

IMPERIAL COUNTY BEHAVIORAL HEALTH SERVICES

# Order Labs, Check Order Status, View Results

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**Purpose:** Instruct prescribers on how to submit client orders, check on order status and review results.

## Submit Client Orders

Prescribers can submit Client Orders via the *Psychiatric Note* (Note Tab>Medical Decision Making) or via the *Quick Orders (Client)* screen.

### Option 1: Psychiatric Note

**Step 1)** Open the service note, under the *Note* tab locate the *Medical Decision Making* sub category, scroll down to the **Client Orders** section.

The screenshot shows the 'Psychiatric Note' interface. At the top, there are tabs for 'Service', 'Note', 'Billing Diagnosis', 'Add-On Codes', and 'Warnings'. Below these are sub-tabs for 'General', 'Exam', 'Medical Decision Making', 'AIMS', and 'Diagnosis'. The 'Client Orders' section is highlighted with a red box. It contains a search bar, a 'Clinic/Location' dropdown, a 'Diagnosis' dropdown, and an 'Add Diagnosis' button. Below these are fields for 'Frequency', 'Labs', 'Ordering Physician' (set to 'TEST, CM'), 'Send to Lab', 'Start' date and time, 'End' date and time, and an 'Add Order' button. At the bottom, there is a table with columns for 'Order Name', 'Labs', 'Frequency', 'Start Date', 'Diagnosis', and 'Clinic/Location', which currently shows 'No data to display'.

**Step 2)** Fill out the order request

**Search Order:** In the *Search Order* field, begin a search for the order name and select the desired option.

Select **Clinic/Location**

Select **Diagnosis**

Select **Frequency**

Select **Labs**

Select **Ordering Physician**

Select **Start Date and Time**

Select **Program**

The screenshot shows a dropdown menu for 'Client Orders'. The first option, 'Comprehensive metabolic panel', is highlighted with a red box. Other options include 'COMPREHENSIVE METABOLIC PANEL (Quest - MET)', 'COMPREHENSIVE METABOLIC PANEL (REFL) (Quest - MET)', 'COMPREHENSIVE METABOLIC PANEL W/O ALT (Quest - MET)', 'COMPREHENSIVE METABOLIC PANEL W/O ALT AND eGFR (Quest - MET)', 'COMPREHENSIVE METABOLIC PANEL W/O eGFR (Quest - MET)', and 'COMPREHENSIVE METABOLIC PANEL W/O eGFR (REFL) (Quest - MET)'.

**Step 3)** Once all areas are filled out, select, “Add Order” to generate an entry and then select, “Send to lab”

The screenshot shows the 'Client Orders' form with several fields filled out and highlighted with red boxes: 'BASIC METABOLIC PANEL (Quest)', 'Adult Services' for Clinic/Location, 'F32.A - Depression, unspecified' for Diagnosis, 'Once' for Frequency, 'Quest - MET' for Labs, 'TEST, CM' for Ordering Physician, '02/15/2023 1:42 PM' for Start date and time, and 'Adult EI Centro Anxiety s' for Program. The 'Add Order' and 'Send to Lab' buttons are visible. At the bottom, there is a table with columns for 'Order Name', 'Labs', 'Frequency', 'Start Date', 'Diagnosis', and 'Clinic/Location', which currently shows 'No data to display'.

Order Name	Labs	Frequency	Start Date	Diagnosis	Clinic/Location
X BASIC METABOLIC PAN...	Quest - MET	Once	02/15/2023 1:42 PM	F32.A-Depression, unspecified	Adult Services

Once “Send to Lab” is selected, a message will appear as seen below:

Order(s) are sent to lab

Order Name	Labs	Frequency	Start Date	Diagnosis	Clinic/Location
X BASIC METABOLIC PAN...	Quest - MET	Once	02/15/2023 1:42PM	F32.A - Depression, unspecified	Adult Services

**Step 4)** Proceed with completing the service note and sign.

### End of Process for Option 1

### Option 2: Quick Orders (Client)

**Step 1)** Once the client is selected, search for **Quick Orders (Client)** and open.

If there is a previous history of lab work sent, you will see a document but will have the *New* icon at the top right.

