

# Accessioning Specimens Remotely

1. Use the FireFox web browser to log into Copia at <https://orchard.gravitydiagnostics.com>
2. Enter the username and password that you received from info@gravitydiagnostics.com

## WELCOME TO THE GRAVITY DIAGNOSTICS ORDERING AND REPORTING MANAGEMENT SYSTEM

User Name

Password



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3. Once credentials are entered, the patient's information will need to be entered into Copia
  - a. On the left of the Copia "New Order" screen, the first field to verify the "Ordering Location" name. Ensure your hub location is in this field.
  - b. Start typing in the patient name starting with the patient last name, first name.
4. If the patient is an existing patient that has been previously entered into the system, the patient name should appear in the blue drop down box as option to select.
5. FOR ALL PATIENTS MAKE SURE TO VERIFY PATIENT'S DOB TO ENSURE THAT YOU ARE ENTERING IN DATA FOR THE CORRECT PATIENT.
  - a. If the patient name has a "No Matching Records" result, in the blue drop down box, select the "New Patient" option on the bottom right corner of the drop down box.
    1. Patient Name
    2. Patient DOB
    3. Patient Gender
    4. Patient Phone Number
    5. Patient Address
6. After you have entered in the patient name, select the "Provider" field and select the provider's name. It should appear in the drop-down menu.
7. All highlighted fields below should be completed in Copia thus far.

# New Order

Search Recent

Please Select a Patient

Order ID: NEW ORDER Status: **NEW ORDER** Entered by: Test, Collector

Ordering Location\* MEDICAL CONSULTANTS

Insurance(s) No Payor

Patient\*

Eligibility Check

Provider\*

PGX Medical Necessity

Order Date 06 / 20 / 2019 04 : 06 PM

QC User

8. Next, start entering the appropriate test orders.



No diagnosis codes selected ICD-10

a. **Order Choice Search**  Diagnoses

b. You will type in "COVID19" into the order choice search box. You will see COVID19 pop up.

c. Select the check box to the left of COVID19.

**Order Choice Search** ✕

Order Choice Name:

- Search All Order Choices
- Search Order Choice List: My Frequent
- Search Profiles

Show 20 entries Showing 1 to 1 of 1 entries

Select	Abbreviation	Name	CPT Codes	Container Type	Sample Type	Storage Temperature	Collection Information	Host Codes
<input checked="" type="checkbox"/>		COVID-19	87635	eswab	eswab	Refrigerate	eswab in eswab	ID0038

Show 20 entries Showing 1 to 1 of 1 entries

**SelectedItems**

Select	Abbreviation	Name	CPT Codes	Container Type	Sample Type	Storage Temperature	Collection Information	Host Codes	Count	Remove
No records selected										

9. Select “add selected items” at the bottom right hand corner.

**Order Choice Search**

Order Choice Name:   Search All Order Choices  Search Order Choice List: My Frequent  Search Profiles

Show 20 entries 1 Showing 0 to 0 of 0 entries

Select	Abbreviation	Name	CPT Codes	Container Type	Sample Type	Storage Temperature	Collection Information	Host Codes
No matching records found								

Show 20 entries 1 Showing 0 to 0 of 0 entries

**SelectedItems**

Select	Abbreviation	Name	CPT Codes	Container Type	Sample Type	Storage Temperature	Collection Information	Host Codes	Count	Remove
<input checked="" type="checkbox"/>	<a href="#">COVID19</a>	COVID-19	87635	eswab	eswab	Refrigerate	eswab in eswab	ID0038	1	<input type="button" value="x"/>

- Next, enter "R05" for the ICD-10 code and hit "search."
- Save the order in the bottom right-hand corner.

**Order Choices**

Selected diagnosis codes: R05 ICD-10 ▼

Order Choice Search  Diagnoses\*  Search Summary

Order Choice	Diagnoses	Sample ID	Priority	Lab	Billing	Account	ABN Status	Cancel
<a href="#">COVID-19</a>	None selected	T.B.D.	Routine	Harvest	Insurance Bill		Not Required	<input type="checkbox"/>

**Documentation and Actions**

ABN Print Labels Requisition(s) Lab Report

Clinical Info Linked Docs Cancel Order Collect Samples

Sign Out



## Required Sample Information

### ▪ **2 Patient Identifiers on Vial**

- Valid Identifiers are:
  - Patient Name (must match what is listed on requisition form)
  - Patient Date of Birth (must match what is listed on requisition form)
- Not having 2 patient identifiers does not confirm that the specimen is truly that patient's specimen and will be rejected for not meeting compliance standards.

### ▪ **Selected Test Panel**

- Without a Test Panel selected (COVID10), sample is not able to be accessioned and lab is not able to process the sample.

### ▪ **Diagnosis Codes (DX codes)**

- Copia System will not let order be entered without a valid DX code.

### ▪ **Patient Demographics**

- Required Patient Demographics include:
  - Patient First and Last Name
  - Patient Date of Birth
  - Patient Address
- Patient Demographics not required but is helpful to have include:
  - Patient Phone Number
  - Patient Social Security Number
  - Both of the above can be used as another patient identifier and is helpful for investigating insurance information such as the patient's eligibility with insurance.

**\*\* IF ANY OF THE ABOVE INFORMATION IS NOT PROVIDED OR INCOMPLETE, THE MISSING INFORMATION TEAM WILL CONTACT THE APPROPRIATE PERSONEL (COLLECTOR, SALES REP, OR OFFICE CONTACT) TO OBTAIN THE REQUIRED INFORMATION.**