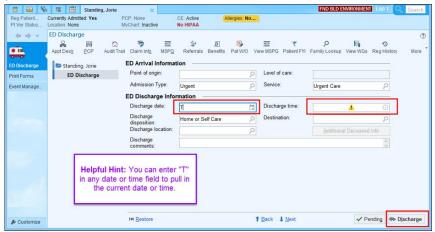


## **Discharge Instructions**

- 1. From the Track Board, highlight your patient by clicking on them once.
- 2. Click the Discharge button in your Track Board toolbar.



- 3. Complete the patient's Discharge Date, and Discharge Time. The discharge disposition of Home or Self Care should have appeared by default.
- 4. Click the Discharge button in the lower right hand corner of your screen. The patient will disappear from the Track Board.



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