

# How to Order Testing in Quantum

1. Log in <https://cas2.questdiagnostics.com/ssl/care360.wls>
  - a. Passwords are case sensitive
  - b.



**Log In**

User ID

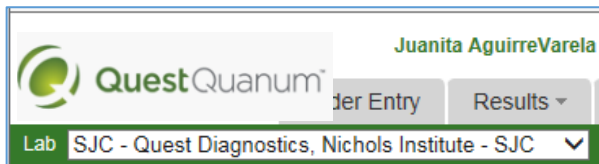
Password

Reminder: Password is case-sensitive.

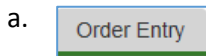
[Forgot your password?](#)

eLabs Version: 2017.409

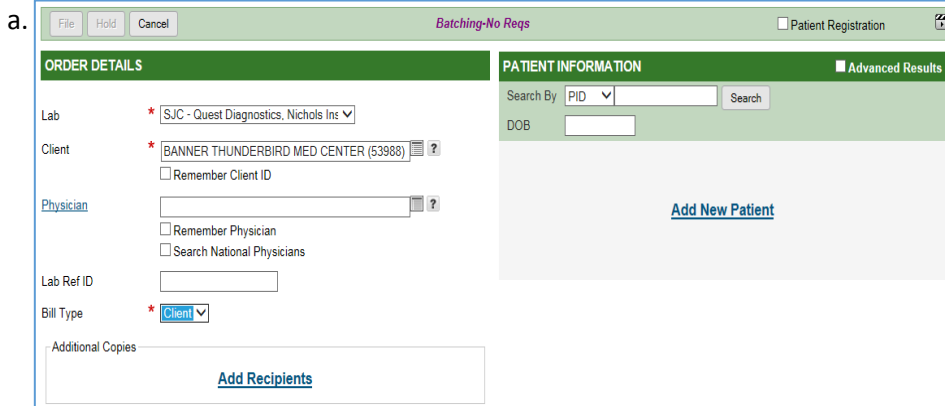
2. Ensure you are in the correct account for each test to be ordered
  - a. SJC- San Juan Capistrano (Routed SO QNINON)



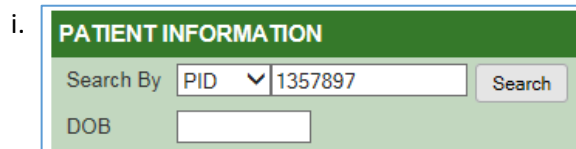
3. Click on the "Order Entry" Tab



4. This will open the ordering tab window.



5. Enter all patient information first (right side of window)
  - a. Using PID (this is the Cerner MR#) locate your patient
  - b. Enter MR# and hit "Search"



- ii. DOB is not needed for search

c. If the MR# has been used in the past – it will bring up your patient

i. **PATIENT INFORMATION** Advanced Results

Search By PID  Search

DOB

[Kassar, Naya](#) 1357897 04/23/2015 (1y)

- ii. Click on the Patient Name to select the patient for ordering (in this case Doe, Jane)
- iii. Ensure the patient information is correct

iv. Doe, Jane Edit X New

Health ID  
SSN  
Patient ID 1357897  
DOB 04/23/2015  
Sex F  
Room/Loc

- v. If not correct – use the Edit button and correct any information as needed
- 1. In this case the Middle initial was missing, so it was added

2. **EDIT PATIENT INFORMATION**

Patient ID \*  SSN

Last Name \*  DOB \*

First Name \*  Sex \*

Middle Initial  Room/Location

OK Cancel

3. Doe, Jane R Edit X New

Health ID  
SSN  
Patient ID 1357897  
DOB 04/23/2015  
Sex F  
Room/Loc

d. No Patient found – enter new patient in Quantum

e. **PATIENT INFORMATION**

Search By PID  Search

DOB

No records found.

