

eLabs: Reconciling Lab Requisitions

Last Modified on 06/09/2021 10:18 am EDT

Version 20.12

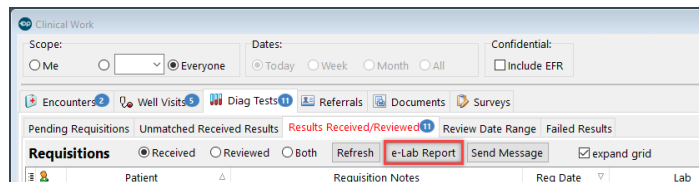
The content in this article is relevant to eLabs

Path: Main Navigation Panel > Received or Reviewed button (Clinical group)

About

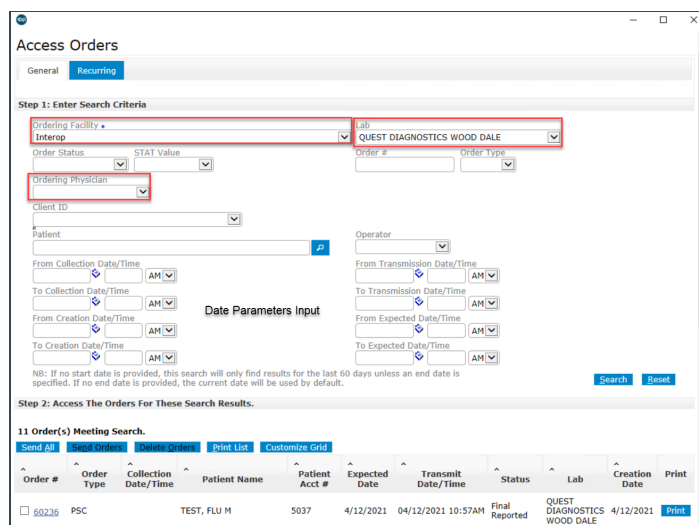
To ensure all eLabs requisitions were transmitted and received by Change Healthcare (CHC) and the requisition was saved to the patient in OP, reconciliation can be performed by following the below steps.

1. Follow the above path and select the **e-Lab Report** button.

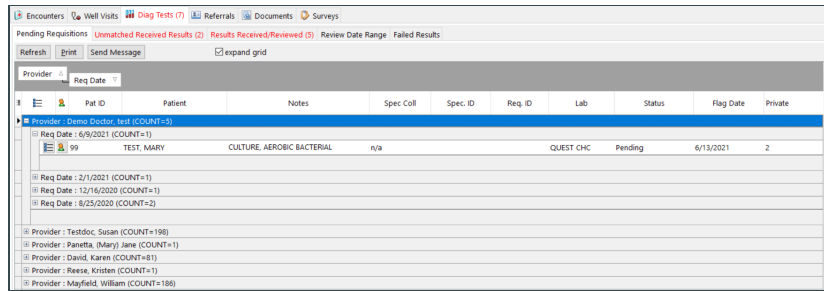


2. The **Access Orders** window displays, complete the search parameters.

- **Ordering Facility:** Select the practice from the drop-down menu if not already selected.
- **Lab:** Select the lab from the drop-down menu if not already selected.
- **Ordering Physician:** (*Optional*) Click the drop-down and select from the list to further refine the scope of the report.
- **Patient:** (*Optional*) Leave this field blank to pull all orders within the scope of the search parameters.
- **From/To Dates and Times:** (*Optional*) Enter specific dates and times to refine your search or leave the fields blank. By leaving the start field blank in any of the sections, the report will run from 60 days prior, until the end date specified. If the end date is not specified the current date will be used.



3. Click the **Search** button.
4. Click the **Print List** button.
5. Close the **Access Orders** window, click the **Pending Requisitions** tab.
6. Filter and group the list using the search parameters from the eLabs report.



