



# KAISER PERMANENTE®

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<b>DOCUMENT TITLE:</b> MediCopia Administrator Website
<b>DOCUMENT NOTES:</b>

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<b>DOC TYPE:</b> SBMC PPP	<b>STATUS:</b> Release

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<b>AUTHOR:</b>	<b>PREVIOUS NUMBER:</b>
<b>OWNER:</b>	<b>CHANGE NUMBER:</b> SBMC-CR-0208

## MediCopia Administrator Website

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**Purpose** This procedure provides instructions for to navigate in the MediCopia Administrator Website for viewing of order status, order management, instant messaging, and generation of reports.

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**Scope** This procedure is intended for laboratory staff whom use web administration for management of orders and messaging in MediCopia.

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**Policy** Refer to current policies regarding patient orders management and collection of specimens.

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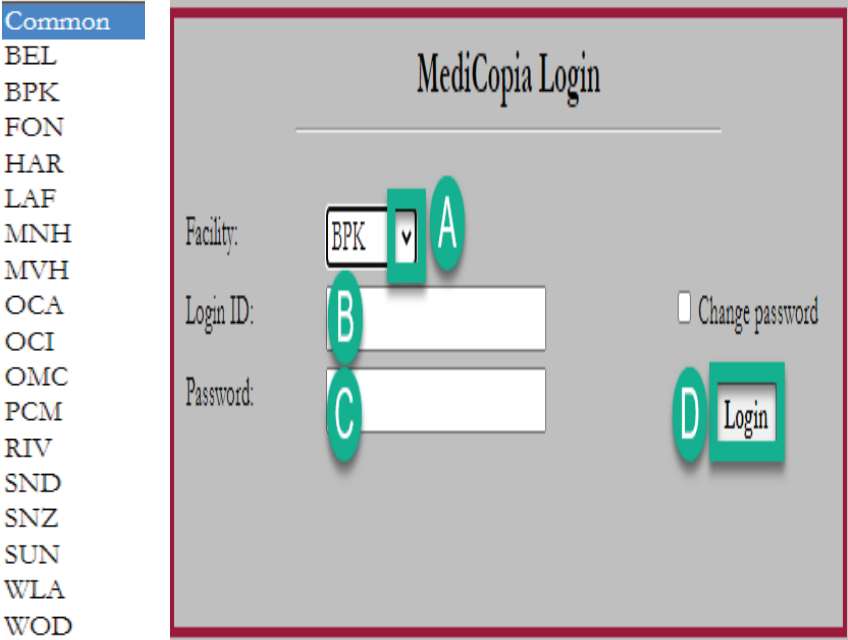
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## MediCopia Administrator Website

**Procedure  
 Order Status**

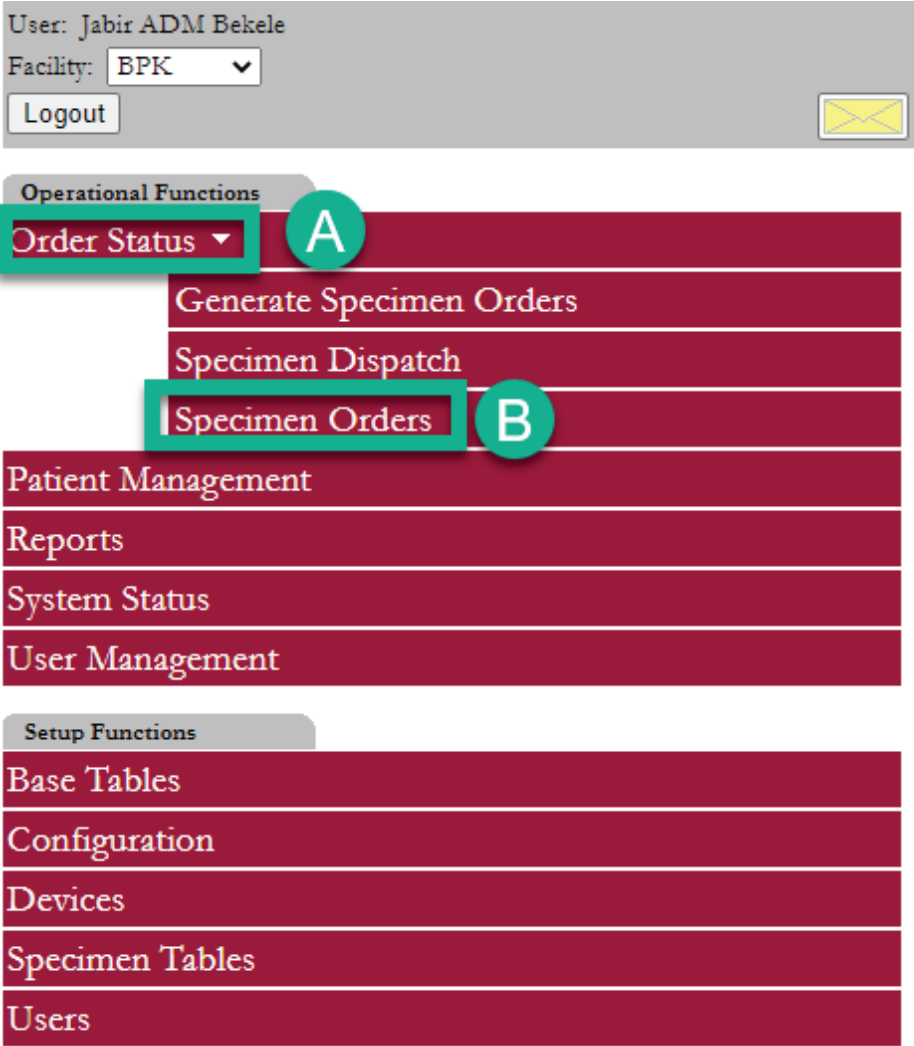
Follow the steps below to **Look Up Order Status**

Step	Action
1	Using desktop workstation or another device connect to the MediCopia Admin Website  <a href="http://kppiproduct.appl.kp.org/">http://kppiproduct.appl.kp.org/</a>
2	Login to MediCopia A. Click on facility dropdown and select applicable location. B. Enter “Login ID” C. Enter “Password” D. Click Login  

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## MediCopia Administrator Website