f. Use the Add New Patient on the right side of screen under Patient information

g. **EDIT PATIENT INFORMATION**

Patient ID \*  SSN

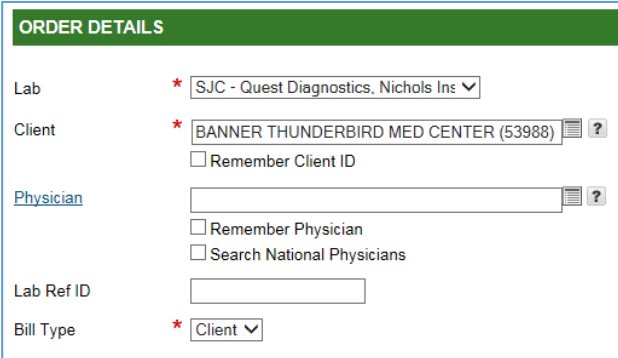
Last Name \*  DOB \*

First Name \*  Sex \*

Middle Initial  Room/Location

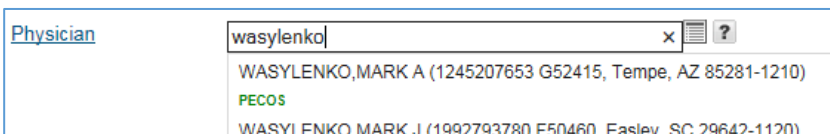
OK Cancel

- h. Enter all information indicated with \*
  - i. It is best to use middle initial if present to avoid any confusion in common names
    - i. John Smith vs. John W Smith
  - j. Select OK to add your patient – you are now ready to order testing for this patient
6. Complete “Order Details” on left side of screen

a. 

- b. Ensure lab and client are correct
- c. Physician – to search for a new ordering physician

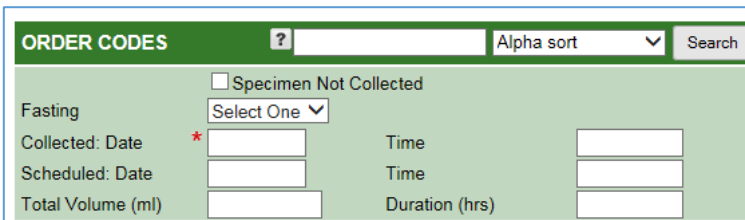
- i.  Search National Physicians
- ii. Click
- iii. Type name of physician in entry box
- iii. This will bring up all physicians with that name – select the correct ordering physician (Mark Wasylenko from Tempe)

iv. 


- d. Enter the Cerner Accession number as the Lab Ref ID
  - i. This is to ensure the correct test is ordered for the correct accession number and prints on report

ii. 

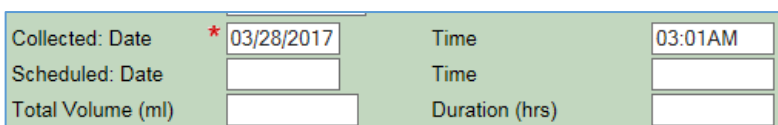
- e. Order Codes

i. 

- ii. Enter the needed testing using the QNI order code number (from Sendout Guide)

iii. 

- iv. Enter the Collected Date and Time

v. 

- 1. If 24 hour urine – enter Total Volume and Duration

- vi. If additional information is needed:

vii. **Profiles/Tests (1)** Remove All

**Note: The following may be required for this requisition:**  
 AOE  
 (Please click the box next to any test below and enter the required information.)

90561 Organic Acids, Full Panel, Quantitative, Urine Frozen ▾

viii. Click on AOE (Ask at Order Entry) Yellow box

ix. **VERIFY ORDER CODE INFO**

AOE

**ASK AT ORDER ENTRY**

90561 - Organic Acids, Full Panel, Quantitative, Urine

Organic Acids, Full Panel, Quantitative, Random Urine, Age \* 1 YEAR

- x. Complete all requested information – Click “Save”
- xi. The dropdown for temp is available only if multiple temps are accepted for this test
  - 1. Use Dropdown and select different if needed
    - a. To send multiple samples and one is frozen, accepted refrigerated and other is only refrigerated
  - 2. The preferred is always listed first
  - 3.

