1. Status “FUTURE”

Labs performed today or anytime in the future outside the clinic are ordered as “FUTURE”. It is extremely helpful if the **EXPECTED** date is entered in the order. Orders without an expected date are drawn at first presentation to the lab. The **Approx** box allows patients to be drawn 7 days prior to the expected date. Standing orders may also be drawn 7 days before the expected interval.

2. **Duplicate Orders**

APeX has Order Validation warnings that prompt users when ordering duplicates. If another Provider has ordered the same lab tests, click the hyperlink to add yourself (i.e. update recipient list) to the result.

**NO** prevents the user from placing a duplicate order.

**YES** allows the user to place a duplicate order which can confuse the recipient of the order when the patient comes in to have them performed.

Preferred method is to choose **CLICK HERE TO UPDATE RECIPIENTS**, add yourself to receive results to receive the results in your In Basket (Results folder).
3. Documenting Actions Taken on Normal and Abnormal Results in APEX

Rslt Note (Result Note) – when acting on a result, the recommended workflow is to use a result note. This workflow will tag the result with the action taken and is easily visible in both chart review and in another provider’s in basket who is copied on the result.

Result Rel (Result Release) – if the patient is active on MyChart and the action taken on the result can be shared directly with the patient, a release note is the recommended workflow. The note will tag the result so a result note isn’t also needed.