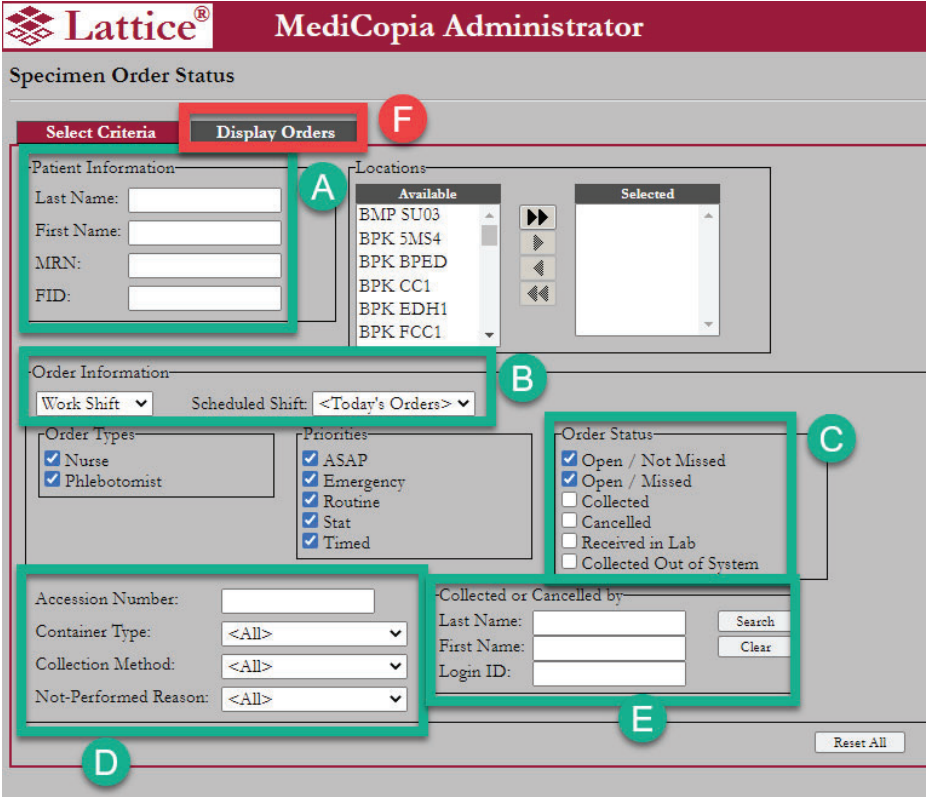
**Procedure**  
**Order Status**  
 continued

Step	Action
3	<p>To view specimen orders click</p> <ul style="list-style-type: none"> <li>A. Order Status</li> <li>B. Specimen orders</li> </ul> 

*Continued on next page*

## MediCopia Administrator Website

**Procedure  
 Order Status  
 continued**

Step	Action
4	<p>Enter information as needed to lookup in appropriate field(s)</p> <ul style="list-style-type: none"> <li>A. Patient Information entry field</li> <li>B. Order lookup date/time entry field</li> <li>C. Order status checkbox(s)</li> <li>D. Accession #, Container Type, Collection Method, Non-Performed Reason</li> <li>E. Collect By and Cancelled By entry field</li> <li>F. Click Display orders</li> </ul> 

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## MediCopia Administrator Website

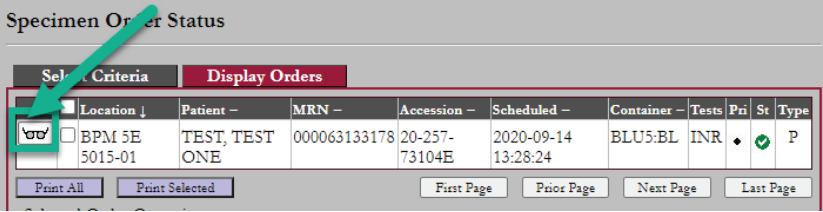
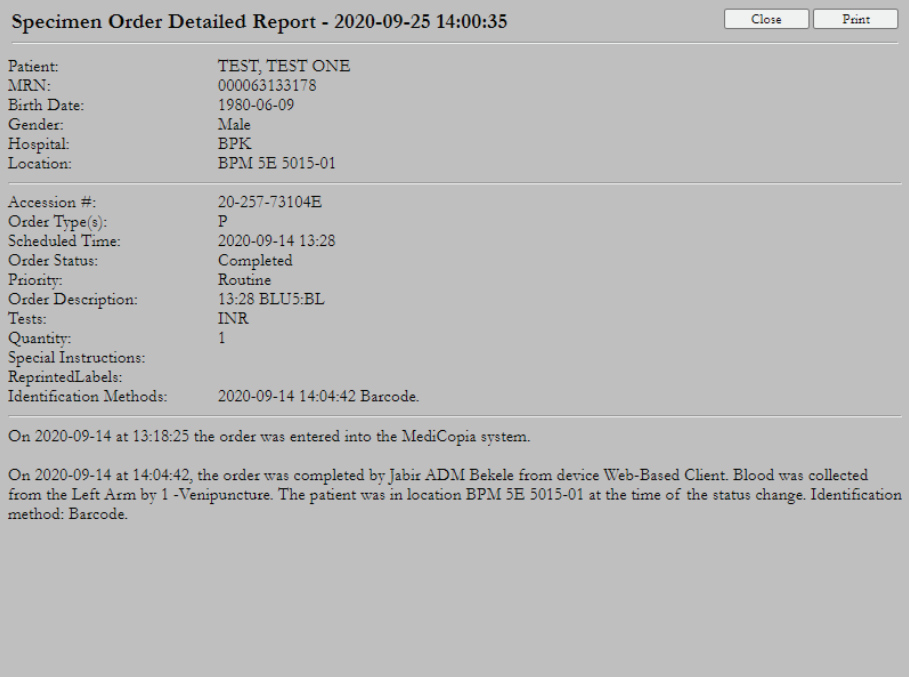
**Procedure  
 Order Status  
 continued**

Step	Action																						
5	<p>Orders will display showing the following fields</p> <ul style="list-style-type: none"> <li>• Patient Location</li> <li>• Patient Name</li> <li>• MRN</li> <li>• Accession Number</li> <li>• Order Scheduled Time</li> <li>• Container Type</li> <li>• Test(s) name</li> <li>• Priority</li> <li>• Status</li> <li>• CollectionType(Nurse or Phlebotomist)</li> </ul> <div data-bbox="539 949 1435 1587" style="border: 1px solid gray; padding: 5px;"> <p>Specimen Order Status</p> <p>Select Criteria    Display Orders</p> <table border="1" data-bbox="553 1066 1421 1207"> <thead> <tr> <th></th> <th>Location</th> <th>Patient</th> <th>MRN</th> <th>Accession</th> <th>Scheduled</th> <th>Container</th> <th>Tests</th> <th>Pri</th> <th>St</th> <th>Type</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>BPM IROR 02-02</td> <td>BEN-QTS-TC-XOAGBV, HISOMQBYCJWFLXEE</td> <td>000021970893</td> <td>2-20-248- 000109A</td> <td>2020-09-04 05:15:00</td> <td>LAV5:BL</td> <td>CBCNoDiff</td> <td></td> <td></td> <td>P</td> </tr> </tbody> </table> <p>Print All    Print Selected    First Page    Prior Page    Next Page    Last Page</p> <p>Selected Order Operations:</p> <ul style="list-style-type: none"> <li><input type="radio"/> Cancel</li> <li><input type="radio"/> Reschedule</li> <li><input type="radio"/> Change Type</li> <li><input type="radio"/> Change Instructions</li> <li><input type="radio"/> Receive in Lab</li> </ul> <p style="text-align: right;"> <input type="button" value="Update Selected Orders"/>    <input type="button" value="Clear"/> </p> </div>		Location	Patient	MRN	Accession	Scheduled	Container	Tests	Pri	St	Type	<input type="checkbox"/>	BPM IROR 02-02	BEN-QTS-TC-XOAGBV, HISOMQBYCJWFLXEE	000021970893	2-20-248- 000109A	2020-09-04 05:15:00	LAV5:BL	CBCNoDiff			P
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## MediCopia Administrator Website