7. Once all information and tests (for that one sample) are ordered, select File

a.

b. Verify all information is correct

c. **VERIFY ORDER - FILE**

<b>Order Information</b> <span>Edit</span>		<b>Profiles/Tests</b> <span>Edit</span>	
Lab	SJC	90561 Organic Acids, Full Panel, Quantitative, Urine	(Frozen)
Client	Banner Thunderbird Med Center (53988)		
Physician	Wasylenko, Mark A (1245207653 G52415, Tempe, Az 85281-1210)		
Lab Ref ID	22-17-001-00001		
Bill Type	Client		

<b>Patient Information</b> <span>Edit</span>	
Test, Patient Q	
SSN	
Patient ID	999999
DOB	01/01/1901
Sex	M
Room/Loc	

<< Previous

d. All information is correct – Select

- 8. Label(s) will print to be placed on aliquot to QNI
- 9. Page will display for Filing Batch and return to “Order Screen”
- 10. Select Requisitions tab on top of page

a.

- Hold List
- Scheduled Reqs
- Requisition Log
- Batch Processing

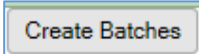
b. Click on Batch Processing

C. Pending Requisitions

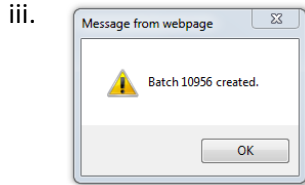
Client: BANNER THUNDERBIRD MED CENTER (53988) Create Batches

Pending Requisitions		Current Batches			
Temp	Requisition	Collection Date/Time	Patient	Tests Ordered	Action
Frozen	0015042	03/28/2017 03:01	Name: Test, Patient Q SSN#: NG PID#: 999999 LabRef ID: 22-17-001-00001 DOB: 01/01/1901 Sex: M	90561 Organic Acids, Full Panel, Quant	<a href="#">Edit</a> <a href="#">Hold</a> <a href="#">Delete</a> Omit: <input type="checkbox"/>

d. Click on Create Batches

i. 

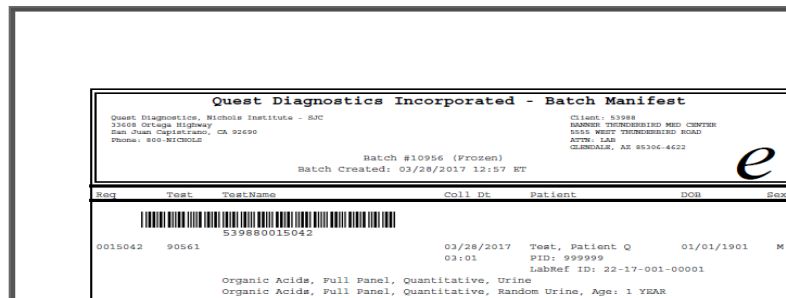
ii. Select OK



e. Manifest Page

i. Will generate manifest to be sent with sample to QNI

ii. **Manifest - page**




**Quest Diagnostics Incorporated - Batch Manifest**

Quest Diagnostics, Nichols Institute - SJC      Client: 53988  
 3300 Ortega Highway      BANNER THUNDERBIRD MED CENTER  
 San Juan Capistrano, CA 92676      5555 WEST THUNDERBIRD ROAD  
 Phone: 949-8700000      OTTUM, ILL  
 CLANDALE, AK 98306-4622

Batch: 810956 (Frozen)      Batch Created: 03/28/2017 12:57 ET

Req	Test	Test Name	Coll Dt	Patient	DOB	Sex
0015042	90561	539880015042	03/28/2017 03:01	Test, Patient Q PID: 999999 LabRef ID: 22-17-001-00001	01/01/1901	M
Organic Acids, Full Panel, Quantitative, Urine						
Organic Acids, Full Panel, Quantitative, Random Urine, Age: 1 YEAR						

iii. Print this page

iv. Use the  button if screen does not refresh to Batch Processing screen

11. Verify specimen PID and Manifest PID are correct

12. Stamp Manifest with appropriate stamps if required by your site