**Step 2)** Upon selecting , select the applicable program and click *Ok*.

**Step 3)** Fill out the order request

**Search Order:** In the *Search Order* field, begin a search for the order name and select the desired option.

Select **Clinic/Location**

Select **Diagnosis**

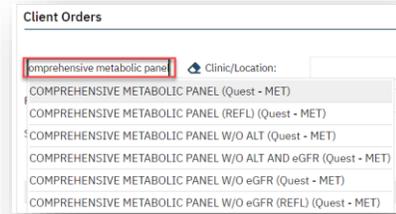
Select **Frequency**

Select **Labs**

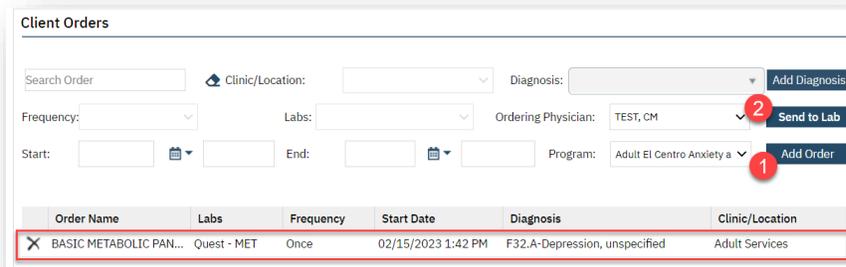
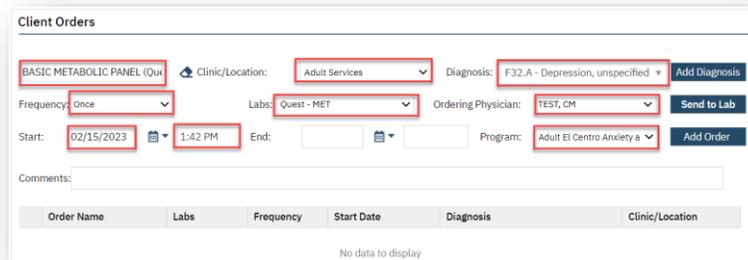
Select **Ordering Physician**

Select **Start Date and Time**

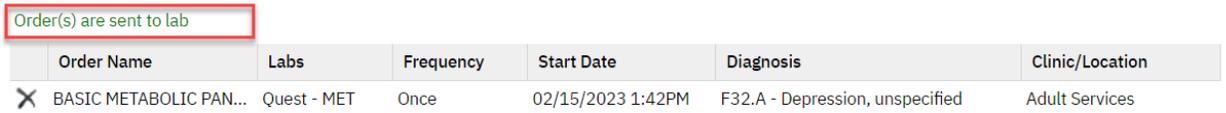
Select **Program**



**Step 3)** Once all areas are filled out, select, “Add Order” to generate an entry and then select, “Send to lab”



Once the selection to “Send to Lab” is made, a message will appear as seen below:



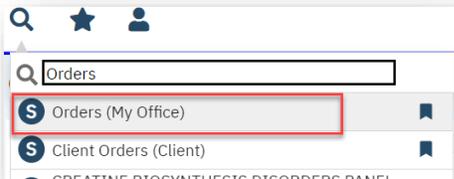
**Step 4)** Proceed with completing the service note and sign.

**End of Process for Option 2**

## Check Order Status

A record of the order sent to the lab will now display on the **Orders (My Office)** for all client orders submitted and the **Client Orders (Client)** screen will display orders submitted for a specific client.

### Orders (My Office)



Orders (1)

Start Date: 02/15/2023 | End Date: | Received From: | Received To: | Apply Filter

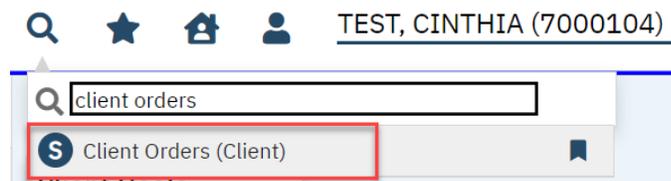
All Assigned Staff | All Active Statuses | Client ID: | Client Name: |

Ordered By: | All Programs: | All Types: | All Priorities: |

Order Name: |

<input type="checkbox"/>	Order ID	Client Name	Order	Type	Frequency	Priority	Status	Sub-Status	Assigned To	Programs	Ordered By	Sti
<input type="checkbox"/>	631	TEST, CINTHIA (70...	BASIC METABO...	Labs	Once		Sent To Lab			Adult El Centro ...	TEST, CM	02/15