**Procedure  
 Order Status  
 continued**

Step	Action																				
6	<p>To lookup Specimen Order Detailed Report click on glasses icon</p>  <p>Specimen Order Status</p> <p>Select Criteria    Display Orders</p> <table border="1"> <thead> <tr> <th>Location</th> <th>Patient</th> <th>MRN</th> <th>Accession</th> <th>Scheduled</th> <th>Container</th> <th>Tests</th> <th>Pri</th> <th>St</th> <th>Type</th> </tr> </thead> <tbody> <tr> <td>BPM 5E 5015-01</td> <td>TEST, TEST ONE</td> <td>000063133178</td> <td>20-257- 73104E</td> <td>2020-09-14 13:28:24</td> <td>BLU5:BL</td> <td>INR</td> <td>◆</td> <td>✓</td> <td>P</td> </tr> </tbody> </table> <p>Print All    Print Selected    First Page    Prior Page    Next Page    Last Page</p> <p>Specimen Order Detailed Report will display.</p>  <p>Specimen Order Detailed Report - 2020-09-25 14:00:35    Close    Print</p> <p>Patient: TEST, TEST ONE              MRN: 000063133178              Birth Date: 1980-06-09              Gender: Male              Hospital: BPK              Location: BPM 5E 5015-01</p> <p>Accession #: 20-257-73104E              Order Type(s): P              Scheduled Time: 2020-09-14 13:28              Order Status: Completed              Priority: Routine              Order Description: 13:28 BLU5:BL              Tests: INR              Quantity: 1              Special Instructions:              ReprintedLabels:              Identification Methods: 2020-09-14 14:04:42 Barcode.</p> <p>On 2020-09-14 at 13:18:25 the order was entered into the MediCopia system.</p> <p>On 2020-09-14 at 14:04:42, the order was completed by Jabir ADM Bekele from device Web-Based Client. Blood was collected from the Left Arm by 1 -Venipuncture. The patient was in location BPM 5E 5015-01 at the time of the status change. Identification method: Barcode.</p>	Location	Patient	MRN	Accession	Scheduled	Container	Tests	Pri	St	Type	BPM 5E 5015-01	TEST, TEST ONE	000063133178	20-257- 73104E	2020-09-14 13:28:24	BLU5:BL	INR	◆	✓	P
Location	Patient	MRN	Accession	Scheduled	Container	Tests	Pri	St	Type												
BPM 5E 5015-01	TEST, TEST ONE	000063133178	20-257- 73104E	2020-09-14 13:28:24	BLU5:BL	INR	◆	✓	P												

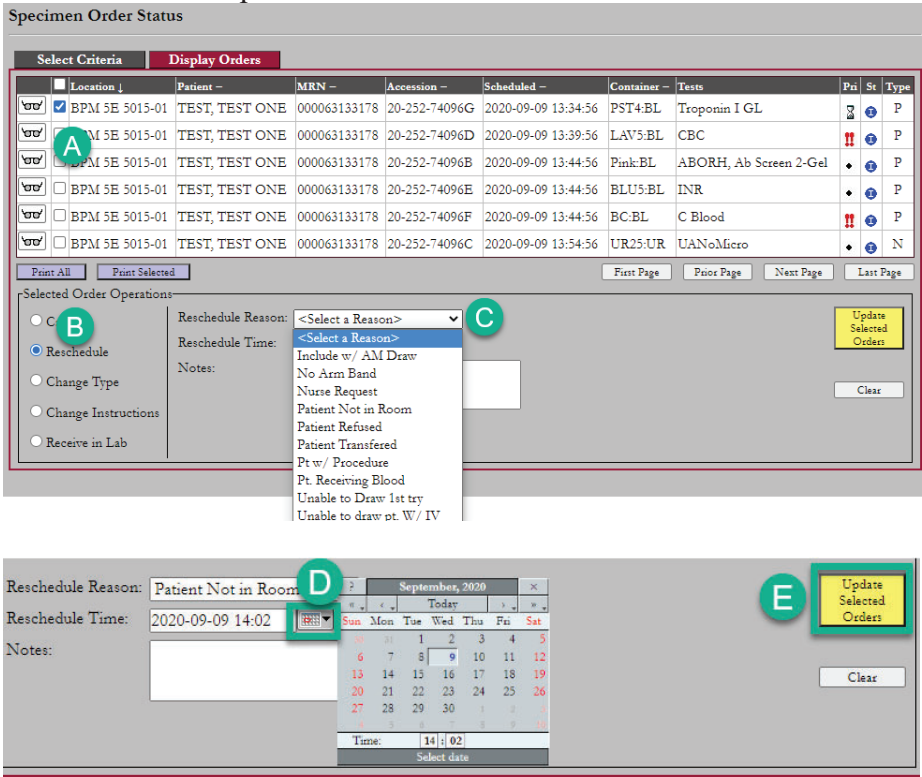
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# MediCopia Administrator Website

## Procedure Reschedule

Follow the steps below to **Reschedule an Order**

Step	Action
1	<p>On Specimen Order Status screen:</p> <p>NOTE: Per local protocol laboratory may request RN/Provider to cancel and resubmit order in Health Connect to avoid negative impact on turnaround time. Other local protocols may apply when reschedule.</p> <ol style="list-style-type: none"> <li>Click checkbox next to order that requires rescheduling</li> <li>Click on “Reschedule” radio button</li> <li>Click on Reschedule Reason dropdown and select applicable option</li> <li>Click on Calendar Icon to set Reschedule Date/Time                      If needed add notes in “Notes” intake box</li> <li>Click on Update Selected Order</li> </ol>



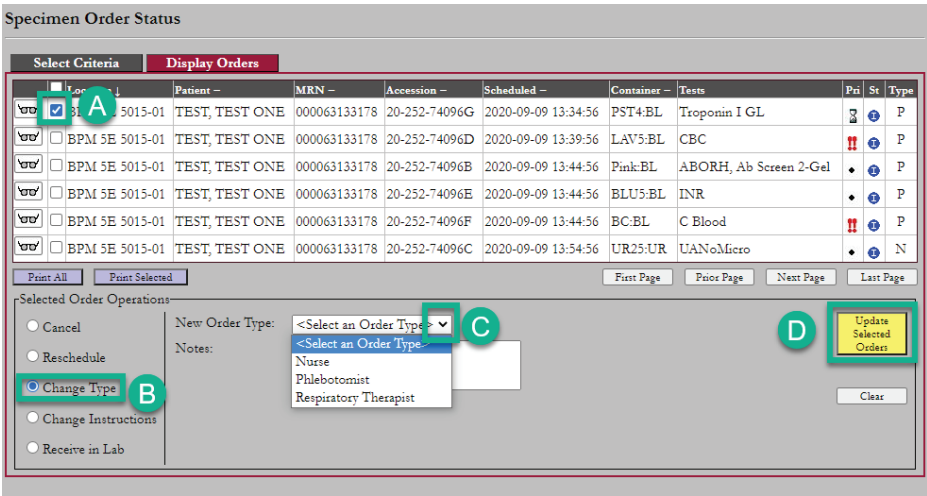
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## MediCopia Administrator Website

