

ICC Tech - Releasing Orders for Employee Serology Testing

Expected Go Live Date	May 28, 2020
Impacted Locations	All ICCs
Intended Audience	ICC Techs

When an employee patient arrives in an ICC for a “Tech-Only” visit with COVID-19 Serology Testing orders placed by registration staff, the Tech must release the orders from the Tech-Only Visit Navigator.

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 | AVS | 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 chart for 'Imm Deerfield', a 44-year-old female. The 'RN/Tech-Only Patient' column is highlighted. The 'Tech-Only Visit Type' pop-up is open, showing the 'Lab' checkbox selected under 'Visit Type'. Red arrows indicate the path from the patient name to the visit type selection.

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 with a list of options. 'Diagnostic Evaluation' is highlighted with a red box.

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 for a 'Tech-Only Visit'. The 'SARS-COV-2 ANTIBODY IGG' order is checked. The 'Release Selected Orders' button is highlighted with a red box. The 'Close' button is also visible.

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, Patient M 40 years
Bed # LAB
Allergies: Not on File

Run Date: 05/28/20
Run Time: 10:29:26
For: 05/28/20

Orders Needing Additional Information
None

Orders Needing Specimen Collection

Ordered	Scheduled	Task	Status
05/28/20 1029	05/28/20 1030	SARS-CoV-2 Antibody IgG - Prio: STAT, Needs to be Collected Print Label for SARS-CoV-2 Antibody IgG	Open

13. Click the **Collect** task.

Orders Needing Specimen Collection

Ordered

Ordered	Scheduled	Task
05/28/20 1029	05/28/20 1030	SARS-CoV-2 Antibody IgG - Prio: STAT, Needs to be Collected Collect SARS-CoV-2 Antibody IgG

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**.

Disposition

Disposition: **Discharge** (highlighted with a red box) | 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** (highlighted with a red box) | Admit | Tx Team | Open Chart | ED Mar

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.

- Click the Discharge button in the lower right hand corner of your screen. The patient will disappear from the Track Board.

The screenshot shows the Epic ED Discharge form for patient Standing, Jorie. The form is divided into several sections:

- ED Arrival Information:** Includes fields for Point of origin, Level of care, Admission Type (Urgent), and Service (Urgent Care).
- ED Discharge Information:** Includes fields for Discharge date, Discharge time, Discharge disposition (Home or Self Care), Destination, Discharge location, and Discharge comments.
- Helpful Hint:** A purple box states: "Helpful Hint: You can enter 'T' in any date or time field to pull in the current date or time."
- Buttons:** At the bottom right, there is a "Discharge" button with a red border, and a "Pending" button.