1. PURPOSE:

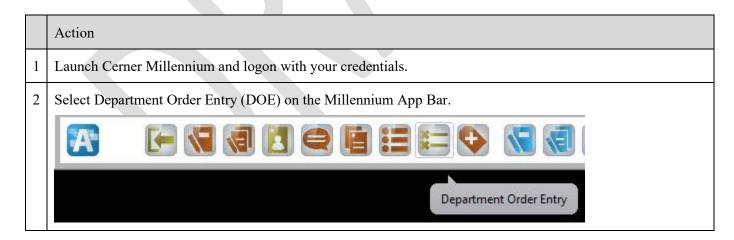
1.1. Patients at Northwell facilities are registered using Epic by admitting or in the Emergency Department. This procedure provides instructions for registering patients in Northwell Hospital Laboratories during a registration downtime to ensure laboratory orders are processed in a timely manner and billed accordingly.

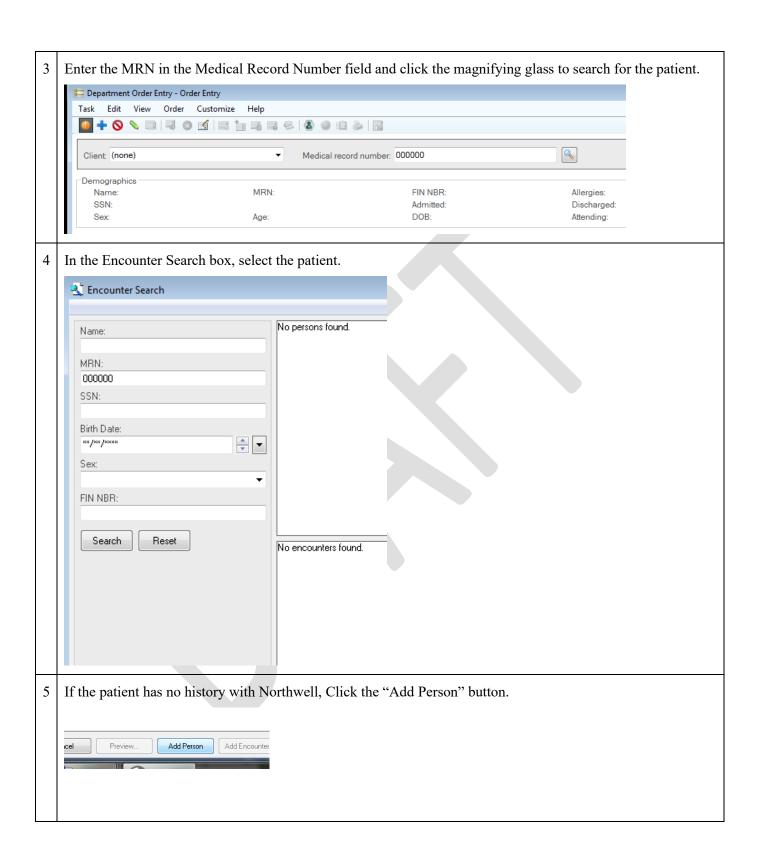
2. POLICY:

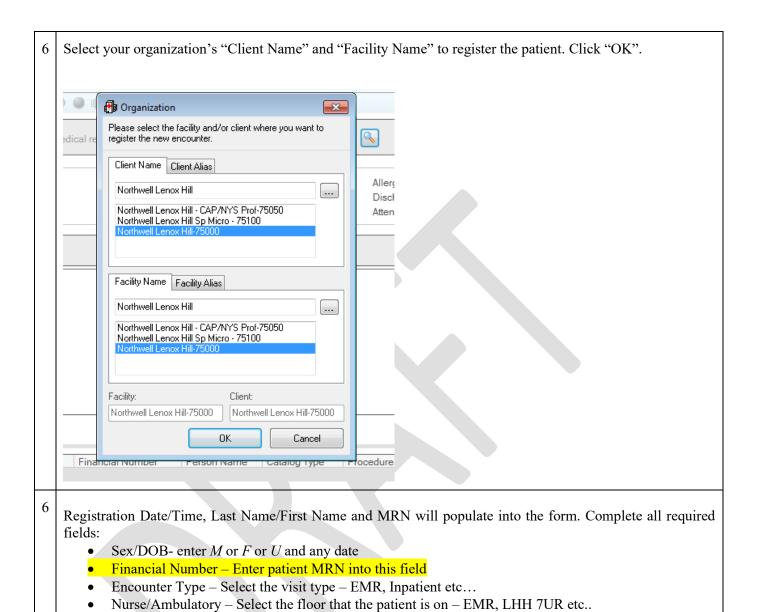
2.1. The laboratory only performs registrations through Cerner Millennium during a scheduled or unscheduled Epic downtime.

3. PROCEDURE:

- 3.1. Ordering (instructions for the provider):
 - 3.1.1. During an Epic downtime, orders will be placed using the paper Hospital Laboratory Requisition Form available on Forms on Demand.
 - 3.1.2. All patient demographic fields must be completely filled for the lab to register the patient.
- 3.2. Registering the Patient in Cerner Millennium (instructions for laboratory staff):







Admitting Physician – Enter the ordering physician's name. If this is unavailable select – Doctor,

Unknown

	Pepartment Order Entry Flex						
		Registration Date:	Registration Time:				
		Name/Demographic Last Name:	First Name:	Middle Name:	Sex:	Birth Date:	Medical Record Number:
		Financial Number:	Outreach - OPI #:	Diagnosis 01:	Visit Reason:		
		Encounter Information Encounter Financial Class: -Medicare	Encounter Status:	Encounter Type:	Discharge Date:	Discharge Time:	
		Facility: Northwell at LH75000	Building: NSLIJ at Lenox Hill - 75 ▼	Nurse/Ambulatory: ▼	Location Information	Room:	•
		Admitting Physician:	Attending Physician:	Referring Physician:	Primary Care Physician:		
	Click "C	OK" to save the re	gistration				
3	Proceed t	to order the tests i	necessary.				
4	Save all requisitions received and processed in this manner during the downtime and deliver them to a supervisor. If supervisor is not present, please call the registration office to inform them that you will be faxing them the requisitions so that the account can be merged to a correct financial number.						
5	In the event that both MRN and FIN are unavailable, deliver the sample to the technologist to be run offline. Deliver the results via pneumatic tube or fax and deliver the requisition to a supervisor. If supervisor is not present, please call the registration office to inform them that you will be faxing them the requisitions so that the account can be properly set up. Once the correct information is received, the tests should be ordered in LIS and Technologists informed so that the results can be transferred from the instrument into the LIS and verified.						

3.3. Deliver the specimen to the performing section of the laboratory.

4. REFERENCES:

4.1. Regulatory Agencies: CAP, NYSDOH, AABB, FDA

5. RELATED DOCUMENTS:

- 5.1. EPIC Rover Protocol PPID
- 5.2. Cerner ORV
- 5.3. Test Cancellation Protocol

6. DISTRIBUTION LIST:

6.1. Laboratory Staff

7. REVISION/VERSION HISTORY:

Revision No.	Date	Additions/Amendments		
1	12/23/24	New.		