**Procedure**  
**Change Type**

Follow the steps below to **Change Type of Order (Lab vs Nursing)**

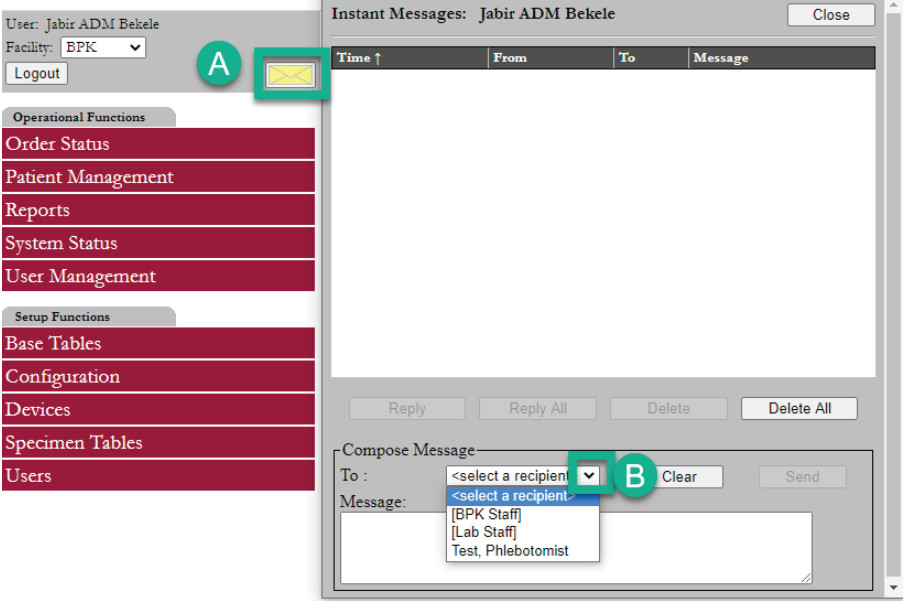
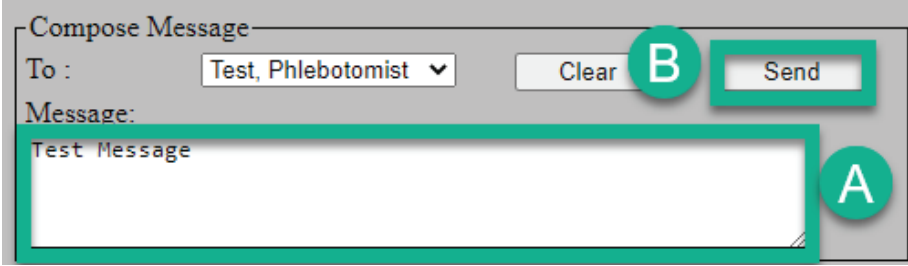
Step	Action																																																																						
1	<p>On Specimen Order Status screen:</p> <ol style="list-style-type: none"> <li>Click checkbox next to order that requires changing</li> <li>Click on “Change Type” radio button</li> <li>Click on “New Order Type” dropdown and select applicable option</li> <li>If needed add notes in “Notes” intake box NOTE: Local protocol may require staff to add a note and include reason, name of RN/Provider, and date/time notified.</li> <li>Click on Update Selected Order</li> </ol>  <p><b>Specimen Order Status</b></p> <table border="1"> <thead> <tr> <th>Loc</th> <th>Patient</th> <th>MRN</th> <th>Accession</th> <th>Scheduled</th> <th>Container</th> <th>Tests</th> <th>Pri</th> <th>St</th> <th>Type</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>5015-01</td> <td>TEST, TEST ONE</td> <td>000063133178</td> <td>20-252-74096G</td> <td>2020-09-09 13:34:56</td> <td>PST4:BL Troponin I GL</td> <td></td> <td></td> <td>P</td> </tr> <tr> <td><input type="checkbox"/></td> <td>BPM 5E 5015-01</td> <td>TEST, TEST ONE</td> <td>000063133178</td> <td>20-252-74096D</td> <td>2020-09-09 13:39:56</td> <td>LAV5:BL CBC</td> <td>!!</td> <td></td> <td>P</td> </tr> <tr> <td><input type="checkbox"/></td> <td>BPM 5E 5015-01</td> <td>TEST, TEST ONE</td> <td>000063133178</td> <td>20-252-74096B</td> <td>2020-09-09 13:44:56</td> <td>Pink:BL ABORH, Ab Screen 2-Gel</td> <td>♦</td> <td></td> <td>P</td> </tr> <tr> <td><input type="checkbox"/></td> <td>BPM 5E 5015-01</td> <td>TEST, TEST ONE</td> <td>000063133178</td> <td>20-252-74096E</td> <td>2020-09-09 13:44:56</td> <td>BLU5:BL INR</td> <td>♦</td> <td></td> <td>P</td> </tr> <tr> <td><input type="checkbox"/></td> <td>BPM 5E 5015-01</td> <td>TEST, TEST ONE</td> <td>000063133178</td> <td>20-252-74096F</td> <td>2020-09-09 13:44:56</td> <td>BC:BL C Blood</td> <td>!!</td> <td></td> <td>P</td> </tr> <tr> <td><input type="checkbox"/></td> <td>BPM 5E 5015-01</td> <td>TEST, TEST ONE</td> <td>000063133178</td> <td>20-252-74096C</td> <td>2020-09-09 13:54:56</td> <td>UR25:UR UANoMicro</td> <td>♦</td> <td></td> <td>N</td> </tr> </tbody> </table> <p>Selected Order Operations:</p> <ul style="list-style-type: none"> <li><input type="radio"/> Cancel</li> <li><input type="radio"/> Reschedule</li> <li><input checked="" type="radio"/> <b>Change Type</b></li> <li><input type="radio"/> Change Instructions</li> <li><input type="radio"/> Receive in Lab</li> </ul> <p>New Order Type: &lt;Select an Order Type&gt;</p> <p>Notes:</p> <p>Update Selected Orders</p>	Loc	Patient	MRN	Accession	Scheduled	Container	Tests	Pri	St	Type	<input checked="" type="checkbox"/>	5015-01	TEST, TEST ONE	000063133178	20-252-74096G	2020-09-09 13:34:56	PST4:BL Troponin I GL			P	<input type="checkbox"/>	BPM 5E 5015-01	TEST, TEST ONE	000063133178	20-252-74096D	2020-09-09 13:39:56	LAV5:BL CBC	!!		P	<input type="checkbox"/>	BPM 5E 5015-01	TEST, TEST ONE	000063133178	20-252-74096B	2020-09-09 13:44:56	Pink:BL ABORH, Ab Screen 2-Gel	♦		P	<input type="checkbox"/>	BPM 5E 5015-01	TEST, TEST ONE	000063133178	20-252-74096E	2020-09-09 13:44:56	BLU5:BL INR	♦		P	<input type="checkbox"/>	BPM 5E 5015-01	TEST, TEST ONE	000063133178	20-252-74096F	2020-09-09 13:44:56	BC:BL C Blood	!!		P	<input type="checkbox"/>	BPM 5E 5015-01	TEST, TEST ONE	000063133178	20-252-74096C	2020-09-09 13:54:56	UR25:UR UANoMicro	♦		N
Loc	Patient	MRN	Accession	Scheduled	Container	Tests	Pri	St	Type																																																														
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## MediCopia Administrator Website

