MGH Inpatient Provider Lab Ordering Tips

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For helpful resources from the lab visit: [http://mghlabtest.partners.org/EPIC.htm](http://mghlabtest.partners.org/EPIC.htm)

1. General good habits of lab ordering:
   a. **You need to order AM Labs before 12:30am on the day of the draw in order for the labels to print in the daily AM Lab draw batch.** The batch print of lab labels occurs at 1:30 AM so AM labs may be drawn any time after that.
   b. Review carefully all existing orders and avoid placing duplicative lab orders as this leads to confusion and delays in obtaining labs.
   c. **Be especially careful when ordering from order sets** as they have defaulted selections including draw times and it may increase duplicative lab orders.
   d. **Prior to discontinuing a lab order, make sure that the lab hasn't been sent but not resulted. If you discontinue the order and the result comes back there is nowhere for the result to post.**

2. What are the codes on the labels?
   On the lab labels there is a code that designates which tube type that the lab should be collected in and a code that designates which tests are ordered on a given label.

   Guides for reading labels and list of tube type codes and order codes are available on the lab Epic website: [http://mghlabtest.partners.org/EPIC.htm](http://mghlabtest.partners.org/EPIC.htm)

   You can also look up any lab test code in the MGH Lab Handbook: [http://epath.partners.org/MGH](http://epath.partners.org/MGH)

3. How do I know which labs can be added on to an existing sample?
   You can add on a lab study by using the add on lab order. Search by typing “Add On” in the Orders activity. You can then fill out the information for which labs you want added on.

4. Can ordering providers print labels?
   No, PRN labs can only be released by the RN. Labels can be printed by either the RN or OA. If you are doing a blood draw or a procedure that requires a lab label you should ensure that there is an order in place and then ask the nurse to print lab label.
5. **What happens if I need to get a label reprinted?**
   If you need to have a lab label reprinted, the nurse can print a lab requisition and use an ADT label to label the tube.

6. **Why won't the labels print when I order them?**
   Most lab orders will default as Routine, AM Draw. If you have entered the lab order and need the lab labels to print now then check to make sure that your lab order isn’t due to be drawn at some time in the future. If you want the lab drawn now then set your Frequency to “Once” and the time to now by typing “n” in the time box. This will automatically populate the current time.

7. **How can I change all lab orders to the same time?**
   You may want to change multiple lab orders at once to be drawn now or at some time together. You may also want to change multiple labs to be drawn all in the AM draw. To do this you should use the edit multiple functionality which you can access by hitting the “options” drop down in the Orders activity.
You can then change the priority and date and time of the lab.

8. What's the best way to order multiple labs STAT?
You can quickly order multiple STAT labs by using the STAT labs order panel. Search for STAT and you will find the STAT lab panel where you will be able to find labs quickly that are already set to STAT.
9. **How can I order as “As needed” lab?**

There are times where you will want to order labs based on certain clinical triggers or you need to frequent checks as a titration parameter (e.g., vent adjustments). In these cases, you can use an “As Needed” lab order. **Please note that this should not be used for labs such as AM labs and timed labs.** You can indicate a certain number of draws (occurrences). The default will be 9999 draws.

![As Needed Lab Order](image)

10. **What about send out labs?**

95% of send-out tests have a valid lab code in Epic. You should first search for the test that you are looking for using the Facility List. If you cannot find it, you can also refer to the lab look up: [Epath Partners MGH](http://epath.partners.org/MGH)

If you still can't find it, you can use the “Miscellaneous lab test” and “Miscellaneous micro test” orders. Just type “miscellaneous” in the Orders Activity.

![Send Out Lab Orders](image)
11. How can I tell if my order has been done?
In Chart Review > Labs, you can see the status of a lab by referencing the Order Status.

12. What happens with “Quantity Not Sufficient” results?
If a lab returns with a “Quantity Not Sufficient” status, a NEW order will need to be placed. This is a change from previous workflow.