ADDON TEST – QUICK REFERENCE GUIDE

- 1. Look up original test order to retrieve the original collection date/time.
- 2. Create a new test order for patient and enter original collection date/time on the **Order Info/New Lab Order** Screen.

Patients Orders Results User Ma	ter Files System Help	previous log ou
New Lab Order	Patient TEST, PATIENT DOB-Age 02/02/1920 - Prim. Phys TEST, DOCTOR SSN 111-11-1111 Ord. Phys TEST, DOCTOR Order # AEL80001227	31 Y ID 11111 Gender Female 3 Acon #
Order Info Tests ICD-9s Du	stions	
Lab Order Information	Required to Sav	e 📃 Required to Order 📃
Order # AEL800012273 Ord Phy TEST,DOCTOR 3 Account # 80001 3 Billing Type Insurance 3 Ins Network 3	Date Time Collected 04/23/2011 16:11 User SMITH.DEE Floor = Stat Order Fasting Chart.# Clinical In Clinical In	en Collectors Initials Room # 1000006 ¥ <u>fo</u>
Insurance	Edit	<u>S</u>
Primary BLUE CROSS - ALL PL Ins Type Subscriber TEST,Lewis Policy = ZEB123659874 Resp Party TEST,PATIENT	Secondary MEDICAID - MISSISSIPPI Ins Type Medicaid Subscriber TEST.PATIENT Policy # 13233525987 Resp Party TEST.PATIENT	A
		Longer and Longer

Order requested test along with the "ADDON" test code.
 Only order the "ADDON" test code once regardless of number of tests***

	Patient	TEST, PATIENT	DOB-Age 02/02/1	1920 - 91 Y	ID 11111	log ou
New Lab Order	Prim. Phys Ord. Phys	TEST, DOCTOR TEST, DOCTOR	SSN 111-11 Order # AEL80	I-1111 0012273	Gender Female Accn#	
Order Info Tests ICD-25 0	uestione					
Ordered Tests						
Tests ADDON			¥ filter by:	⊙ Cod <u>e</u> ◯	Name 🔘 Mnei	monic
Short List			2hysician 🚫 Sp	ecialt <u>v</u>		~
17-KETOGENIC STEROID	CTIVATED PTT		A	ANTI-C	CENTROMERE AN	тів 🗠
BLOOD ALCOHOL	R27.29	CARBO>	WHEMOGLOBIN C	📃 COMPL	EMENT, TOTAL F	IEM
COMPLETE BLOOD COUNT	COMPLETE BLOOD COL	JNT 📃 COMPRE	HENSIVE METAB	о 🔲 СИСТИ	RE, BLOOD	
CULTURE IDENTIFICATIO	CUSTOM PANEL 45	GCCTA	SELF PAY PATIEN	T 🗌 HEAVY	METALS, BLOOD	>
HEMOGLOBIN A1C	ILA-B27	LIPID PF	ROFILE		RINT PANEL 1	×
Ordered Test			Code			
HEMOGLOBIN A1C			HA1	Comme	ents Delet	
ADD ON TEST(S) REQUEST			ADDON	Comme	ents Delet	

- 4. Click "Continue" button and proceed accordingly (enter valid diagnosis codes, AOEs etc.)
- 5. Click "Send Order to Lab" button to transmit the order to lab immediately.
 - *******IMPORTANT**: Must transmit order immediately to have request sent electronically to the lab. No need to call in to customer service or drawsite for addon request******
- 6. Please keep the ADDON order requisition for your records until results are received.
- 7. <u>Please note:</u> EMR client's ability to use the "Addon" test code will be client specific based on the client's EMR functionality. Not all EMR clients will have the ability to add-on additionally tests after transmission w/o creating a new office visit. Therefore, the client will continue to call CS for test add-ons.