**Procedure**  
**Instant**  
**Messaging**

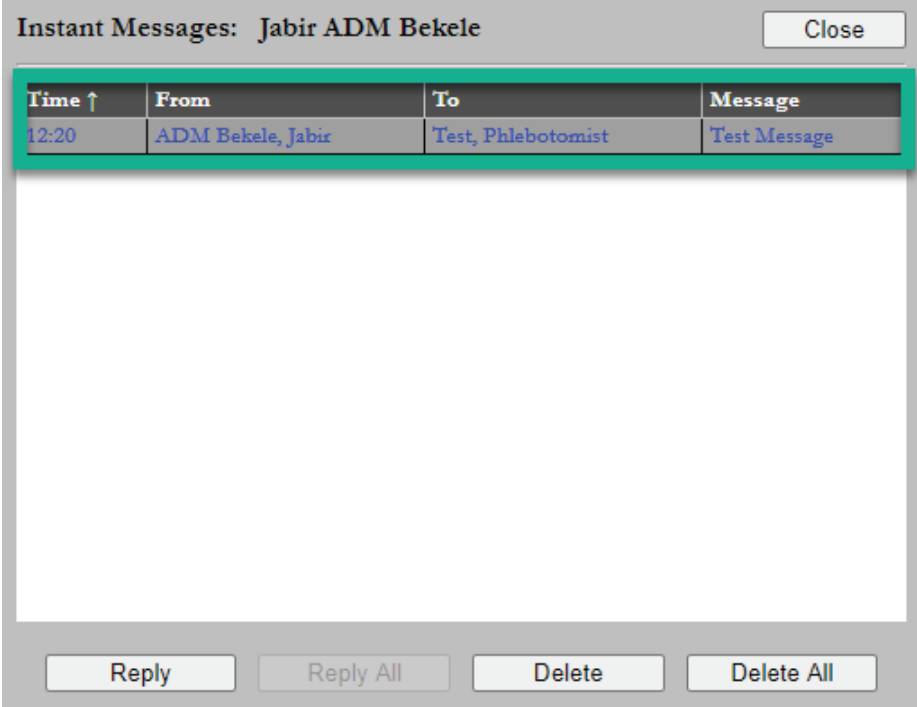
Follow the steps below to **Instant Message User**

Step	Action
1	<p>After Log on, to open instant messaging</p> <ul style="list-style-type: none"> <li>A. Click on yellow envelope</li> <li>B. Click on recipient dropdown</li> </ul> 
2	<p>Compose Message Box opens</p> <ul style="list-style-type: none"> <li>A. Enter message in Message text box</li> <li>B. Click “Send” Button</li> </ul> 

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## MediCopia Administrator Website

**Procedure**  
**Instant Messaging**  
 continued

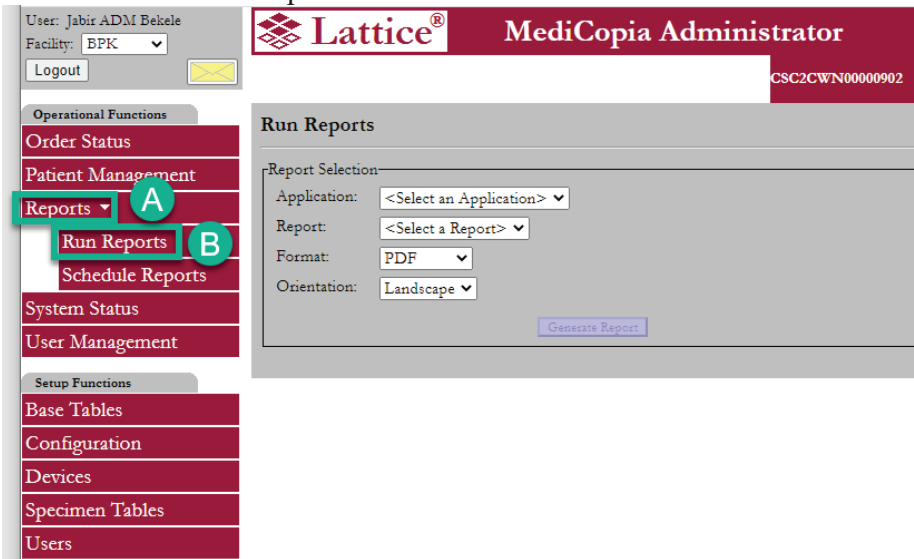
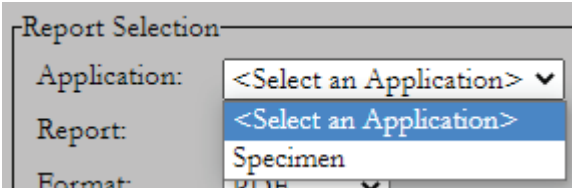
Step	Action								
3	<p data-bbox="539 422 932 453">Message will appear in system</p>  <table border="1" data-bbox="539 489 1451 1192"> <thead> <tr> <th data-bbox="553 573 678 604">Time ↑</th> <th data-bbox="678 573 959 604">From</th> <th data-bbox="959 573 1235 604">To</th> <th data-bbox="1235 573 1435 604">Message</th> </tr> </thead> <tbody> <tr> <td data-bbox="553 604 678 636">12:20</td> <td data-bbox="678 604 959 636">ADM Bekele, Jabir</td> <td data-bbox="959 604 1235 636">Test, Phlebotomist</td> <td data-bbox="1235 604 1435 636">Test Message</td> </tr> </tbody> </table>	Time ↑	From	To	Message	12:20	ADM Bekele, Jabir	Test, Phlebotomist	Test Message
Time ↑	From	To	Message						
12:20	ADM Bekele, Jabir	Test, Phlebotomist	Test Message						

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## MediCopia Administrator Website

