ACFT
Alberta Centre For Toxicology

Advancing Public Health through
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APPENDIX II

VODP CLINIC - ORDERING URINE TOXICOLOGY TEST (UTT) IN EPIC

This document is for the VODP clinic (only) to order the ACFT Urine Drug Screen (LAB110112) in Epic. ACFT was provided with this procedure by VODP on January 16th, 2024. For an updated version, please contact AHS VODP Team (403.783.7688).

For questions regarding the urine collection please contact ACFT. For questions regarding Epic please contact the AHS Epic Team.

1. Log in Epic using the VODP Department Identification (101256145).

2. Ensure the CM or AM has entered in the Preferred Lab in the Preferred pharmacies section of the chart before creating an order.

3. Open the patient's chart, select place ambulatory orders. This will open the orders screen, click the ⊞ ADD ORDER button at the bottom of the screen.

4. Search for one of the following requisitions: ACFT, Urine (General ODP requisition), or Opioid (ODP Panel – for all blood and ECG labs).
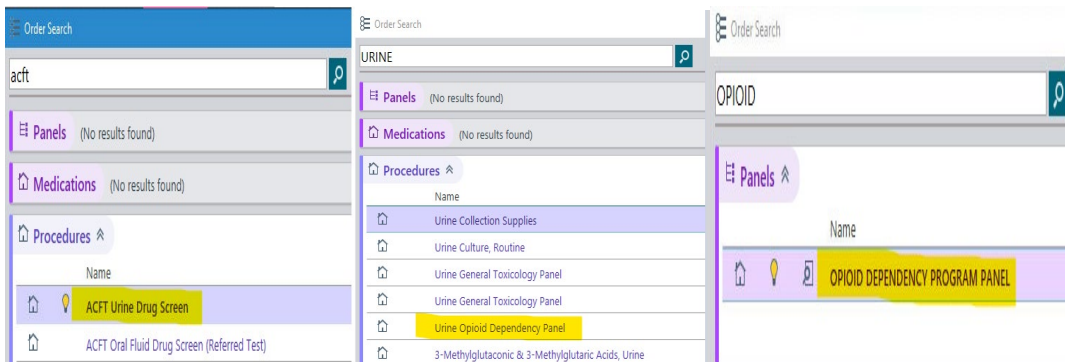

5. Specify *Lab Collect* if client will go to a community lab for the urine, specify *Clinic Collect* if the collection will be completed within the ODP/NTS clinic, or specify *Third Party* if the collection will be completed at a pharmacy or commercial lab.

6. Complete order details as per the requirements of the treatment.

7. Click Accept.

8. Select **✓SIGN ORDERS (1)** ▲ button.

9. When the small order review opens at the bottom right of the screen, select *Per protocol: cosign required*. This will add a note "Second sign required" stating that the order will require a physician's signature prior to being released.

10. *Providers (Ordering Information)* screen will pop up. Select the *Ordering provider* and *Authorizing Providers*, then identify who the *Second Signer* is. Due to these orders needing a second signer, the order will not be active until it is completed on the provider's end.

**If there is a covering physician, enter their name in the *Authorizing Providers (For procedures)*, and enter their name again in *Second Signer*. The primary care physician of the ODP Clinic should always be the *Ordering provider*.

11. Click Accept and close the chart. ** Do not sign the encounter**

12. To check if the physician completed the second sign process, check in the *Labs* tab in *Chart Review*.
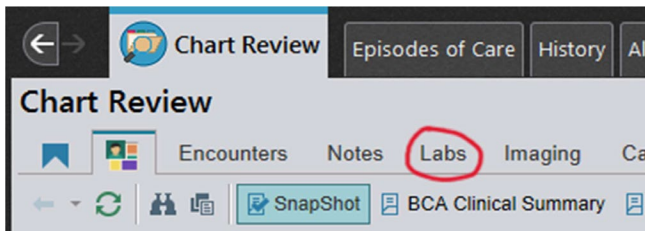
The lab requisition will show up as ACFT Urine Drug Screen. Click on the lab requisition to open the order report. Select the urine drug screen (blue hyperlink) under order report to view the order history. Make sure the physician's name is on the Sign and Hold Release and the Cosign. If they are both signed, the requisition is completed.

13. For *Clinic Collect*, collect the urine sample. Document date/time of collection in Epic. Put samples in leaked proof boxes and send the samples directly to ACFT using the preprinted Purolator Bill of Lading.

14. For *Lab Collect*, print the Epic requisition for the client, select an APL lab, and ask the client to go to this lab for urine collection.

15. For *Third Party* Collect, print the Epic requisition for the client, select a pharmacy or a commercial lab, and ask the client to go to this site for urine collection.