Provider	Req Date	Patient	Notes	Spec Coll	Spec ID	Req ID	Lab	Status	Flag Date	Private
Pending: Demo Doctor, Test (COUNT=2)										
Req Date : 6/9/2021 (COUNT=1)										
99		TEST, MARY	CULTURE, AEROBIC BACTERIAL	n/a			QUEST CHC	Pending	6/13/2021	2
Req Date : 2/1/2021 (COUNT=1)										
Req Date : 12/16/2020 (COUNT=1)										
Req Date : 8/25/2020 (COUNT=2)										
Provider : Tettsoc, Susan (COUNT=198)										
Provider : Panetta, (Mary) Jane (COUNT=1)										
Provider : David, Karen (COUNT=81)										
Provider : Reese, Kristen (COUNT=1)										
Provider : Mayfield, William (COUNT=188)										

7. Compare the two reports for accuracy. If a requisition appears on the eLabs report but does not appear as a pending requisition, create the requisition in OP without sending.

Version 20.11



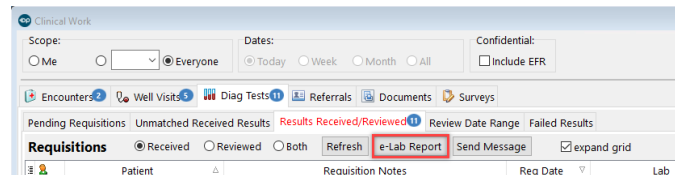
Warning: This information is intended only for clients currently in the implementation or production phase with OP eLabs functionality.

Path: Main Navigation Panel > Received or Reviewed button (Clinical group)

Overview

To ensure all eLabs requisitions that were created in OP were transmitted and received by Change Healthcare and the requisition was saved back into OP in the patient chart, a reconciliation can be performed by following these steps:

1. From the Results Received/Reviewed tab, select **e-Lab Report**.



2. Complete the search parameters.

- **Ordering Facility:** Select your practice from the drop-down menu if not already selected.
- **Lab:** Select the lab from the drop-down menu for your search if not already selected.
- **Ordering Physician:** It is not required to enter an Ordering Physician. Doing so will further refine the scope of the report.
- **Patient:** Leave this field blank to pull all orders within the scope of search.
- **From/To Dates and Times:** Enter specific dates and times to refine your search criteria, or leave the fields blank. By leaving the start field blank in any of the sections, the report will run from 60 days prior, until the end date specified. If the end date is not specified, then the current date will be used.

3. Click **Search**.

Ordering Facility: Your Practice Lab: Your Lab

Order Status: STAT Value

Ordering Physician: ability to search by physician

Client ID

Patient

Operator

From Collection Date/Time: 08/07/2019 AM

To Collection Date/Time: 08/07/2019 AM

From Creation Date/Time: AM

To Creation Date/Time: AM

From Transmission Date/Time: 08/07/2019 AM

To Transmission Date/Time: 08/07/2019 AM

From Expected Date/Time: AM

To Expected Date/Time: AM

Search Reset

Step 2: Access The Orders For These Search Results.

2 Order(s) Meeting Search.

Send All Stop Orders Delete Orders Print List Customize Grid

Order #	Order Type	Collection Date/Time	Patient Name	Patient Acct #	Expected Date	Transmit Date/Time	Status	Lab	Creation Date	Print
	Standard	8/7/2019 11:16AM				08/07/2019 11:17AM	Transmitted		8/7/2019	Print
	Standard	8/7/2019 2:04PM				08/07/2019 02:07PM	Transmitted		8/7/2019	Print

4. Click the **Print List** button.
5. Click the **Pending Requisitions** tab.
6. Filter and group the list using the search parameters from the e-Lab report.

Clinical Work

Scope: Me Everyone Dates: Today Week Month All Confidential: Include EFR

Encounters Well Visits Diag Tests Referrals Documents Surveys

Pending Requisitions Unmatched Received Results Received/Reviews Review Date Range Failed Results

Req Date	Provider	Pat ID	Patient	Notes	Location Name	Spec Coll	Spec. ID	Req. ID	Lab	Status
Req Date : 8/7/2019 (COUNT=2)										
Provider : KNOX, SLOANE (COUNT=1)										
				LIPID PANEL [968T]	Primary Location	n/a				Pending
Provider : NIGEL, CORA (COUNT=1)										
				CULTURE, THROAT [6262C]	Primary Location	In House				Pending

7. Compare the two reports for accuracy. If a requisition appears on the e-Lab report, but does not appear on the Pending Requisitions report, create, but do not send a requisition to support your tracking of outstanding lab results.