**Procedure**  
**Generate a**  
**Report**

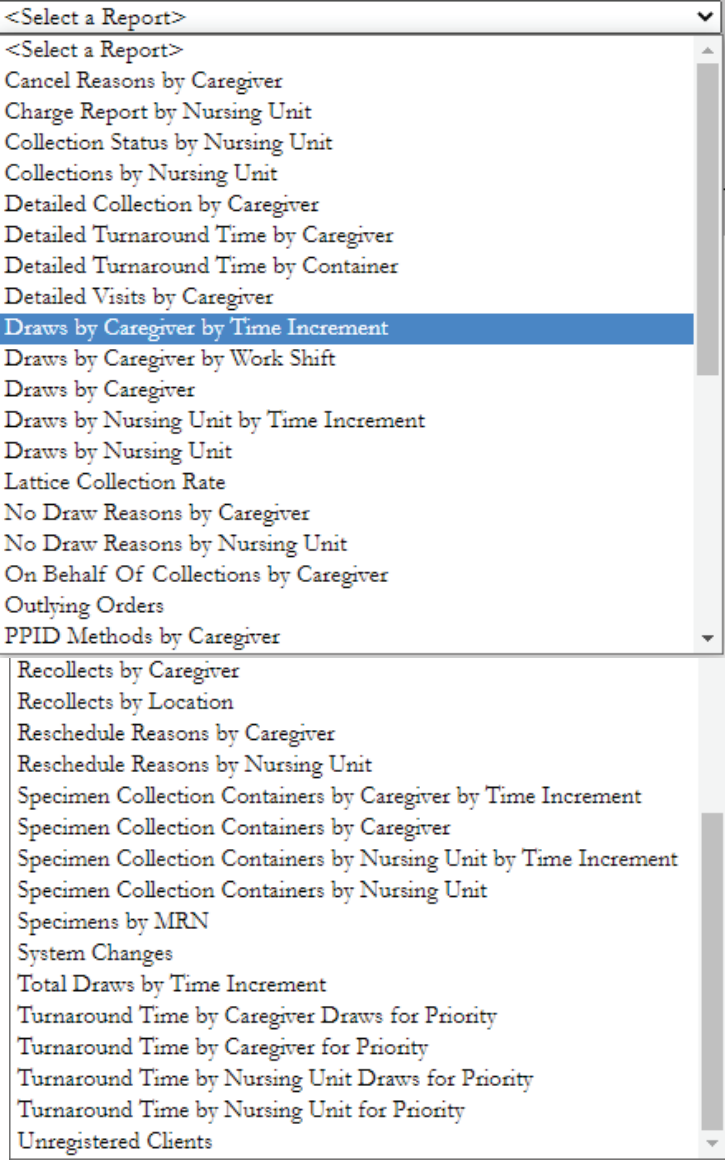
Follow the steps below to **Generate a Report**

Step	Action
1	<p>Note: Access to reports function is restricted to selected users.                      After Log on to view specimen orders:                      A. Click “Reports”                      B. Click “Run Reports”</p> 
2	<p>Click “Application” dropdown and select “Specimen”</p> 

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## MediCopia Administrator Website

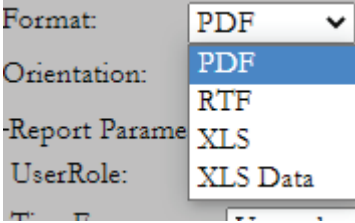
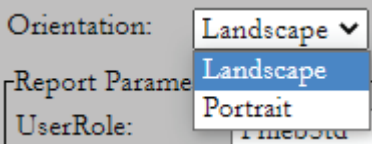
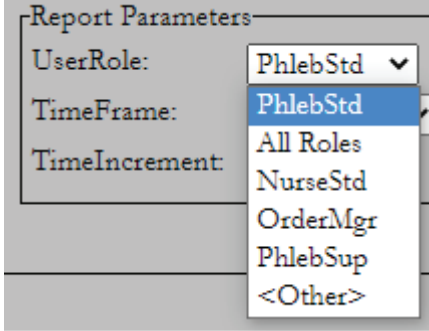
**Procedure**  
**Generate a Report**  
 continued

Step	Action
3	<p>Click report dropdown and select from list of reports</p> <p>Most commonly used reports:</p> <ul style="list-style-type: none"> <li>• Draws by Caregiver By Time Increment</li> <li>• Draws by Caregiver by Work Shift</li> <li>• Detailed collection by Caregiver</li> </ul> 

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## MediCopia Administrator Website

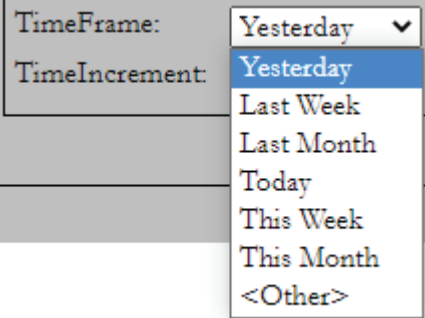
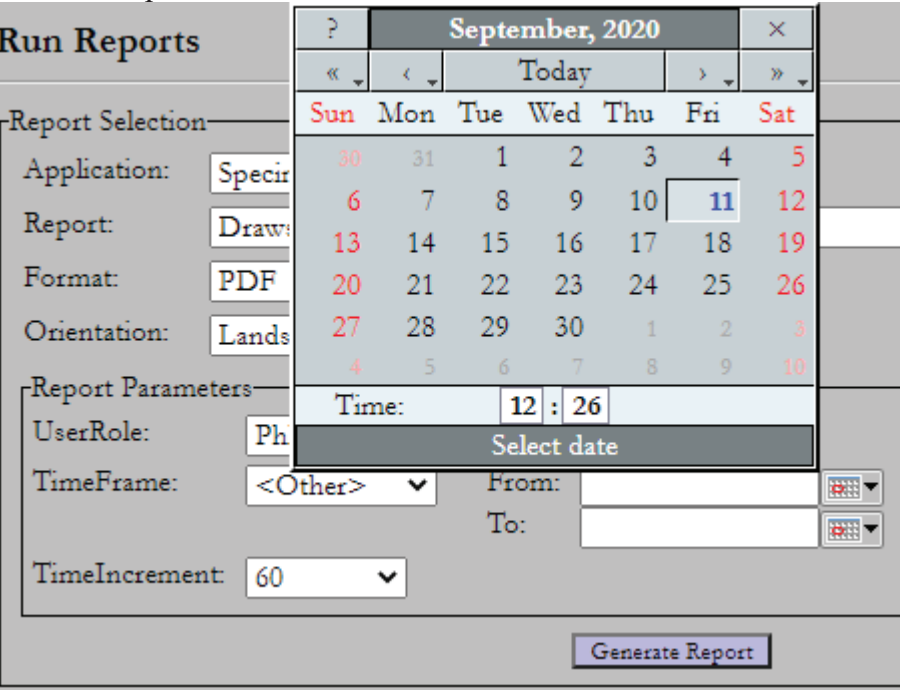
**Procedure**  
**Generate a Report**  
**continued**

Step	Action
4	Click on Format Dropdown PDF: Portable Document Format RTF: Rich Text File XLS: Older version of excel file XLS Data: Newer version of excel file 
5	Click on Orientation dropdown Landscape: Default View Portrait 
6	Click “User Role” dropdown (PhlebStd is default) 

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## MediCopia Administrator Website

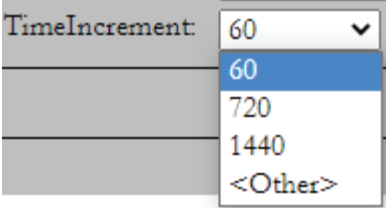
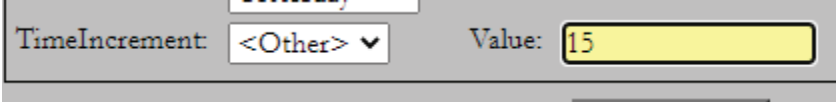
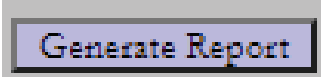
**Procedure**  
**Generate a Report**  
 continued

