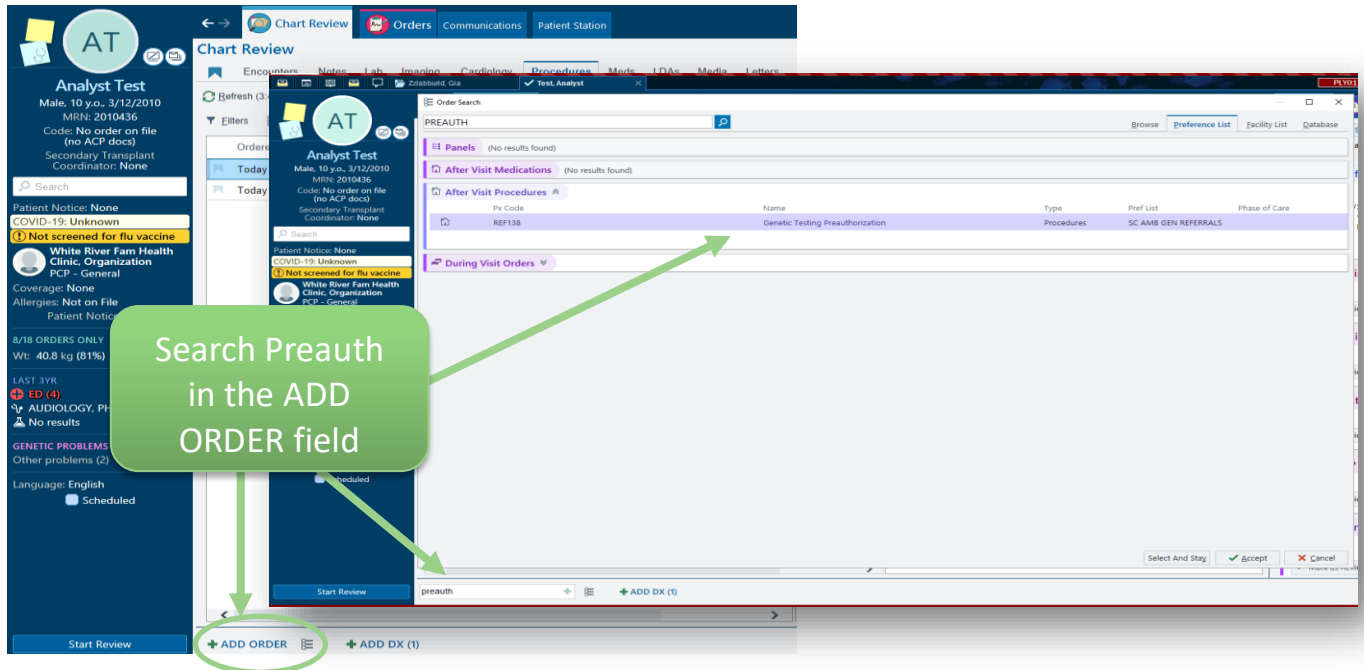


# Ordering Genetic Tests in Epic

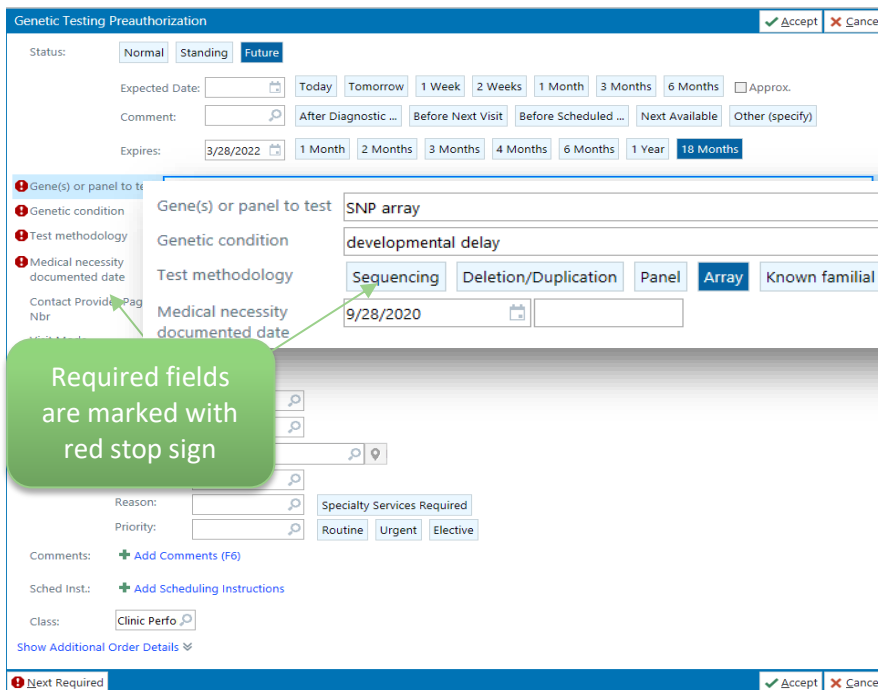
How to order GENETIC TESTING PREAUTHORIZATION .....	2
How to order BUILT genetic test .....	4
How to order a MISCELLANEOUS genetic test.....	5
How order a test using banked DNA or MGL hold sample .....	5
Information regarding MGL Hold & DNA banking.....	6

