

ICC Tech - Releasing Orders

Expected Go Live Date	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.

ICC Track Board (Deerfield)

Refresh | Arrival | Registration | Dismiss | Print Forms | Quick Vitals | Media Manager | AYS | Sign In | Tx Team | Message Log

All Patients (8) | Expected Patients (0) | All Patients ICC Tent (0) | **Lab Only Patients (1)** | Finish Up Fast (1)

Bed	RN/Tech-Only Patient	Age	Complaint	COVID	TT	Roomed	ICT
DF03	Lab	Testing, Listing	44 y	—	3149:57	3149:57	—

- 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.

Waiting (12)

Patient	CC	Time	Comments	Reg
Airbrush, Spencer N (19 y.o. M)	Lab, Tech-only	05:15		Y
Anglegrinder, Spencer N (19 y.o. M)	Lab	05:15		Y
Anvil, Spencer N (19 y.o. M)	Lab Only	05:15		Y

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 screenshot shows the Epic patient interface for a patient named Imm Deerfield. At the top, there are tabs for 'Expected Patients (0)', 'All Patients ICC Tent (0)', 'Lab Only Patients (2)', and 'Finish Up Fast (1)'. Below these, there's a section for 'RN/Tech-Only Patient' with a 'Lab' button highlighted. The main area shows the patient's information: 'Imm Deerfield', 'Female, 44 years, 5/18/1976', and 'MRN: 111011401785'. There's a 'Tech-Only Visit Type' pop-up window with a 'Lab' checkbox selected. Below this, there's a 'Convert to Provider Visit?' section with a 'Yes' button. At the bottom, there's an 'RN-Only Visit' section with an 'RN=Yes' checkbox.

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**.

The screenshot shows the 'Chief Complaint' section of the Epic patient interface. It has a header 'Chief Complaint' with a green icon. Below it, there are several buttons: 'Blood Draw', 'Abdominal Pain', 'Po', 'Rash', and 'Sore Throat'. At the bottom, there's a table with 'Chief Complaint' and 'Comments' columns. The 'Diagnostic Evaluation' option is highlighted in the 'Chief Complaint' column.

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.

The screenshot shows the 'Standing Orders' section of the Epic patient interface. At the top, there are tabs for 'Chart Review', 'Snapshot', 'Intake', 'Tech-Only Visit', 'Narrator', 'Orders', 'Dispo', and 'Callbacks'. The 'Tech-Only Visit' tab is selected. Below the tabs, there's a section for '1/8/2020 visit for Hospital Encounter'. It shows 'Active Home Meds (0): None', 'Allergies (0): No Known Allergies', and 'Problems (0): None'. The 'Standing Orders' section is highlighted. It shows a table with 'Remaining', 'Interval', and 'Expected' columns. The 'CORONAVIRUS (COVID 2019) (IP/ED/EMPLOYEE HEALTH)' order is highlighted. Below the table, there's a 'Release Selected Orders' button and a 'Close' button.

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).

Specimen Collection

Testing, Listing M 44 years
Bed #: DF03
Allergies: No Known Allergies

Run Date: 05/18/20
Run Time: 17:14:06
For: 05/18/20

Orders Needing Additional Information
None

Orders Needing Specimen Collection

Ordered	Scheduled	Task	Status
05/18/20 1710	05/18/20 1711	SARS-CoV-2-NAT - ONE TIME, Prio: STAT, Needs to be Collected Print Label & Send Order to Lab for SARS-CoV-2-NAT	Open

13. Click the **Collect** task.

Orders Needing Specimen Collection

Ordered	Scheduled	Task
05/18/20 1710	05/18/20 1711	SARS-CoV-2-NAT - ONE TIME, Prio: STAT, Needs to be Collected Collect SARS-CoV-2-NAT

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

Testing, Listing #111011400905 - Collect SARS-CoV-2-NAT

Lab: [Redacted] Collection Date: [Redacted] Collection Time: [Redacted]

Collected By: TEST, PCT OMNI

☒ NP Swab

☒ SARS-CoV-2-NAT [1163443740]
Scheduled: Mon May 18, 2020 3:39 PM
Ordered: STAT, On Mon 5/18/20 at 1538
Specimen Types - NP Swab;

Accept **Cancel**

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

TECH-ONLY VISIT

Disposition: **Discharge** Transfer AMA LWBS Before

Comments:

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.

ICC Track Board (Glen Ellyn)

Refresh | Arrival | Room | Registration | **Discharge** | Admit | Tx Team | Open Chart | ED Map

All Patients (8) | Expected Patients

Bed	RN/Tech-Only	Patient	Age	Complaint	TT
01	—	Testing, Lab I	30 y	—	11:55
LAB	—	Test, Jorie	20 y	Lab	68:44
LAB	Lab	Standing, Jorie	20 y	Blood Draw	01:37
—	Lab	Tech, Test	22 y	Lab	01:24

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.

ED Discharge

Reg Patient: None | Currently Admitted: Yes | Location: None | PCP: None | MyChart: Inactive | CE: Active | No HIPAA | Allergies: No...

ED Discharge

ED Arrival Information

Point of origin: | Level of care:

Admission Type: Urgent | Service: Urgent Care

ED Discharge Information

Discharge date: | Discharge time:

Discharge disposition: Home or Self Care | Destination:

Discharge location: | Additional Deceased Info:

Discharge comments:

Helpful Hint: You can enter "T" in any date or time field to pull in the current date or time.

Customize | Restore | Back | Next | Pending | **Discharge**