### Client Orders (Client)



Client Orders (5)

Last 1 Year | From: 02/21/2022 | To: 02/21/2023 | All Statuses | Assigned To: | Ordering Physician: | Apply Filter

All Types: | Order Name: | Original Order ID: |

<input type="checkbox"/>	OrderID	Type	Name	Frequency	Start Date	End Date	Status	Sub-Status	Oi
<input type="checkbox"/>	631	Labs	BASIC METABOLIC PANEL	Once	02/15/2023 01:42 ...		Sent To Lab		TEST
<input type="checkbox"/>	697	Labs	CBC, PLATELET CT, RDW	Once	02/16/2023 01:14 ...		Sent To Lab		ROD
<input type="checkbox"/>	698	Labs	METABOLIC RISK PANEL	Once	02/16/2023 01:19 ...		Sent To Lab		ROD
<input type="checkbox"/>	232	Labs	ISH	Once	02/08/2023 10:57 ...		Sent To Lab		TEST
<input type="checkbox"/>	279	Labs	ISH	Once	02/08/2023 02:27 ...		Sent To Lab		TEST

## View Lab Results

### Option 1: Psychiatric Note

History of Lab order Results will be displayed within the Psychiatric Note>Note Tab> Medical Decision Making.

The full results will display upon opening any of the lab column links.

Psychiatric Note

Effective 02/15/2023 Status New Author TEST, CM

Service Note Billing Diagnosis Add-On Codes Warnings

General Exam Medical Decision Making Child/Adolescent AIMS Diagnosis

Lab orders/results

Effective Date	Lab	Description
02/15/2023	<a href="#">URINALYSIS, COMPLETE</a>	
02/15/2023	<a href="#">CBC (INCLUDES DIFF/PLT)</a>	
02/15/2023	<a href="#">TSH W/REFLEX TO FT4</a>	
02/15/2023	<a href="#">HEMOGLOBIN A1c</a>	
02/15/2023	<a href="#">COMPREHENSIVE METABOLIC PANEL</a>	
02/15/2023	<a href="#">LIPID PANEL, STANDARD</a>	

Lab Comments

**Option 2: Client Orders (Client)** will display a record of orders for the selected client.

Step 1) Select the client and search for **Client Orders (Client)**

Search bar with "client order" entered. A dropdown menu shows "Client Orders (Client)" highlighted with a red box.

Step 2) Click on any of the links within the lab column

Client Orders (6)

Last 1 Year From 02/21/2022 To 02/21/2023 All Statuses Assigned To Ordering Physician Apply Filter

OrderId	Type	Name	Frequency	Start Date	End Date	Status	Sub-Status	Or
497	Labs	<a href="#">BASIC METABOLIC PANEL</a>	Once	02/11/2023 10:36 ...		Results Obtaine	CAB	
499	Labs	<a href="#">CARBAMAZEPINE-10.1...</a>	Once	02/11/2023 10:36 ...		Results Obtaine	CAB	
500	Labs	<a href="#">CBC (INCLUDES DIFF/PL...</a>	Once	02/11/2023 10:36 ...		Results Obtaine	CAB	
498	Labs	<a href="#">HEMOGLOBIN A1C</a>	Once	02/11/2023 10:36 ...		Results Obtaine	CAB	
496	Labs	<a href="#">LIPID PANEL, STANDARD</a>	Once	02/11/2023 10:36 ...		Results Obtaine	CAB	
501	Labs	<a href="#">LITHIUM</a>	Once	02/11/2023 10:36 ...		Results Obtaine	CAB	

Step 3) Select the *Lab Results* tab and view results as you scroll down.

Order Lab Results Attachments Review

BASIC METABOLIC PANEL  Preference  Discontinued

Frequency: Once Priority: Routi Lab: Quest - MET Clinic/Location:

Start: Today End:

✕ Result #1

Result Date 02/11/2023 10:31AM

Observations

Observation	Value	Flag	Range	Status	Observation Date	Analysis Date
GLUCOSE 	116 mg/dL	H	65-99	F	02/08/2023 8:47AM	02/11/2023 10:31AM
Comment: Fasting reference interval						
✕ For someone without known diabetes, a glucose value between 100 and 125 mg/dL is consistent with prediabetes and should be confirmed with a follow-up test.						

End of process.