# GENETIC TESTING PREAUTHORIZATION ORDER

1. Within the patient's Chart, navigate to the Orders field and search for Genetic Testing Preauthorization.



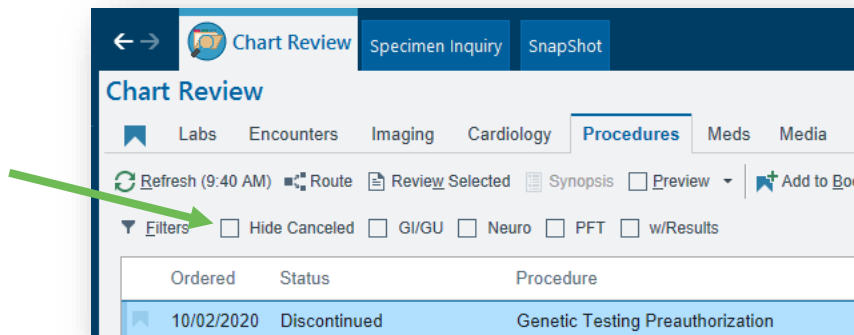
2. Complete all required fields (marked with a red stop sign)



3. Add the appropriate diagnosis code(s) and sign the order.

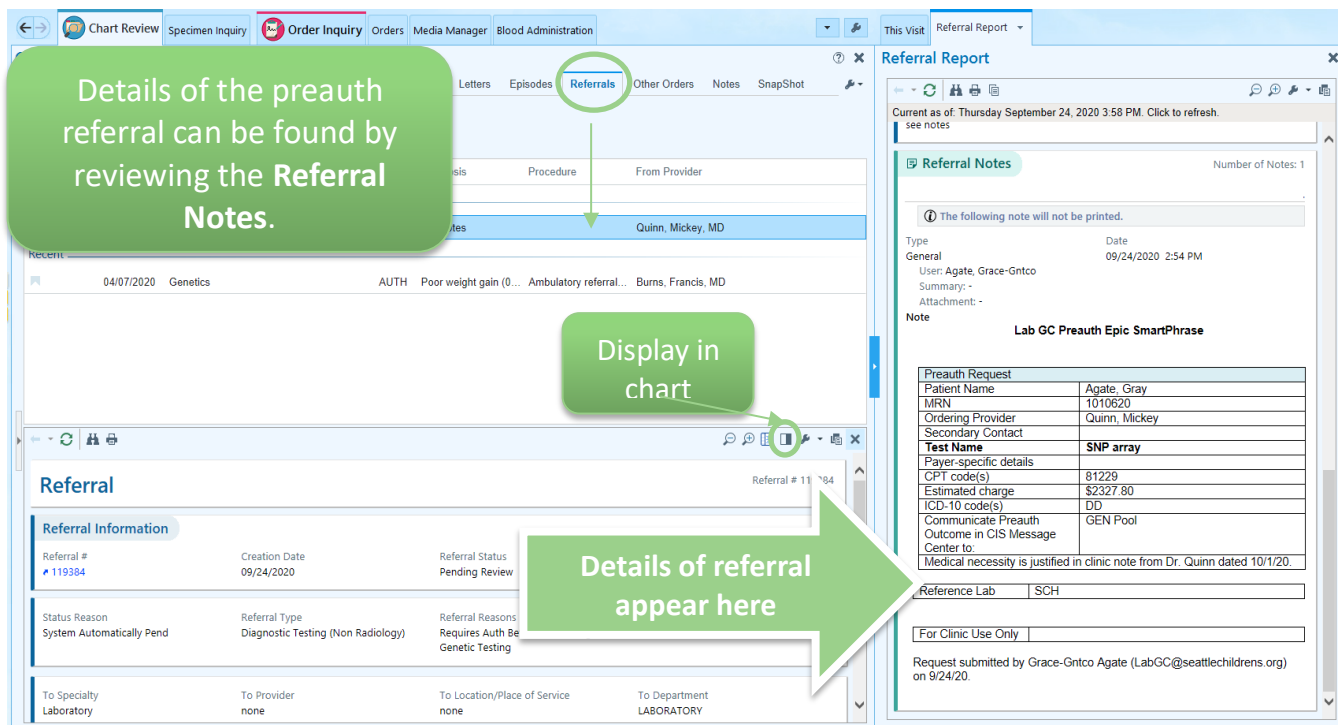
- Completed Genetic Testing Preauthorization orders will appear in the **Procedures** tab within the patient chart.

