

Dahl Chase pathology orders are built to interface electronically, allowing results to flow directly from Dahl Chase to the Provider's Message Center. It will also eliminate the need for the multi-part Dahl Chase paper forms.

Specimen Collection Workflow Overview

IMPORTANT: Pathology orders must be placed on an Ambulatory encounter. Between Visit (Phone Notes) encounters will NOT interface or drop appropriate charges.

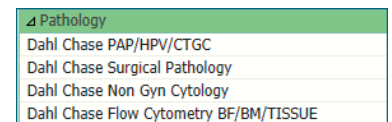
The orders can be found in your practice's respective Quick Orders MPage. Providers are to open the order, complete the procedure, and then review and sign the orders. It is important to note that Providers are not to sign the order until the procedure is complete. This prevents having to cancel the order if modifications were made or additional samples were taken during the procedure.

➤ Placing Order from Quick Orders

STEP 1: Navigate to your Quick Orders MPage.

STEP 2: Locate the Pathology component.

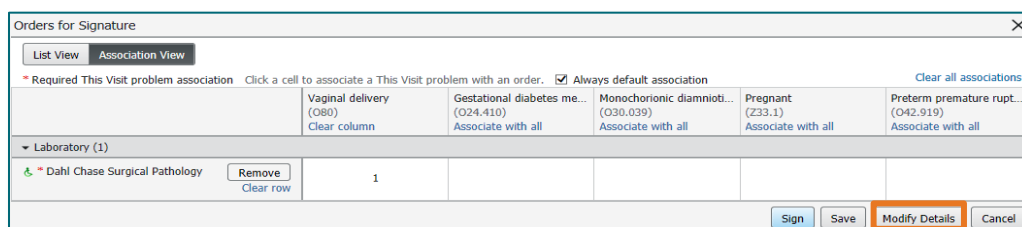
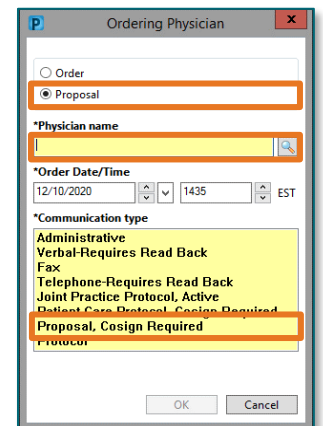
STEP 3: Select the desired order(s) type.



NOTE: If the order is being placed by other clinical staff, they will see a window for Ordering Physician. Staff will select the Proposal radio button, fill in the Physician name, and select the communication type of "Proposal, Cosign Required." The Provider will need to sign these immediately to activate the order and initiate the interface.

STEP 4: Select the green envelope in the upper left of the page to complete the order(s) requirements. 

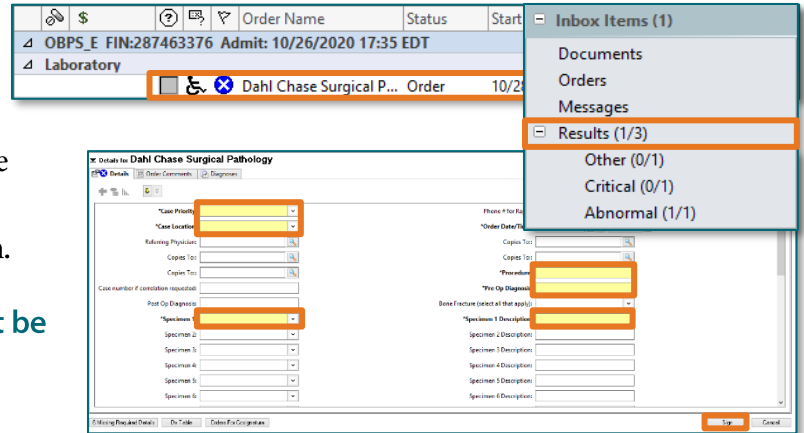
STEP 5: Orders for Signature opens, select Modify Details to bring up the ordering window and complete the required fields.



STEP 6: Click the order, this brings up the Order Details Scratchpad in the lower portion of the window.

STEP 7: Complete the required fields that are highlighted in yellow and other information as necessary. Click **Sign**.

NOTE: Once the order is signed, it cannot be edited.



➤ **Using Labels in Specimen Collection**

STEP 1: Handwrite the specimen description on the label.

- Read this information back to the Provider to ensure it is correct.

STEP 2: Place the collected specimen in the appropriate container.

STEP 3: Place the specimen label on the appropriate container.

STEP 4: Place the specimen container in a biohazard bag with the printed order requisition in the sleeve pocket.

➤ **Printing Requisitions**

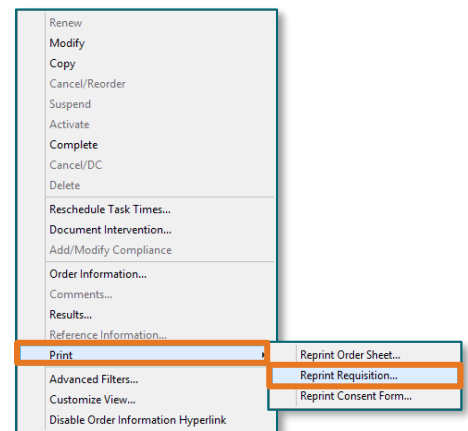
STEP 1: From the Orders Profile, locate the Dahl Chase order.

STEP 2: Right-click the order.

STEP 3: Select **Print** from the open menu.

STEP 4: Choose **Reprint Requisition** from the submenu.

NOTE: One requisition will print automatically to the designated printer in your area. Should you need more, follow the steps listed above.



NOTE: To print requisitions for two or more Dahl Chase orders use CTRL click to multi-select. Once the orders are selected, right-click one, select print, and choose Reprint Requisition from the submenu. A requisition for all selected orders will print.

➤ **Receiving Dahl Chase Specimen Results**

- With the new interface, Dahl Chase results will flow to the Provider's Message Center.
- They can be found in the **Results** section.

NOTE: Walk-In Care will not receive results through Message Center or Results Callback. That location will continue to have results faxed to them.

➤ **Cancelling a Dahl Chase Requisition Order**

- Once the order is signed, it **cannot** be edited. It must be cancelled and reordered in Cerner. Call both the NL lab at your respective Member Organization and Dahl-Chase (207-941-8200) to cancel the order.
 - When calling Dahl-Chase, say “I need to cancel an electronic order from...” and provide the Member Organization name.
 - When calling NL Lab, say “I need to cancel a Dahl-Chase order.”
- Provide the following information for each order:
 - Name of the lab order to be cancelled.
 - MRN.
 - Date and time the order was placed.
 - Number of orders needing to be cancelled.

➤ **Downtime Process**

- In the event of computer down time, complete the green paper form and prepare the specimen collection labels as outlined above.