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Job Aid_Manual Orders and Specimens Received from SNFs

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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.

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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**.

Lo <u>c</u> ation:	OMC MC Login 📃	<u>L</u> og In	Miss Details 🐥

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 Resu	ult Viewer [Order	List]		
ask Mode View H	telp				
• 4 0 0 0	<u> </u>	😵 🔕 🖻			
Demographics					
RENARTS RE-HOSTI	U: MUMOQOOVENIOPTY	104			
MRN 93006747			Ordering Provides, WA	DE CHRISTOPHER	
lich Date: 2/1/1983			Age: 30 yean		
Order convent			Facility: Rorenside An	98	
		******	*****	******	******
Urders 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**.



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

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: Accession Number:	Demographics Name: Admitted: Gender:
Orderable:	

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

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

		4
lient:	emographics	
Kaiser Permanente SCAL Region 🛛 🛃	ener GEN GTS-IE HQGTUU MUNQQQXPNKIPT	CON MER SOOT
ccession Number.	dented: 2/13/2013/12/00 AM	Enclosed
2-13-044-000069	ander Male	
)rderable:		4
BUN	A - 4 mL PST4, OMC REF Chem	
<u>3UN</u>	A - 4 mL PST4, OMC REF Chem	
Specimen type	A - 4 mL PST4, OMC REF Chem Collection priority	🗖 Nurse d
Specimen type Blood	A - 4 mL PST4, OMC REF Chem Collection priority	Nurse of
Specimen type Blood	A - 4 mL PST4, OMC REF Chem Collection priority RT Collection method	Nurse
Specimen type Blood Collected by SNE	A - 4 mL PST4, OMC REF Chem Collection priority RT Collection method Venous Draw	Speciment
Specimen type Blood Collected by SNE Doctor of the type	A - 4 mL PST4, OMC REF Chem Collection priority RT Collection method Venous Draw	Speciment
Specimen type Blood Collected by SNE Print label Y/N	A - 4 mL PST4, OMC REF Chem Collection priority RT Collection method Venous Draw Label printer	Nurse of Speciment For Jonant Order (
Specimen type Blood Collected by SNE Print label Y/N	A - 4 mL PST4, OMC REF Chem Collection priority RT Collection method Venous Draw Label printer	Speciment Speciment Content Drder f

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.

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

Task Edit View	Help			
()				
Accession Number	<u>R</u> etrieve			
Demographics	UL MUMQQQUPNKIPTYCN	Romade Area / Pilo WADE_CHRISTOP	VNS Previded / Kaster Pern. ERI LEI	e 1997 (P
Container List C Container	er PST4	 Orders K (RT), BUN (BT)	
		-		

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**.

Task	Edit	View	Order	Customi	ze He	elp *= *=
Clien Kais	t er Pern	nanente	SCAL F	Region	-	Demog Name:
Acce 2·13	ession N -044-0	lumber 00069	:		_	Admitte Gende
Orde	rable:					
IaE	Mous	е				A

Yes

No

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.



Tient Kaiser Permanente SDAL Region	- Demographics	*****
eccession Number: 2-13-044-000059		
Diderable: I <mark>dE Mouse</mark>	• 6 mL GLD6, L18 FRZ	
Specimen type	Collection priority	
Blood	81	1
Collected by	Collection method	
Collected by S851276	Collection method Venous Draw	

- 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.

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In Order Result Viewer, you can see the orders for the patient.

<u> </u>								
Demographics GEN-075-IE-HEGTU MEN-8300E747 Birth Date: 21/1983 Oxfor scorocord	J. HEMOODVPNKIPT	7034	Ordering Provider Age – 30 years Facility – Provider	NADE CHRISTI Nade				
Orders between 2/2/2013 and 3/4/2013								
Accession	Order	Specimen	Priority	Status				
2-13-044-000069	BUN	Blood	RT - Routine	In-Lab				
2-13-044-000069	К	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 Edit View Help						
- Accession Number						
2-13-044-000069 <u>R</u> etrieve						
Demographics						
GEN-0TS-IE-H06T03_MLM000VPNKIPTVCN	Riverside Are					
93006747	WADE CHR					
30 gears Male						
Container List						
C Container	Orders					
A 4 mL PST4	K (RT) , BUN (RT)					
B6mLGLD6	IgE Mouse (RT)					

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

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Signature Manifest

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Review

Name/Signature	Title	Date	Meaning/Reason
Janice Wolf (K119893)	Director Operations Area Lab	05 Oct 2020, 11:10:11 AM	Reviewed
Qiyamaa Portillo (K237031)	Assistant Director Operations	14 Oct 2020, 11:08:58 AM	Reviewed

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