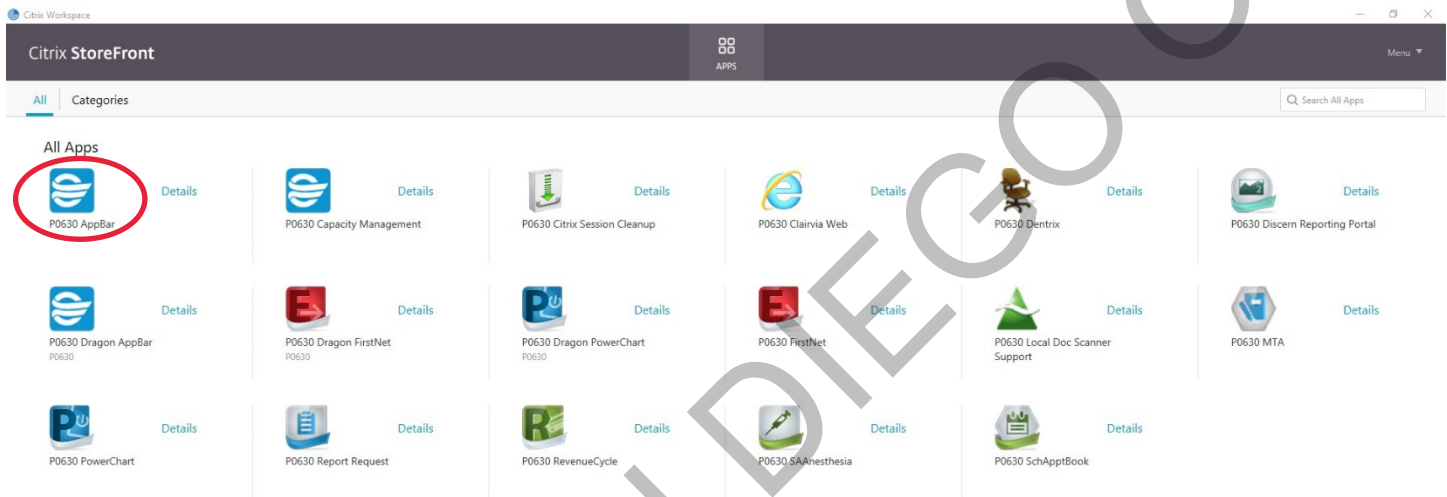


INSTRUCTIONS FOR BATCH ORDER THROUGH MHS GENESIS

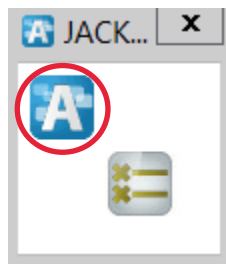
Please note that the use of the MHS Genesis Batch Order Entry feature MUST be coordinated with the NMCSD Laboratory.

The example below is specific to Lab Corp NAA but can easily be amended for other COVID-19 lab requests.

