Ordering Labs, DI and New Prescriptions
From a Progress Note in ECW 11e

I know of 4 ways to order a lab, DI, or new prescription from a progress note in ECW 11e.

Method #1:

Under Method #1 I will highlight in detail the different screens for these orders.

From the Treatment section, choose the dropdown list from “Add” and choose Rx, Labs, or DI. If you choose Rx – you get to this screen.

Click on the icon that looks like a funnel to get the dropdown menu. Make sure you are using MedispanRx. And choose whether you want to see only your favorites, only the standard choices, or both.

Here I changed my setting to both, and typed in meformin, then chose metformin ER. Clicking on the star limited the choices to my favorites.

Your setting for Standard, My Favorites, or Both can be set under “My Settings” (shown in another pdf/video).
Clicking on the Metformin HCl ER 500 mg choice drops it into the treatment section under whatever diagnosis was selected during the process – in this case, I just left the diagnosis as “Other”.

Now you can click on the medication to open up the Rx Edit screen – which is quite similar to the Rx Edit screen in ECW 11. Note that you can change the medication to 750 mg in this screen if you changed your mind – as well as alter the rest of the prescription as needed.

To order a lab from the Treatment screen, just choose “Labs”.

Type the lab you want into the search box, make sure to associate it with an appropriate diagnosis – and it will drop into the “Future Orders” section under the current date.
You can change the date of the order after dropping it into the “Future Orders” section. If you change the date just above the order, all other lab orders you create now will be associated with that date of service.

Clicking on the “i” will allow you to change the associated diagnosis as well as add comments for the lab if needed.

Clicking the trash can will delete the order.

Checking the “S” box will change the order to stat.

Clicking the star will filter the choices to just your favorites. Clicking the “Alias Name” will filter to only the alias lab orders (if you don't know what these are, try using the educational database to find out more). Choosing the dropdown next to “Starts with” will change the search to “Contains” - this can be helpful if you can't figure out what the lab compendium is calling LDH, or antimitochondrial antibody, or urine protein/creatinine ratio.
To order a diagnostic image is very similar to ordering a lab.

Just make sure you hit “Close” or “x” - not “Send” for both lab and DI orders. The way the workflow is set up in Prima CARE is not to use send.

**Method #2:**

Instead of the “Add” button, just choose the link at the top left. It works in exactly the same way shown above, but gets you to the screens more quickly (thanks to Dr. Maddock for pointing this out to me).

**Method #3:**

Use the “Quick Order” search tool. It can be found at the top of the Treatment screen as well as the top left of the Progress Note screen.
Here is a screenshot showing a prescription for atorvastatin being created.

Here, I am ordering a CBC. It is ESSENTIAL that you check the date box, even if you are not changing the order date. If you do not check the date box, the order falls into the “Today's Orders” box, which causes problems for the lab. We moved to “Future Orders” a few years ago – so PLEASE remember to check the date box before double clicking on the lab order.

I ordered a CBC without checking the date box, and you see that it ended up in “Today's Orders”. After checking the date box, the order dropped into “Future Orders” - where the Prima CARE lab needs the order to be in order to process it correctly.

If you don't click the date box, the lab ends up in the Today's Orders area - doesn't work in Prima CARE
From the progress note itself, you can choose either “Diagnostic Imaging” or “Lab Reports” - these links will open the same lab and DI screens shown before.

Brad Kney, MD
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