INSTRUCTIONS FOR BATCH ORDER THROUGH MHS GENESIS

<u>Please note that the use of the MHS Genesis Batch Order Entry feature</u> 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.

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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).

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6. Click the Magnifying Glass icon.

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

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

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

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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.

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	* Last Name:	* First Name:	Middle Name:	* Sev-	* Social Security Number:	* Date of Birth:	
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Complete Cancel

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.

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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.

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	Demographics Narme: SMURF, PAPA FIN: 10090040 DOB: 04/28/1937	DOD ID: 1544226696 MRN: 5981296000001 Gender: Male	1	Loc: 0029A / 0029A-LAB / 002 Admitted by: Admitted: 03/16/2021 08:59	29A-Naval Medical Center San D	liego				
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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.

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Client: 0029A-Naval Medical Center San Diego	Person name: SMURF, PAPA	<u> </u>	
Demographics Name: SMURF, PAPA	DOD ID: 1544226696	Loc: 0029A / 0029A-LAB / 0029A-Naval Medical Center San Diego	
FIN: 10090040 DOB: 04/28/1937	MRN: 5981296000001 Gender: Male	Admitted by: Admitted: 03/16/2021 08:59	
Orderable: LC139900	A.	D A.	
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* Order Communication Type:	*		
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