# eLabs: Reconciling Lab Requisitions

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

Version 20.12

<span style="color:red">The content in this article is relevant to eLabs</span>

**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.

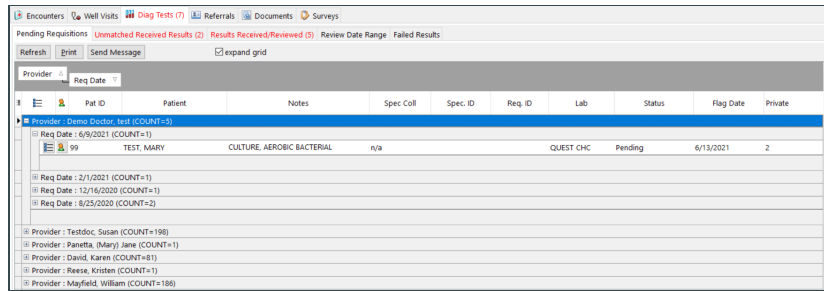1.  Follow the above path and select the **e-Lab Report** button.
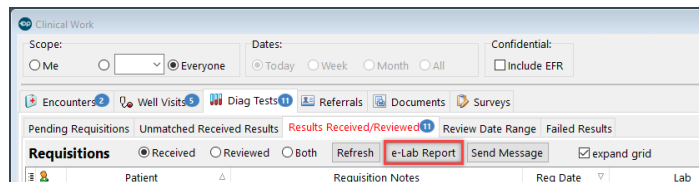


2.  The **Access Orders** window displays, complete the search parameters.

    - **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.
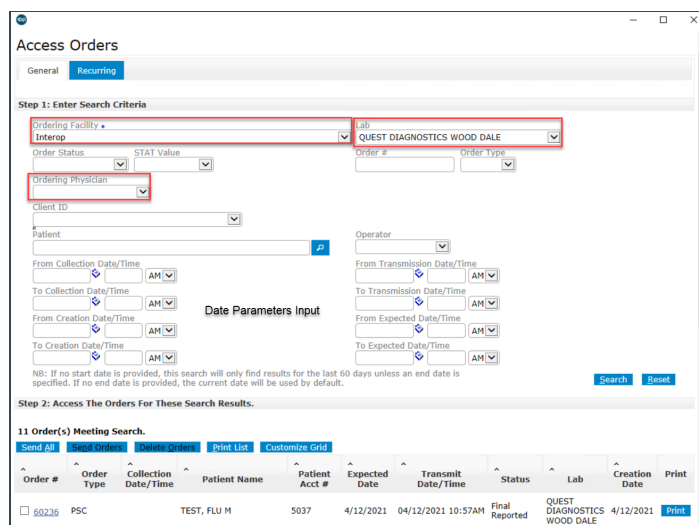


3.  Click the **Search** button.
4.  Click the **Print List** button.
5.  Close the **Access Orders** window, click the **Pending Requisitions** tab.
6.  Filter and group the list using the search parameters from the eLabs report.

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 Healthcar **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**.
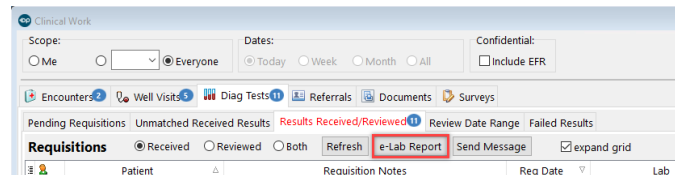


2. Complete the search parameters.

   - **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**.

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.



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.