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PURPOSE: To ensure that the patient is properly billed according to the assigned diagnosis codes.

PROCEDURE:

1. It is important to determine that all information is included on the order. If any of the following information is missing it must be obtained from the nursing home before the requisition is sent to registration.
    >   Patient's Name
    >   Birthdate
    >   Insurance Information
    >   Diagnosis Code
    >   Date of Service.
    >   Order should be STAMPED with VO/TO FROM and filled out accordingly.
    >   To determine to proper account proceed to Step #2

2. Open ORV (order result viewer) and locate patient

3. Go into Encounter History (tab on top right) Try to find the account number with matching diagnosis and doctor. All diagnosis must match!
    >   * If an account is active and recurring you may use it (It is always helpful to note the Admit date on the patient's order. This will be helpful when looking up patient info in (Department Order Entry.) Please note a **specimen admitting** account cannot be used more than once.
    >   *It is acceptable to use an account that has more codes than the diagnosis codes that were given on the patient's requisition.

4. Proceed to Department Order Entry . Look up patient; make sure to choose the account with the correct admit date that was noted on order previously.

5. Enter the orders requested as per laboratory procedure

6. Label tubes accordingly.

7. Process paper work. File all Nursing home orders in the outpatient box. Place the computer generated footer label in the nursing home log in book. Log the required Information, date, nursing home, phlebotomist, collected or rejected.