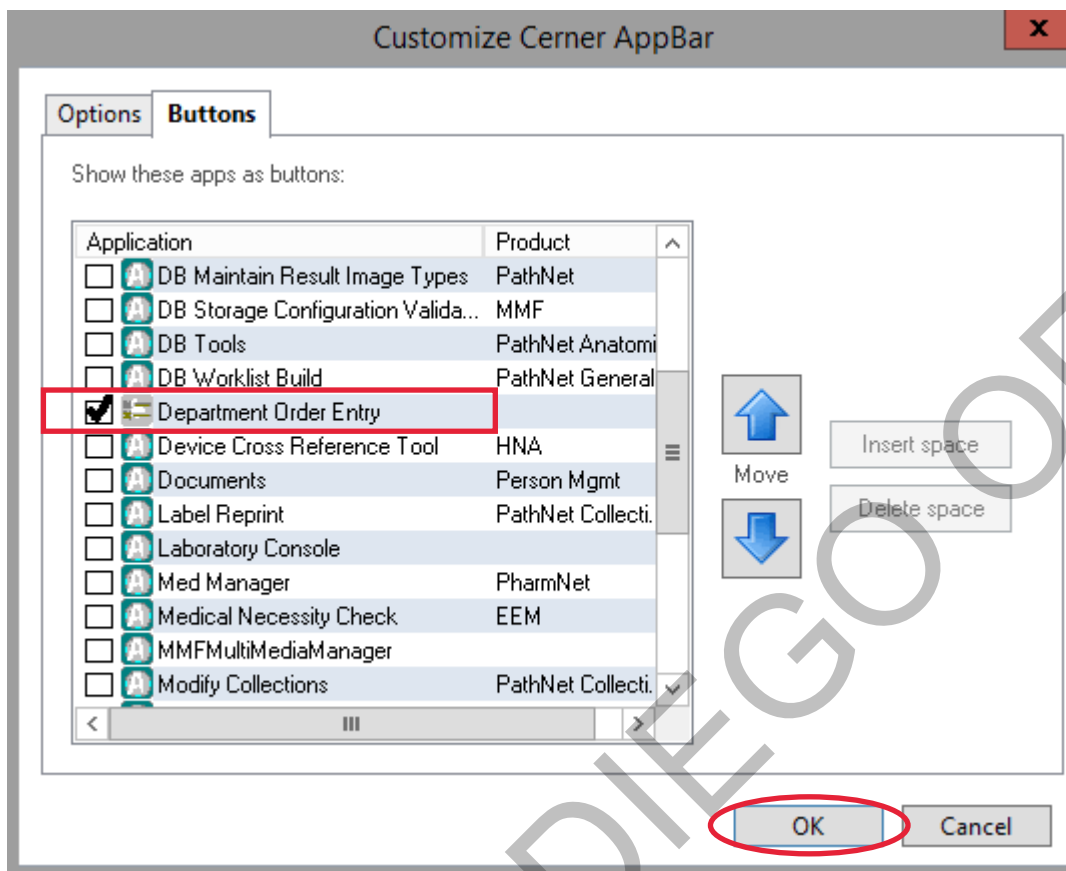
1. Access MHS Genesis and click the P0630 AppBar icon.



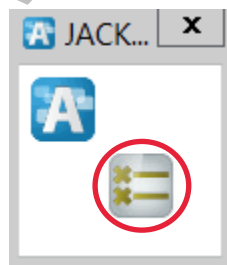
2. You will need to conduct an initial setup of your AppBar. A small window will appear. Click the blue "A" icon for setup.



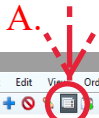
3. Check the box for “Department Order Entry” and click OK.



