MaineGeneral Medical Center

Data Processing Tips for Order Entry and Billing Success

1. For Outpatient Labs, Collection Date in SunQuest must match the Registration Date of Check-in in Soarian
   - If dates do not match, please create a new Laboratory or Lab Specimen Encounter in Soarian

2. Tests cannot be entered on Cancelled/No Show Encounters. Please verify in Soarian that ECD is still active before entering into SunQuest.

3. Outpatient labs cannot be entered on other outpatient testing/physical or occupational or speech therapy ECDs.
   Examples of SunQuest Location Types that are not for Labs:
   - Radiology: ACRD | ACRA| ACRAD | ARAD | ARAG| ARAW
   - Imaging: ACMR | ACRD | ACVA | AIMG | ARAC
   - CAT Scan: ACAT | ACATT
   - EKG: AEKGT | ACEK | WKME | AEKG | WEKG |WEKGO
   - EEG: AEEG | AEEG4 | EEGT
   - Physical Therapy: APHTH | APHY | APHYT | AYPT
   - Occupational Therapy: ACCT | AOCCU | AOCT | AOCTT | AOCTU
   - Sleep Study: ASLE | ASLE4 | ASLEH | ASLS
   - Speech Therapy: ASHE| ASPE | ASPET | ASPEU | ASTCT | ASTCU | AWAST
   - Ultrasound: AUTL | AULTT | WULT | WULTO

4. If two or more provider orders are presented, please register an additional Encounter(s) in Soarian for each provider and enter orders on correlating ECD.

5. Venipuncture Workload Code should not be used for any Urine or Breath test collections. Please use the following:

Urine: PCOLA-Patient Collect Augusta   **Breath:** LCOLA-Lab Collected Augusta
PCOLC-Patient Collect CC   LCOLC-Lab Collected CC
PCOLM-MDFP-Patient Collected Sample   LCOLG-Lab Collected FMI
PCOLT-Patient Collect Thayer   LCOLM-MDFP Lab Collected Specimen
                                                     LCOLT-Lab Collected Thayer

6. There are several Reference Lab test code IDs that have automatic billing assigned to increase timely filing. Using the built test code IDs is important to ensure the revenue is captured. When Generic Mayo and MISC test codes are used instead of the built test code IDs then the billing could potentially not be captured.
   - Please use the Referral Lab Test Code Guide