Step	Action
7	Click “Time Frame” dropdown 
8	For selected time frame select “<Other>” User can input Date/Time for custom time frame 

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## MediCopia Administrator Website

**Procedure**  
**Generate a Report**  
 continued

Step	Action
9	<p>Click “Time Increment” Dropdown</p>  <p>For selected time frame select “&lt;Other&gt;” and input value in value field</p> 
10	<p>Click Generate report</p> 

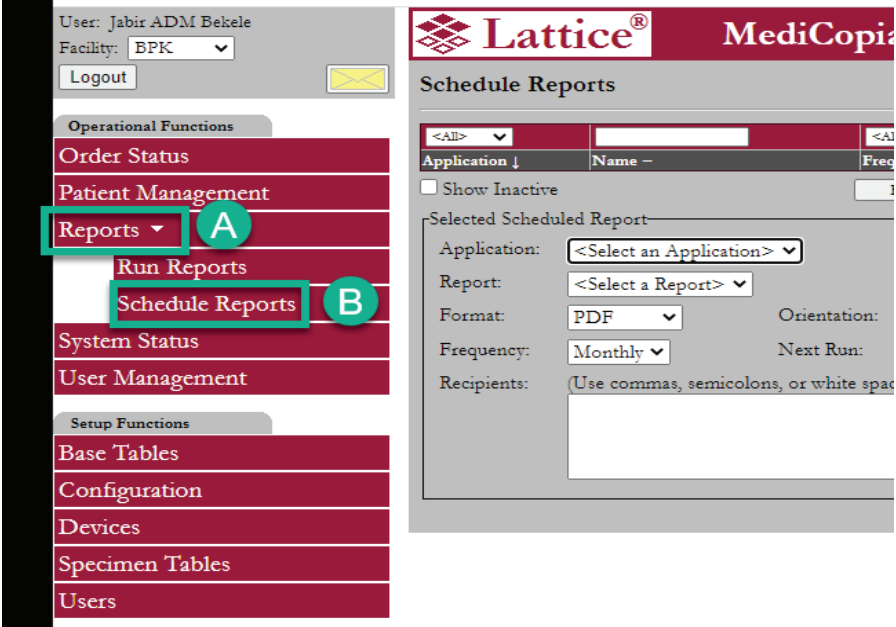
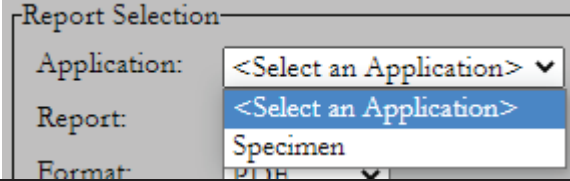
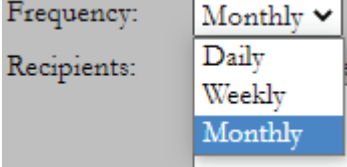
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## MediCopia Administrator Website

### Procedure Schedule a Report

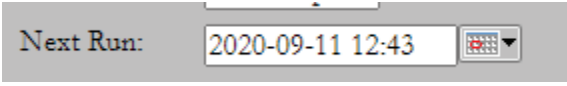
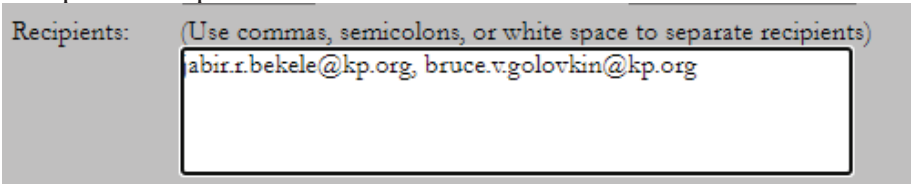
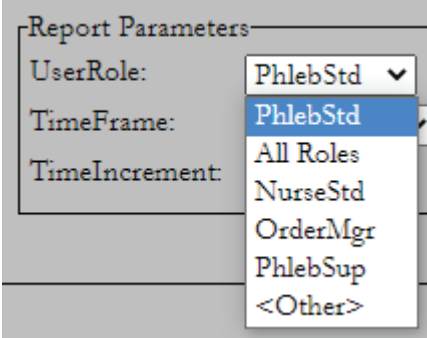
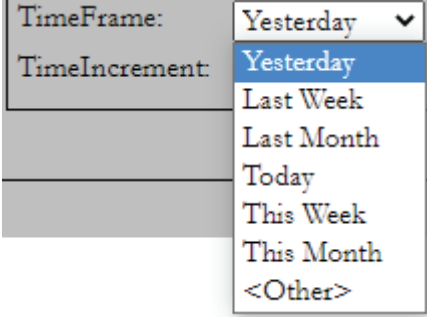
Follow the steps below to **Schedule a Report**

Step	Action
1	<p>Note: Access to reports function is restricted to selected users.                      After Log on to schedule a report:                      A. Click “Reports”                      B. Click “Schedule Reports”</p> 
2	<p>Click “Application” dropdown and select “Specimen”</p> 
3	<p>Follow steps 3, 4, and 5 from Generate a Report section above to select a report, report format, and orientation.</p>
4	<p>Select frequency to run report</p> 

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## MediCopia Administrator Website

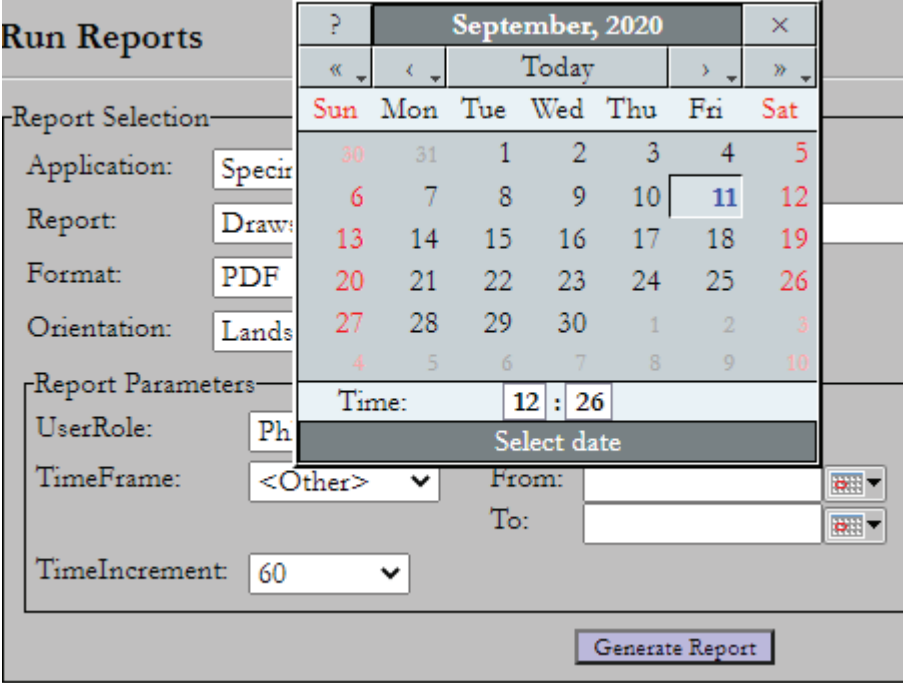
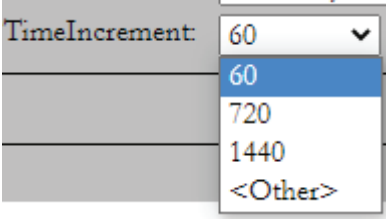