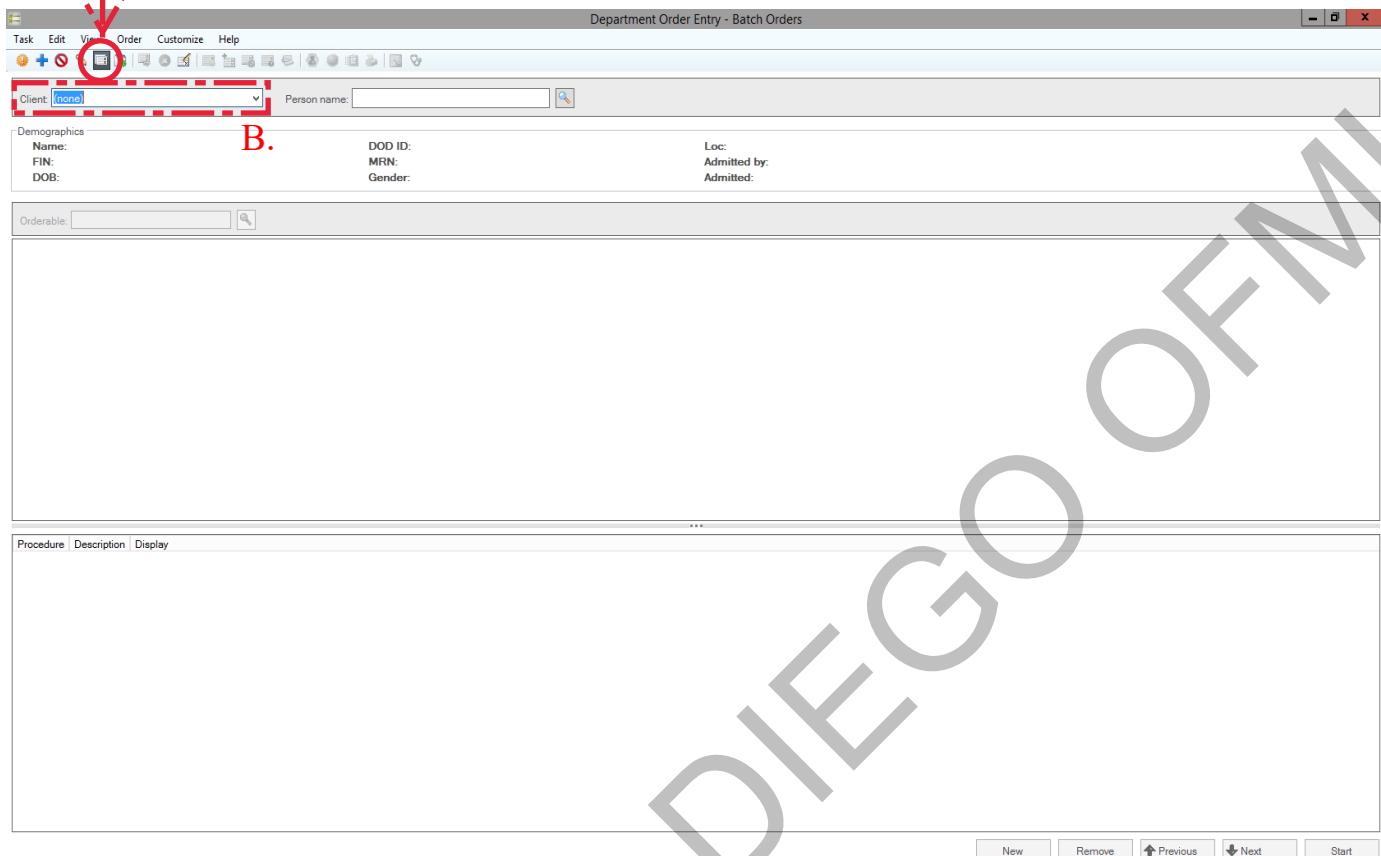
4. You will return to this small window. Click on the white “X—” icon to begin batch order process.



5. A) Select the Batch Order button. B) Under the Client drop-down menu, select your facility (ex. 0029A-Naval Medical Center San Diego).

A. 

B. 



Client: Person name:

Demographics

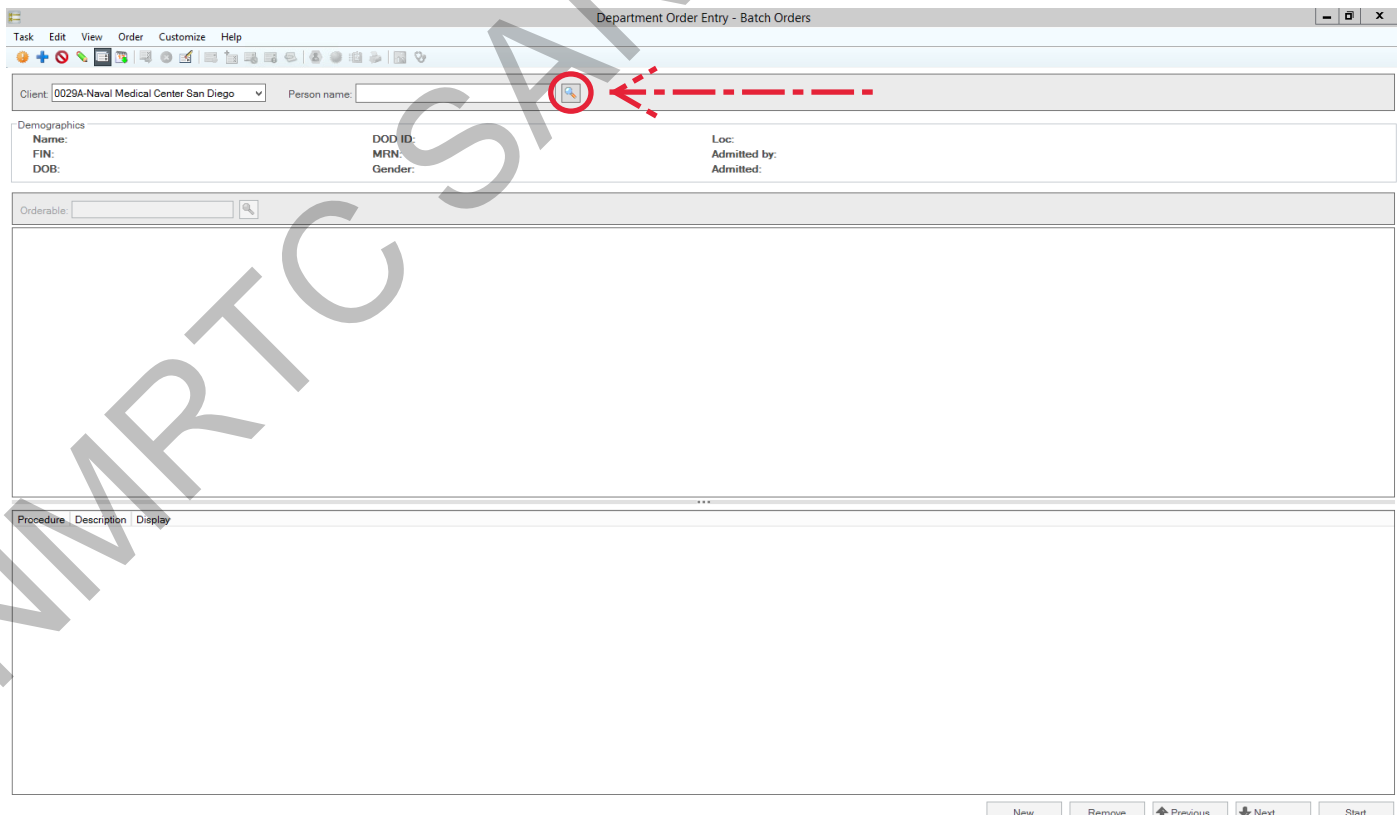
Name: DOD ID: Loc:
FIN: MRN: Admitted by:
DOB: Gender: Admitted:

Orderable:

Procedure | Description | Display

New Remove Previous Next Start

6. Click the Magnifying Glass icon.



Client: Person name:

Demographics

Name: DOD ID: Loc:
FIN: MRN: Admitted by:
DOB: Gender: Admitted:

Orderable:

Procedure | Description | Display

New Remove Previous Next Start

7. A) Search the requested patient via patient identifiers. B) Select the desired patient from search results. C) Click Add Encounter button.

The screenshot shows the 'Encounter Search' window. On the left, there is a form for entering search criteria, including fields for DOD ID, DBN, Name, SSN, Sex, Birth Date, and others. This area is labeled 'A'. The main area of the window displays a table of search results, including columns for FIN NBR, Enc Type, Facility, Nurse Unit, Med Service, Reg Date, and Disch Date. One result is highlighted with a red circle, labeled 'B'. At the bottom right of the window, the 'Add Encounter' button is circled in red, labeled 'C'.

8. If this window appears, click Update. Otherwise, continue to next step.

The screenshot shows the 'External MPI' window, which is used for comparing patient data from external sources with Cerner data. The window is divided into two main sections: 'External Sources' and 'Cerner'. Below these sections are fields for 'Identifiers' (DOD ID, SSN), 'Names' (Last, First, Middle), and 'Other Demographic Details' (Gender, Birth Date, Related Person). The 'Update' button is circled in red at the bottom center of the window.

