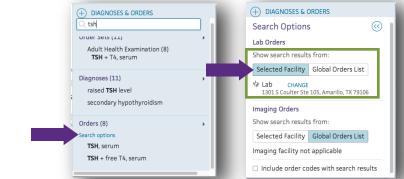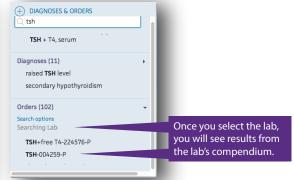# Streamlined Lab Order Interface Quick Reference Guide
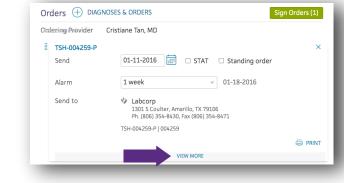
1 🔍 Search for a test by name or test code, and specify what facility you are ordering from by clicking Search Options. Make sure the selected facility has the athena logo 🌱 next to it.

Once you select the lab, you will see results from the lab's compendium.

2 💉 Set specimen collection location to either External Lab or Office. To document the specimen you must select **Office** as the specimen collection location. Be sure to include a printed copy of the requisition with your specimen.

3 To document the specimen, add the **Specimen Source** and **Collection Date/Time**

Use **External Lab** when:
   Sending a patient to a draw station, OR
   Sending the order to a Lab's in-office phlebotomist[1]

Use **Office** when:
   Your workflow depends on athena sending a task to your staff to know when to collect and document the specimen. This needs to be set for each test or specified in your order sets.

[1]Make sure your Lab's IOP has access to the appropriate system that enables them to view orders placed in athena. Contact your lab sales rep if their current system does not have that capability.

For Office Orders, the specimen is documented from the task created and the user must click Submit the order "With In-House Specimen Draw".

4 💲 Verify the Billing Type

5 ✏️ Sign the order and print requisition to include with the specimen.

Users without delegations will need provider approval.

DO

✅ Print the requisition and include with the specimen to ensure order delivery and specimen identification
✅ Document all specimens
✅ Contact athena for workflow & training issues

DONT

❌ Try to modify an order that was already submitted
❌ Print a requisition and mark the order as submitted
❌ Add on a test to an order group that already has a test that SUBMITTED via interface
❌ Send two identical test codes in the same order (regardless if the source if from two different locations)
❌ Submit an order from the global compendium
❌ Forget to Submit in-office tests with specimen info
❌ Contact the lab for athena workflow or training issues

Important: Changes in workflow

Once the order is submitted (by clicking Save and Sign), any changes or additions to the tests ordered will not be reflected in your actual order at the lab and may not be included in your order despite the fact you may be able to generate a new requisition that does show them.

If the courier has not picked up the specimen a NEW ORDER GROUP MUST BE CREATED, and the new requisition sent with the specimen instead of the original.

If the specimen and requisition have left your practice, you must follow the lab's test add-on process, which includes calling the lab customer service number provided by the lab.