
Clinical staff drawing the patient's blood for lab work will follow the workflows outlined in this flyer to activate lab orders and print labels depending on the type of lab orders.

Blood Draw – Day of Treatment Lab Orders

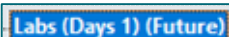
Clinical staff drawing labs ordered part of a regimen will complete the following steps to activate the future lab orders and print lab labels:

NOTE: Best practice is to always confirm the correct encounter is selected prior to activating orders.

STEP 1: Navigate to the **Orders** tab in the Menu.

STEP 2: Go to the appropriate cycle of treatment for the regimen.

STEP 3: Select the **Labs** phase.



STEP 4: Confirm that the day and time listed at the top of the **Day of Treatment Column** is correct.

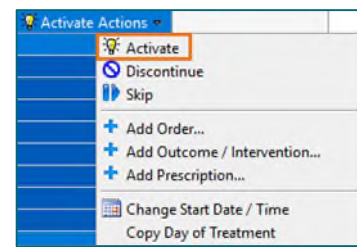
STEP 5: Click the **Activate Actions** dropdown arrow.

STEP 6: Select **Activate**.

STEP 7: Select **Orders for Signature** and then click **Sign**.

STEP 8: Click **Refresh** to see the activated orders.

- The lab labels will print to the default lab label printer set for the location.



NOTE: Navigate to the **Infusion Clinic Charges PowerForm** to document any applicable charges as outlined in the **Infusion Clinic Charges PowerForm** section below.

Blood Draw – Non Day of Treatment Lab Orders

Clinical staff drawing labs **NOT** ordered part of a regimen will complete the following steps to activate the future lab orders and print lab labels:

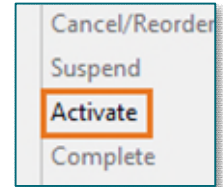
STEP 1: Review and locate the lab order(s) to be drawn in the **Laboratory** section in the **Orders** profile of the patient's chart.

STEP 2: Select one of the lab orders to be activated. If there is more than one lab order to activate:

- To select multiple orders, press and hold the **CTRL** key on your keyboard while clicking the remainder of the orders.
- To select orders that are listed consecutively, select the first lab order you want to activate. Then, press and hold the **Shift** key on your keyboard and click the last lab you want to print a requisition for.
 - This will select and highlight all the orders in between.

STEP 3: Right-click one of the orders you selected and click **Activate**.

STEP 4: Click **Orders for Signature** and then click **Sign**

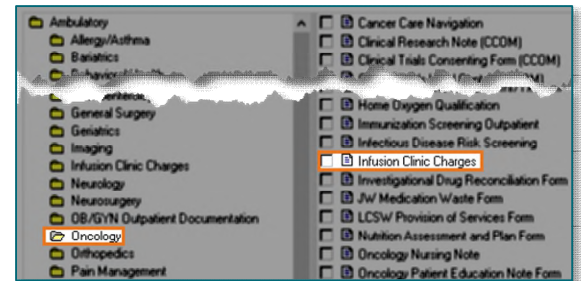
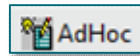


Infusion Clinic Charges PowerForm

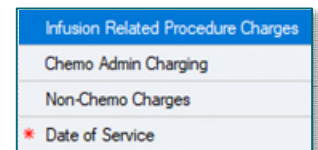
Staff can access the **Infusion Clinic Charges Form** to submit charges related to drawing labs on a patient via the:

➤ **Oncology Tracking Board:** Click the **Infusion Clinic Charges Form** icon  on the toolbar.

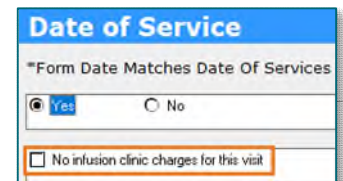
➤ **AdHoc:** Within the patient's chart, go to the **Oncology** folder in AdHoc and place a check in the box next to the **Infusion Clinic Charges** form, then click **Chart**.



- The **Infusion Clinic Charges Form** displays.
 - There are multiple sections, each with several types of charges to choose from.
- Review each section and add the appropriate charges as they apply to the patient's infusion visit.
- After adding the necessary charges, go to the **Date of Service** section.
 - Verify that the date of the form matches the date of services for which the charges are being placed by selecting **Yes**.



NOTE: If there were no charges applicable to the infusion visit for this date, select the **No infusion clinic charges for this visit** check box.



- Click the **green checkmark**  to sign the form.