9. Check the box for "AD Member Opt A" and click the OK button.

Department Order Entry - Batch Orders

Client: 0024A-Naval Hospital Camp Pendleton Person name: SMURF, PAPA

Demographics
 Name: SMURF, PAPA DOD ID: 1544226696 Loc: 0024A / 0024A-NSG-INF / 0024A-Naval Hospital Camp Pendleton
 FIN: 9665349 MRN: 598129600001 Admitted by: CERNER, CERNER, Cerner Managed Acct
 DOB: 04/28/1937 Gender: Male Admitted:

Orderable:

Profile should read: "AD Member Opt A"

Insurance Profile Selection

Profile	Seq	Health Plan	Payer	Financial Class	Subscriber	DBN	Gr
☒ 09No Affiliation 100 Opt A	1	BCBS KANSAS CITY MO - MD (BCBMO0005)	BCBMO	Blue Cross/Blue Shield	SMURF, PAPA	234555	M
	2	000: M - No health care Cvr plan (transfer records only)	TRICARE	Self Pay	SMURF, PAPA	15442266969M	
	3	000: P - No health care Cvr plan (transfer records only)	TRICARE	Self Pay	SMURF, PAPA	15442266969M	

OK Cancel

Procedure Description Display

New Remove Previous Next Start

10. A) Click the Patient Information tab. B) Select the appropriate BENCAT and PATCAT of the patient from the respective drop-down menus. C) Click the Encounter Information tab.

Lab Quick Reg

Images *Last Name: SMURF *First Name: PAPA Middle Name: *Sex: Male *Social Security Number: 800-37-0428 *Date of Birth: 04/28/1937

Age: 83Y

DoD ID: 1544226696 Medical Record Number: 598129600001 Financial Number: LPE Created?: Yes NOPP Acknowledgement: On File (Adult) Consent: On File (Adult) *Consent Date: 11/19/2020

Patient Address Info Patient Phone Info **A.** Patient Information **C.** Encounter Information Insurance Primary

Personal Data
 Race: White Ethnic Group: Not Hispanic or Latino Marital Status: Single, Never Married
 Preferred Language: English Religion: Islam/Muslim Organ Donor: DRG Code:
 Assigned Unit: Attached Unit:
 Rank: Affiliation Category: US Government Agency: Pay Category: Command Security: Military Status: Flying Status:
 Secretarial Designee Status:
B.
 Previous PATCAT: K37.1 DOD EMPL OCCUPATIONA *BENCAT: 1 Active Duty *PATCAT: N11 USN AD
 Forms on File

Complete Cancel

11. A) From the Building drop-down menu, select "0029A-NMCSD-3."
- B) From the Nurse/Ambulatory drop-down menu, select "0029A-LAB."
- C) Click Complete button.

The screenshot shows the 'Lab Quick Reg' form. Annotations include:

- A.** A red box highlights the 'Building' dropdown menu, which is set to '0029A-NMCSD-3'.
- B.** A red box highlights the 'Nurse/Ambulatory' dropdown menu, which is set to '0029A-LAB'.
- C.** A red circle highlights the 'Complete' button at the bottom right of the form.

Form fields include: Last Name (SMURF), First Name (PAPA), Middle Name, Sex (Male), Social Security Number (800-37-0428), Date of Birth (04/28/1937), Age (52Y), DoD ID (1544226696), Medical Record Number (598129600001), Financial Number, LPE Created (Yes), NOPP Acknowledgement (On File (Adult)), Consent (On File (Adult)), Consent Date (11/19/2020), Patient Address Info, Patient Phone Info, Patient Information, Encounter Information, Insurance Primary, Location, Building (0029A-NMCSD-3), Nurse/Ambulatory (0029A-LAB), Patient Type (Outpatient), Medical Service (Laboratory), Attending/Rendering Physician, Confidentiality Level (1 - Rout/Clinical), Account Data, Registration Date (03/16/2021), Registration Time (08:59), User ID (JACKSON.AYMES.0001), and Miscellaneous Attending Physician Info.

12. A) In Orderable text field, type "SARS" and hit Enter button or press Magnifying Glass button. B) When the next window (Find Orderable) appears, select applicable test from the list of options. C) Click OK button.

The screenshot shows the 'Department Order Entry - Batch Orders' form. Annotations include:

- A.** A red box highlights the 'Orderable' text field, which contains 'sars << searching >>'.
- B.** A red box highlights the 'Find Orderable' window, which displays a list of orderable tests. The test 'SARS-CoV-2 NAA LC139900' is selected.
- C.** A red circle highlights the 'OK' button at the bottom of the 'Find Orderable' window.

