

Placing Lab Orders

The *Order Entry* page enables you to file a complete lab order. Before you can file an order, you must provide at least all of the required information, indicated with an asterisk (*).

Note: For more information, refer to the online help.

Retrieve or Add a Patient

- 1 Navigate to the streamlined *Order Entry* page.
- 2 Do one of the following:
 - **Retrieve an existing patient:**

Search By

- a In the *Search By* list, click *Name*, *SSN*, or *PID*.
- b If you clicked *Name* or *PID*, type at least the first character of the patient's last name or patient ID in the adjacent box. If you clicked *SSN*, type at least the first three characters of the Social Security Number (SSN).
- c Click *Search*.
- d Click the appropriate patient in the search results list.

- **Add a new patient:**

Patient Information

Add Patient Only

Last Name * Address 1 SSN
 First Name * Address 2 PID
 Middle Initial City Room/Location
 DOB * State
 Sex * Zip
 Home Phone Work Phone
 Email Cell Phone

- a Click *Add New Patient*.
- b In the *Patient Information* area, complete at least the required information.

Provide Billing Information

- 1 At *Bill Type*, click the entity responsible for paying for the test (*Client*, *Patient*, or *Insurance*). The available options vary by client.

Billing Information

Bill Type *

Guarantor Information

Last Name * Address 1 SSN
 First Name * Address 2 Relationship *
 Middle Initial City
 DOB State
 Sex Zip
 Home Phone Work Phone

Insurance Information

Primary Secondary

or select from

Carrier	Type
Aetna (AUSHC)	Standard

Primary

Carrier
 Insurance ID
 Group Number

Secondary

Carrier
 Insurance ID
 Group Number

- 2 Provide any guarantor or insurance information (if necessary). To specify a primary insurance carrier, begin typing the carrier name, and then click the appropriate one in the list. Then complete the required information on the right-hand side of the page. To specify a secondary insurance carrier, click *Secondary* and repeat that procedure. (Not all labs and clients support secondary insurance.)

Specify a Diagnosis

In the *Diagnoses* section, begin typing the diagnosis name or ICD code, and then click the appropriate one in the list.

Diagnoses Search or select from

Code	Description
J201	Acute bronchitis due to Hemophilus influenzae
B963	Hemophilus influenzae as the cause of diseases classd elawhr
A492	Hemophilus influenzae infection, unspecified site
G000	Hemophilus meningitis
J14	Pneumonia due to Hemophilus influenzae
A413	Sepsis due to Hemophilus influenzae

Added Diagnoses (1)

J201 Acute bronchitis due to Hemophilus influenzae

Note: If the *Diagnoses* section is collapsed, a diagnosis is not required. To add one anyway, click *View Diagnoses*.

Specify a Test

- 1 In the *Tests* section, type at least two characters of the test name or order code, and then click the appropriate one in the list.

Tests Standing Order Companion Print Specimen Requirements

Search or select from

Code	Description
93403	DDX102-Historical Data Comp (1 Year)
93404	DDX102-Historical Data Comp (3 Years)
93410	DDX211-Medicare Quality 5-Star (Current-YTD)
93413	DDX213-Medicare Risk Score HCC (Project-CYE)

Added Tests (1)

1759 CBC (Hgb, RBC, Indices, W...

- 2 If an *Additional Information* section appears, provide the required information.

Complete the Order

Order Information

Client * Specimen Not Collected

Physician Time

Non-Phys Prev Fasting

Lab Ref ID Total Volume (ml) Duration (hrs)

Report Comments

Internal Comments

- 1 If the appropriate client does not appear in the *Client* box, type the first few characters of the client's name and click the appropriate one in the list.
- 2 If the appropriate physician does not automatically appear in the *Physician* box, type the first few characters of the physician's last name, NPI, or UPIN, and click the appropriate one in the list (if required).
- 3 Click in the *Draw On or After* box and then click the appropriate date on the calendar, or type the date that the specimen was collected.
- 4 Complete any other required fields.
- 5 At the bottom of the page, click *Finalize* to complete the order now, or click *Hold* to save the order so you can complete it later. To have the specimen collected at a Patient Service Center (PSC), select *Include PSC Hold Letter* and then click *PSC Hold*.
- 6 If the *Guarantor Address Validation* dialog box appears, click *Edit* to change the address, or click the correct address or the reason for not changing it, and then click *Continue*.
- 7 If the *Eligibility Verification* dialog box appears, do one of the following:
 - Click the option button next to the appropriate information (or click *Select All*), and then click *Continue*.
 - Click *Edit* to change the carrier or make other changes.
- 8 Print the requisition and labels, as appropriate.

For help, contact the Help Desk at 1.800.697.9302

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