Manual Orders and Specimens Received from Skilled Nursing Facilities

When specimens with manual orders arrive from a Skilled Nursing Facility (SNF), any orders which will be resulted in LMS should be accessioned in KRMS using the procedures already in place.

However, orders which will be resulted in Cerner should be accessioned using these steps:

- 1. Determine which orders are **Cerner orders** (i.e., orders for which Cerner labels will print, and which will be resulted in Cerner).
- 2. Accession one of the Cerner orders in KRMS using the CO function. For example, if several tubes of blood arrive from the SNF for manual orders which will be resulted in Cerner, accession one of the blood specimen orders in KRMS. (In the following steps, a manual order for Potassium has been accessioned in KRMS.)
- 3. When the Cerner label prints, **do not attach** it to the container.



- 4. In Cerner, click **Specimen Log-In**.
- 5. Make sure the **Accession** radio button is highlighted, and click **Retrieve**.



6. **Scan the barcode** on the Cerner label that printed in step 3.

7. Type the appropriate **collection date** and **collection time**. If specimens are collected by Independent Phlebotomy Provider Group, use **IPG** as the collector ID.

С	Accession	Coll Date	Coll Time	Coll ID	Order	Priority	Status	Coll Method	Ord
1	2.13.044.000069				K	BT	Dispatch	Venous Draw	

8. Make sure the correct **Location** is selected, then click **Log in**.

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You can check **Order Result Viewer** (ORV) to make sure the order now has a status of either Collected or In Lab.

🍳 PathNet Gener	al Lab: Order Result \	√iewer [Order List]			TIC .
Task Mode View H	telp				
\ 4 D 2 3	<u> </u>	0 🖻			
Demographics					
GEN GTS (E-HOGTS) MRN 3300E747 Birth Date: 2/1/1303	u, Memooovpnkiptyen	Onden Age 3	g Phovider: WA8 System	e christopher	152
Order comment		Facili	y: Briensde Ane	8	
Orders between 2/2/2	2013 and 3/4/2013				
Collect Date	Accession	Order	Specimen	Priority	Status
2/13/2013 3:18 PM	2-13-044-000069	К	Blood	RT - Routine	In-Lab

 If there are additional blood specimen orders, click
 Department Order Entry in Cerner.



10. Add the second blood specimen order (e.g., a BUN) to the first order's accession number by clicking **Task**, then **Accession Add On**.

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Task	Edit	View	Order	Customize	Hel	p
✓ Or Car Mo Bat	der En cessior ncel O dify O ch Ori	try n Add C rders rders ders			1 ×	Demograp Name: Admitted:

11. Type or scan the Cerner accession number of the first blood specimen order and press Enter.
(If you scanned the label that printed in step 3, you can

discard it after you've scanned it. You'll print another label later.)

12. In the Orderable field, type the name of the **order** being added on to the accession number (e.g., BUN) and press **Enter**.

💕 Department Order Entry - Acce	ession Add On
Task Edit View Order Customize He	lp
Client: Client	Demographics Name: Admitted: Gender:
Orderable:	

💕 Department Order Entry - Acce	ssion A
Task Edit View Order Customize He	lp
Client	Demog
Kaiser Permanente SCAL Region	Name:
Accession Number:	Admitte
2-13-044-000069	Gender
Orderable:	
BUN	A

The Specimen Type, Collection priority, and other fields appear, already filled out with the information from the first order.

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17. <u>.</u>		1
ent	Demographics	
aiser Permanente SCAL Region 📃 🛛	LANKE GEREGISSE HIGGISSE MCHQQCD/PHINIPI	XXX - MAX - 3336.
cession Number.	12002985 275 362021 3 722020488	199039993
13-044-000069	\$87926C \$8.899	
derable:		- 4
UN	A - 4 mL PST4, OMC REF Chem	
Specimen type	Collection priority	🗖 Nurse d
Blood	RT	
Collected by	Collection method	Specimen
SNE	Venous Draw	ne per perso
Print label Y/N	Label printer	C Order fr
	T	

13. If this is the last order to be added for this container, put a checkmark in the **Print Label Y/N** box. Click **Task**, then click **Submit Orders**.

If this is not the last order to be added to this container, repeat steps 12 and 13.

When the label prints, **attach** it to the container.

If you click **Container Inquiry** in Cerner, you'll see that the second order has been added to the existing container.

Fask Edit View Help		
() (
Accession Number		
2-13-044-000069	<u>R</u> etrieve	
- Demographics		
	NOOOVPHKIPTYCH	Riverside Area / PIV VND PrevMed / Karer Permane
333335747		WADE, CHRISTOPHER LEE
	Note:	
Container List		
C Container		Orders
A 4 mL PST4		K (RT), BUN (RT)

If you need to add a blood order to a different container, proceed to step 15. To receive a different type of specimen (e.g., urine) for a Cerner order, go back to step 2.