The 'Find Orderable' window shows a table of orderable tests:

Orderable	Description	Department Display Name
LC139900	SARS-CoV-2 PCR	SARS-CoV-2 PCR
2019 Novel Coronavirus	SARS-CoV-2 PCR	SARS-CoV-2 PCR
COVID-19	SARS-CoV-2 PCR	SARS-CoV-2 PCR
EPI 17205	SARS-CoV-2 QUALITATIVE IGG EPI 17205	SARS-CoV-2 QUALITATIV
LC139900	SARS-CoV-2 NAA LC139900	SARS-CoV-2 NAA LC139
LC164055	SARS-CoV-2 QUALITATIVE IGG LC164055	SARS-CoV-2 QUALITATIV
SARS-CoV-2 PCR	SARS-CoV-2 PCR	SARS-CoV-2 PCR
SARS-CoV-2/Influenza A/Influenza B/RSV PCR	SARS-CoV-2/Influenza A/Influenza B/RSV PCR	SC2/FLU AFLU B/RSV PC
SC2/FLU AFLU B/RSV PCR	SARS-CoV-2/Influenza A/Influenza B/RSV PCR	SC2/FLU AFLU B/RSV PC

The main form fields include: Client (0029A-Naval Medical Center San Diego), Person name (SMURF, PAPA), Demographics (Name: SMURF, PAPA; FIN: 10090040; DOB: 04/28/1937), DOD ID (1544226696), MRN (598129600001), Gender (Male), Loc (0029A / 0029A-LAB / 0029A-Naval Medical Center San Diego), Admitted by (), and Admitted (03/16/2021 08:59).

13. Click Start button.

Department Order Entry - Batch Orders

Client: 0029A-Naval Medical Center San Diego Person name: SMURF, PAPA

Demographics
 Name: SMURF, PAPA DOD ID: 1544226696 Loc: 0029A / 0029A-LAB / 0029A-Naval Medical Center San Diego
 FIN: 10090040 MRN: 5981296000001 Admitted by:
 DOB: 04/28/1937 Gender: Male Admitted: 03/16/2021 08:59

Orderable:

Procedure Description Display
 LC139900 SARS-CoV-2 NAA LC139900 SARS-CoV-2 NAA LC139900

New Remove Previous Next **Start**

14. A) Ensure the Collected, Future Order, and Nurse Collect boxes are unchecked. B) Update Collection Date and Time to time of order entry. C) Select the appropriate Specimen Type. D) Set Collection Priority to "RT." E) Label printer will be identified by Laboratory staff. F) Set Reason For Test to "Screening." G) Set Ordering Physician to requesting provider. H) Click submit. This will generate an Accession number and will print your label, completing this patient's orders.
 *Repeat steps #6-13 for additional patients in batch.

Department Order Entry - Batch Orders

Client: 0029A-Naval Medical Center San Diego Person name: SMURF, PAPA

Demographics
 Name: SMURF, PAPA DOD ID: 1544226696 Loc: 0029A / 0029A-LAB / 0029A-Naval Medical Center San Diego
 FIN: 10090040 MRN: 5981296000001 Admitted by:
 DOB: 04/28/1937 Gender: Male Admitted: 03/16/2021 08:59

Orderable: LC139900

Collected: ☐ (A)

* Collection date and time: 03/16/2021 0903 (B)

Future Order: ☐ (A)

Specimen type: Nasal Swab (C)

* Collection priority: RT (D)

Nurse collect: ☐ (A)

Reporting Priority: RT - Routine

Specimen received location:

Specimen received by:

Print Label: ☒

Label Printer: nmcslab11-a (E)

Reason for Test?: Screening (F)

Ordering Physician: (Name) (G)

* Order Date/Time: 03/16/2021 0903

* Order Communication Type: As Per Protocol

Action	Client	Medical Record Nu...	Financial Number	Person Name	Catalog Type	Procedure	Accession	Submission S...	Start Date/Time	Order Details
Order	0029A-Naval Medic...	5981296000001	10090040	SMURF, PAPA	Laboratory	LC139900	Ordered	Ready	03/16/21 09:02	

New Remove Previous Next **Submit** (H)