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DOCUMENT TITLE: Job Aid_Manual Orders and Specimens Received from SNFs	
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Kaiser Permanente	SCPMG Laboratory Systems
Medical Care Program	Laboratory Informatics
California Division – South	Job Aid

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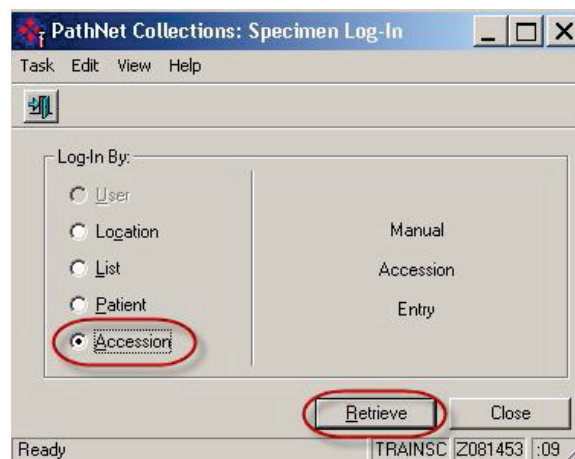
6. **Scan the barcode** on the Cerner label that printed in step 3.

Page 1 of 7

Kaiser Permanente
Medical Care Program
California Division – South

SCPMG Laboratory Systems
Laboratory Informatics
Job Aid

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

	C	Accession	Coll Date	Coll Time	Coll ID	Order	Priority	Status	Coll Method	Ord
✔		2-13-044-000069				K	RT	Dispatch	Venous Draw	

Accession: __-__-___-_____

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

Location: OMC MC Login ▼   Log 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 General Lab: Order Result Viewer [Order List]

Task Mode View Help

Demographics

Orders between 2/2/2013 and 3/4/2013

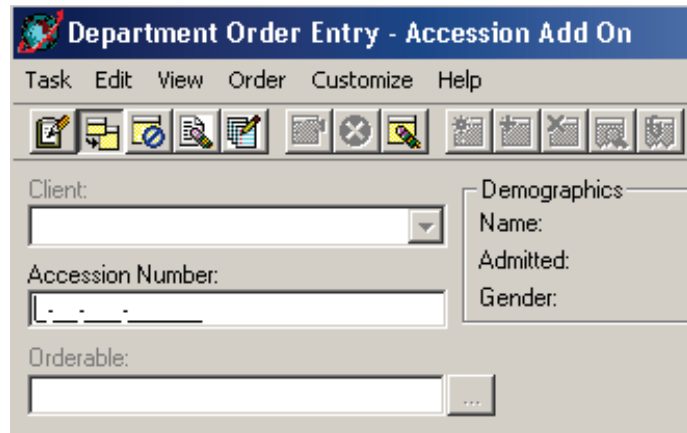| Collect Date	Accession	Order	Specimen	Priority	Status
2/13/2013 3:18 PM	2-13-044-000069	K	Blood	RT - Routine	In-Lab

9. 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 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**.

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

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.

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**.

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.

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Medical Care Program	Laboratory Informatics
California Division – South	Job Aid

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**.

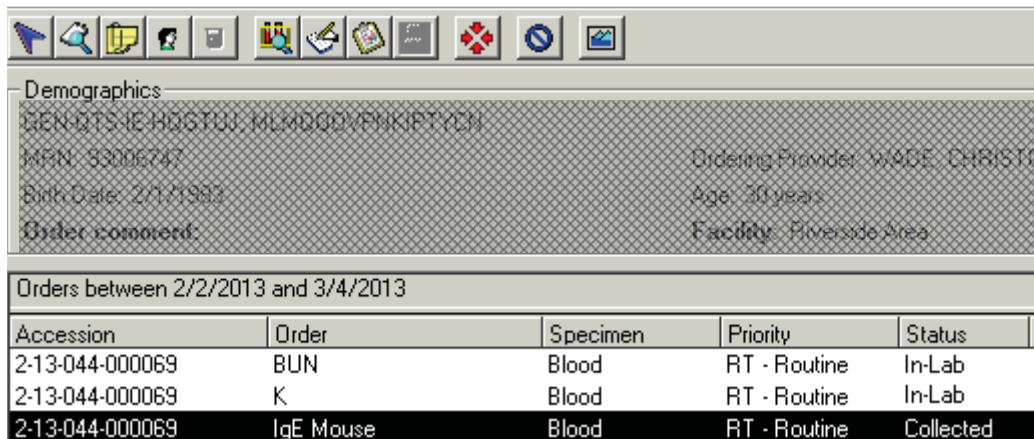17. Click **OK** to create the new container.

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.

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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Medical Care Program	Laboratory Informatics
California Division – South	Job Aid

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

In **Container Inquiry**, you can confirm which orders are associated with which container.
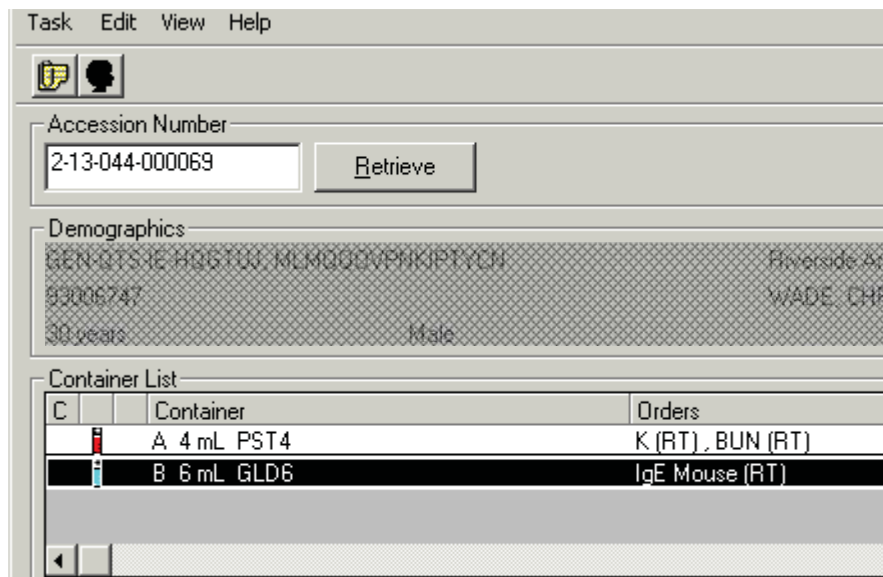
Repeat steps 1 through 20 if additional specimen types have been received from the SNF (e.g., urine).

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Signature Manifest

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Review: SBMC-PPP-0477 03 Job Aid_Manual Orders and Specimens Received from SNFs

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