14. In the Orderable field, type the name of a blood order that has been collected in a different container, for example, IgE Mouse. Press Enter.

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Kaise	r Pern	nanente	SCAL	Region	¥	Name:
Acces	sion N	lumber	:			Admitte
2.13.	044-00	00069				Gender
Ordera	able:					
IgE N	lous	е				A
			- Futer			

15. You will see a warning indicating that the current container is not appropriate for the order. Click **No** to add a new container to the accession number.



The Create container dialog box will appear.

16. Select the **Specimen** receive location from the drop-down box, and click the checkbox to select the appropriate **Container Type**.



- 17. Click **OK** to create the new container.
- 18. The Create Container screen will disappear and you'll see the Accession Add On screen again. If this is the last order to be added for this container, put a checkmark in the **Print Label Y/N** box.



JIEPC-	Demographics	
Kaiser Permanente SCAL Region		000000000000000000000000000000000000000
Accession Number:	—	
Orderskler		
IgE Mouse	•6 mL GLD6, L18 FRZ	**********
Specimen type	Collection priority	
Blood	RT	~
Collected by	Collection method	4
	Veroris Draw	- A
<u>5851276</u>	T OT NOW P I GIT	
S851276	Label printer	

- 19. Click **Task**, then click **Submit Orders** to finish adding the order to the new container.
- 20. After the label prints, attach it to the container.

In Order Result viewer , you can see the orders for the pat
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Demographics	MEMODOVENKIETYCN				8
94688, 838896747 Roth Clate: 27121963		Or Ge	denna Frander, XX Iel 30 vezis	48E CHRIST	
Birder comment:		F.	ucility: Processes	vea	*
Orders between 2/2/201	3 and 3/4/2013				_
Accession	Order	Specimen	Priority	Status	
2-13-044-000069	BUN	Blood	RT - Routine	In-Lab	
2-13-044-000069	K	Blood	RT - Routine	In-Lab	
2-13-044-000069	IgE Mouse	Blood	RT - Routine	Collected	

In **Container Inquiry**, you can confirm which orders are associated with which container.

Task Eo	lit View	Help				
D						
Access	ion Numbe	er				
2-13-04	4-000069		<u>R</u> etrieve			
- Demog	aphics—					
GENIX	ISHE HOL	57.00.140	400000000000000000000000000000000000000	*****		Riverxide Are
330067	e#					WADE CHR
333,6636						
Contain	er List					
C	Contai	iner			Orders	
	A 4 m	L PST4			K (RT) , BU	N (RT)
	B 6 m	L GLD6			IgE Mouse	(RT)

Repeat steps 1 through 20 if additional specimen types have been received from the SNF (e.g., urine).

Manual Orders and Specimens Received from Skilled Nursing Facilities

Reviewed and approved by (for Medical Center Area Approval Only):

SIGNATURE	DATE
Name:	
Operations Director, Area Laboratory	
N	
Name:	
CLIA Laboratory Director	

Continued on next page

Manual Orders and Specimens Received from Skilled Nursing Facilities

HISTORY PAGE

Type of Change: New Major, Minor	Description of Change(s)	Quality Systems Leader/Date	Operations Director, Area Laboratory Review/Date	CLIA Laboratory Director Review/Date	Date Change Implemented
New					4/26/2013
Major	Updated generic collector IDs.				10/1/2015

Signature Manifest

Document Number: SCPMG LIS - 0117 Title: Job Aid_Manual Orders and Specimens Received from SNFs

Revision: 2

All dates and times are in Pacific Standard Time.

Manual Orders and Specimens Receive

Collaboration

Name/Signature	Title	Date	Meaning/Reason	
Marian Azuma (K122230)	Systems Integration Manager	09 Sep 2015, 04:03:58 PM	Complete	2000

Initial Approval

Name/Signature	Title	Date	Meaning/Reason
Ji Yeon Kim (B727360)	Physician-In-Charge, Chem Svcs	10 Sep 2015, 10:59:14 AM	Approved

Final Approval

Name/Signature	Title	Date	Meaning/Reason
Darryl Palmer-Toy (T188420)	SCPMG Laboratory Sys Med Dir	10 Sep 2015, 08:54:05 PM	Approved

Set Effective Date

Name/Signature	Title	Date	Meaning/Reason
Marian Azuma (K122230)	Systems Integration Manager	01 Oct 2015, 02:02:26 PM	Approved