**Procedure**  
**Schedule a Report**  
 continued

Step	Action
5	Select Next run date/time 
6	Add recipients in input box using commas, semicolons, or white space to separate recipients. 
7	Select "User Role" in report Parameters 
8	Select Time Frame 

*Continued on next page*

## MediCopia Administrator Website

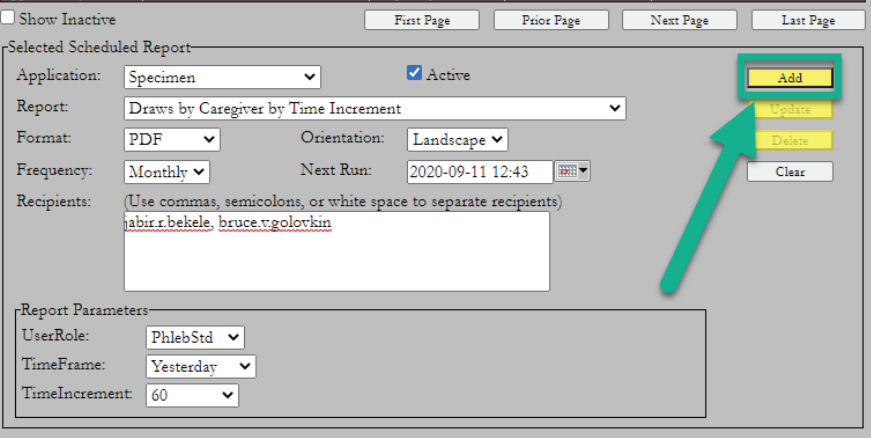
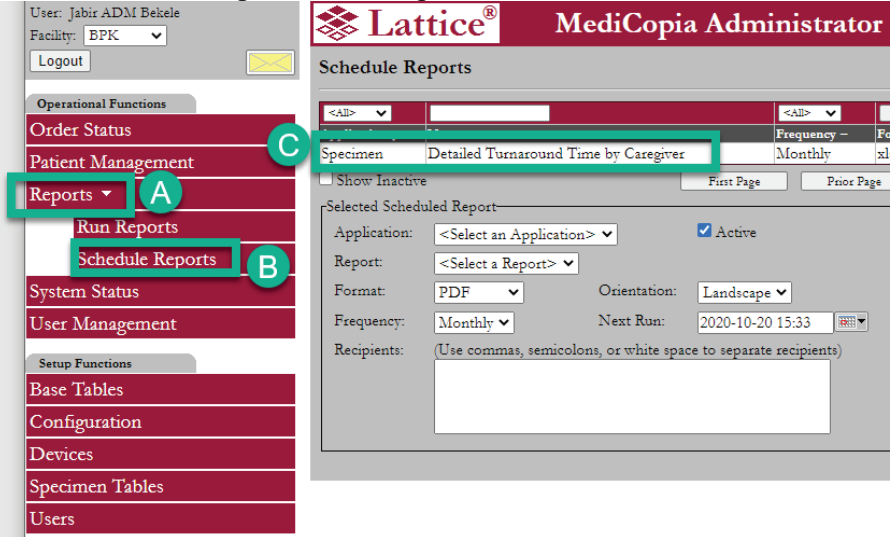
**Procedure**  
**Schedule a Report**  
 continued

Step	Action
9	<p>For selected time frame select “&lt;Other&gt;”                      User can input Date/Time for custom time frame</p> 
10	<p>Click “Time Increment Dropdown”</p>  <p>For selected time frame select “&lt;Other&gt;” and input value in value field</p> 

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# MediCopia Administrator Website

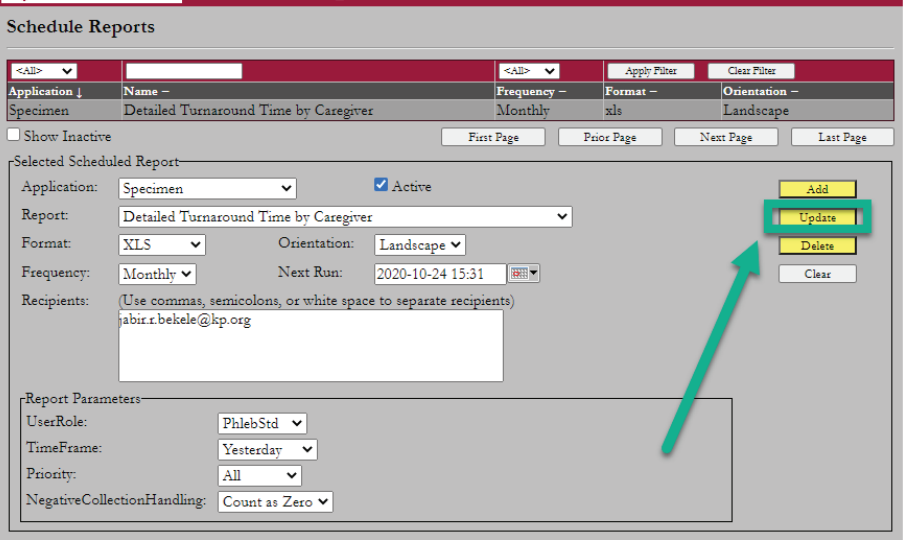
## Procedure Schedule a Report continued

Step	Action
11	<p>Click “Add”</p>  <p>Report is now scheduled.</p>
12	<p>To edit (modify) an existing scheduled report:                      After Log on to schedule a report:                      A. Click “Reports”                      B. Click “Schedule Reports”                      C. Click on the Report which requires modification</p> 

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## MediCopia Administrator Website

**Procedure**  
**Schedule a Report**  
 continued

Step	Action
12	<p>Refer to steps above to modify prior report selections                      After modification is completed Click “Update”</p> 

**Non-Controlled Documents** The following non-controlled documents support this procedure.

- MediCopia User Reference Guide

**Controlled Documents** The following controlled documents support this procedure.

Reference
MediCopia Handheld Device-Routine Use
Procedure for Venipuncture

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## Signature Manifest

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### New Preanalytic Regional

#### Initial Approval

Name/Signature	Title	Date	Meaning/Reason
Qiyamaa Portillo (K237031)	Assistant Director Operations	13 Apr 2021, 11:15:04 AM	Approved

#### Operations Director Approval

Name/Signature	Title	Date	Meaning/Reason
Janice Wolf (K119893)	Director Operations Area Lab	20 Apr 2021, 01:35:20 PM	Approved

#### Medical Director Approval

Name/Signature	Title	Date	Meaning/Reason
Sony Wirio (A478893)	Pathologist, Medical Director	20 Apr 2021, 02:53:01 PM	Approved