

Lab

Lab Support Staff

Audience: Lab supervisors, Lab client services, Lab front desk, Lab managers

Program Contact: Eliana Gomez, ELG9082@NYP.ORG

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Pre-Requisite E-Learning Courses	Lab Support Staff: Recorded Lessons	Training Track Complete

Lab Support Staff

	Prerequisites:
Recorded Lessons Length: 4 hours	E-Learning Length: 5 minutes
<p>Course Description:</p> <p>In this course, you will learn how to:</p> <ul style="list-style-type: none"> Understand and practice how to access and navigate within Hyperspace. Review information in the Summary activity. Review various types of test results, notes in the Chart. Review visit documentation, and medications, as well as other grouped types of information. Find an existing patient using Patient Station and schedule a patient. Register a new patient. Understand Sign In and Check In workflows. Register a patient at check in. Transcribe orders for an out-of-network patient. Register and schedule appointments for walk in patients. Schedule an appointment for a walk in patient. Use Requisition Entry to enter information from a submitting organization. Learn to follow 	<ul style="list-style-type: none"> E-Learning: Overview of Hyperspace in an Inpatient Setting (CLNINP001) E-Learning: Receiving Specimens (LAB051)

up on missing requisition information using the Follow-up Work List.

- Add a provider who isn't in the system using the Provider on the Fly button.
- Use Specimen Inquiry to find information about tests, lab results, and patients.
- Cancel a test from within Specimen Inquiry.
- Link an order to an existing appointment.
- Run, view, and filter Reporting Workbench reports. Edit report criteria.
- Identify and run Crystal reports.

Audience: Phlebotomists (blood collection is the primary role)

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Pre-Requisite E-Learning Courses	Lab: Phlebotomist: Recorded Lessons	Training Track Complete

Phlebotomist

	Prerequisites:
Recorded Lessons Length: 2.5 hours	E-Learning Length: 1.5 hours
<p>Course Description: In this course you will learn how to collect blood specimens in both the Inpatient and Outpatient setting.</p>	<ul style="list-style-type: none"> • CLNAMB001 Overview of Hyperspace in an Outpatient Setting • INP067 Nurse Reviewing the chart • INP069 Nurse Specimen collection • LAB058 Collecting Specimens with Rover