*Note:* uncheck the “Hide Canceled” box to see all previous orders.



- The Lab Genetic Counselor (GC) will review the request and review the medical rationale/necessity for the test, ensuring clear documentation in the medical record. If a request requires clarification, the requesting provider will be notified by the Lab GC via communication(s) within Epic In Basket.
- Once the request details are clear and the provider’s note is signed, the Lab GC will submit the appropriate details to the Insurance Processing Department (IPD) via a Referral in Epic to initiate the preauthorization process.

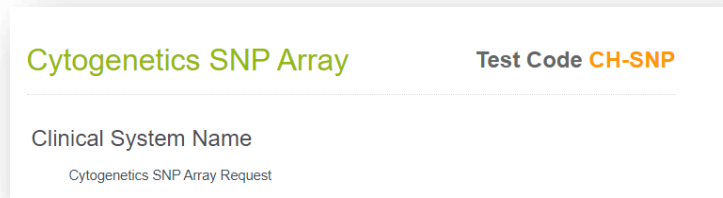
*Note:* Details regarding the test and preauthorization can be found within the Referrals tab



- IPD will notify the nursing pool, ordering provider and/or designated contact(s) regarding the outcome of the preauthorization request via Epic In Basket.

# How to order a BUILT genetic test:

1. Search the SCH Lab Test Catalog (aka LabMan)  
<https://seattlechildrenslab.testcatalog.org/>
2. Built tests will have an entry with details regarding the test, including acceptable specimen types, and guide you how to find the test in Epic. You can search using the test name or test code:



3. Within the patient's Chart, navigate to the **Orders** field and search for test name using the details from LabMan (such as test name, test code,...)

Order and Order Set Search

SNP

Order Sets & Panels (No results found)

During Visit Medications (No results found)

During Visit Procedures

Name	Frequency	Code	Type	Phase of Care	Pref List	Cost to Org	CPT-Order
Chromosomal SNP Microarray	Once	LAB...	Lab		SC IP FACILITY LABS		
Family Study Chromosomal Microarray	Once	LAB...	Lab		SC IP FACILITY LABS	\$\$\$\$\$	

Search test name in the ADD ORDER field

## How to order a MISC genetic test:

1. Search the SCH Lab Test Catalog (aka LabMan) to confirm the test is NOT built (and should be placed as a miscellaneous): <https://seattlechildrenslab.testcatalog.org/>
2. Once confirmed, search orders for **Miscellaneous Genetic Test**
3. Complete the required fields and **add comments** by expanding the **Comments field**, including specimen volume and tube type so that phlebotomy team is aware of specific sample to collect.

The screenshot shows a 'Miscellaneous Genetic Test' form. A green arrow points to the 'Comments' field, which is currently empty. The form includes various dropdown menus and buttons for selection, such as 'Status', 'Expected Date', 'Expires', 'Priority', 'Class', 'Specimen Type', 'Specimen Src', and 'Resulting Agency'. The 'Comments' field is the largest and is highlighted by the green arrow.

## How order a test using banked DNA or MGL hold sample

### For BUILT tests:

1. Provider will enter genetic test order, select **Other** for specimen type, and specify banked DNA or MGL hold DNA and date of original collection in the **Comments** field.
2. Provider will send a **Staff Message** via Epic In Basket to **P Lab Gen Counselors**, with subject "Add-on request for Genetic Testing". **This is a critical step! Without doing this step, the lab will not know to act on your order!**
3. Lab GC will convert the order to be activated using the specified sample requested.

### For MISCELLANEOUS tests:

1. Provider will enter **Miscellaneous Genetic Test order**, select **Other** for specimen type, and specify banked DNA or MGL hold DNA and date of original collection in the **Comments** field.
2. Provider will send a **Staff Message** via Epic In Basket to **P Lab Gen Counselors**, with subject "Add-on request for Genetic Testing". **This is a critical step! Without doing this step, the lab will not know to act on your order!**
3. Lab GC will convert the order to be activated using the specified sample requested.

# Information regarding MGL Hold & DNA banking

Link to LabMan for [additional information regarding how to order](#) & [frequently asked questions](#).