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Manual Orders and Specimens Received from Skilled Nursing Facilities

Specimens with manual requisitions need to be accessioned via CO in KRMS.

Specimens with manual requisitions from a Skilled Nursing Facility (SNF) need to be accessioned via CO in KRMS using the designated Autofax provider code as the ordering provider and FX as the sort group.

1. Accession **one** of the orders in KRMS using the CO function. For SNF orders, make sure the designated Autofax provider code is used as the ordering provider and FX is entered as the sort group. For example, if there are several tubes of blood or manual lab orders, accession **one** of the orders in KRMS. (In the following steps, a manual order for Potassium has been accessioned in KRMS.)
2. When the Cerner label prints, **do not attach** it to the container.
3. In Cerner, click Specimen Log-In



4. Make sure the **Accession** radio button is highlighted and click **Retrieve**.

PathNet Collections: Specimen Log-In

Task Edit View Help

● User ● Location ● List ● Patient ● **Accession** ● Foreign Accession ● Foreign Order Alias

Accession

Manual Accession Entry

Retrieve Close

Ready MOCKCS K122230 10/26/2021 11:32 AM

5. **Scan the barcode** on the Cerner label that printed in step 2.
6. Type the appropriate **collection date** and **collection time** and **Collector ID** (i.e. IPG, MPS, RNC, NUID#, etc.).

Log-In By Accession

Task View Help

TEST, TEST MRN 22110145 Age: 41 years Acct NBR: 82 Gender: Male

Collections Accession: _____

	C...	P...	Accession	Coll Date	Coll Time	Coll ID	Order	Priority	Status	Coll Method	Order
<input checked="" type="checkbox"/>			2-21-302-000040				K	ST	Dispatch	Venous Draw	200079

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7. Make sure the correct **Location** is selected, then click **Log In**.

Location: LA MC Login [v] [Log In] [Miss...] [Details] [v]

User 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

TEST, TEST
MRN: 22110145
Birth Date: 6/7/1980
Order comment:

Orders between 9/29/2021 and 10/29/2021

Collect Date	Accession	Order	Specimen	Priority	Status
10/29/2021 9:00 AM	2-21-302-000040	K	Blood	ST - Stat	In-Lab

8. If there are additional orders that share the same container type (tube), click Department Order Entry in Cerner. **Note:** if order of a different container type is being added, system will alert to create a different container. Refer to steps 14 through 16.



Warning: DO NOT perform an Accession Add On for a Quest/ARUP RLN test onto Kaiser lab perform tests. Quest/ARUP RLN tests have different accession number format than the Kaiser lab perform tests. Initiate a separate accessioning in RMS for the Quest/ARUP RLN test.

9. Add the second order (i.e. BUN) to the first order's accession number clicking **Task**, then **Accession Add On** or simply click the “+” icon.

Department Order Entry - Order Entry

Task Edit View Order Customize Help

Order Entry
Accession Add On
Cancel Orders
Modify Orders
Batch Orders

Department Order Entry - Order Entry

Task Edit View Order Customize Help

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10. Type or scan the Cerner accession number of the first specimen order and press **Enter**. (User can discard the label printed in step 2 after it has been scanned. A new label will print later).

Department Order Entry - Accession Add On

Task Edit View Order Customize Help

Client: (none)

Demographics

Name: MRN:
 Admitted: Discharged:
 Sex: Age:

Accession number: [] Orderable: []

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

Department Order Entry - Accession Add On

Task Edit View Order Customize Help

Client: Kaiser Permanente SCAL Region

Demographics

Name: TEST, TEST MRN: 22110145
 Admitted: 8/19/2021 12:00 AM Discharged: 8/24/2021 11:59 PM
 Sex: Male Age: 41 years

Accession number: 2-21-302-000040 Orderable: BUN

12. Find Orderable window may appear. Highlight the desired orderable and click **OK**.

Find Orderable

Find: BUN Search

* Orderable:

Orderable	Description	Department Display Name	Mnemonic Type
BUN GL	Blood Urea Nitrogen BUN GL	BUN GL	Primary
BUN Post Dialysis	Blood Urea Nitrogen Post Dialysis	BUN PoDial	Primary
BUN Pre Dialysis	Blood Urea Nitrogen Pre Dialysis	BUN PrDial	Primary

OK Cancel

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

If this is the last order to be added for this container, put a checkmark in the **Print label Y/N** box, select the designated label printer from the Label print drop down, and click **Submit**.

If this is **NOT** the last order to be added for this container, click **Add** and repeat steps 11 through 13.

When the label prints, attach it to the container.

Department Order Entry - Accession Add On

Client: Kaiser Permanente SCAL Region

Demographics
 Name: TEST, TEST MRN: 22110145 Acct Nbr: 82741314
 Admitted: 01/19/2021 12:00 AM Discharged: 02/24/2021 11:59 PM
 Sex: Male Age: 41 years DOB: 6/7/1980 Attending:

Accession number: 2-21-302-000040 Orderable: BUN GL Container: A - 4 mL PST4, LA REF Chem

Specimen type: Blood Collection priority: ST Nurse collect: Collected: Collection date and time: 10/29/2021 0000 Collected by: JPG Collection method: Venous Draw

Specimen received date and time: 10/29/2021 1110 Specimen receive location: LA MG Login Specimen received by: Print label Y/N: Label printer: scor030 Order for future visit: Performing Location: LA SrvArea

Add Submit

User can see in **Container Inquiry** in Cerner the second order has been added to the existing container.

[TEST, TEST/11512613] - PathNet Collections: Container Inquiry

Task View Help

TEST, TEST TEST, TEST
 22110145
 41 years

Container List Accession number: 2-21-302-000040 Retrieve 0 min

Comment	Container	Orders
	A 4 mL PST4	K (ST) BUN GL (ST)

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14. If user try to add an order that requires a different container type (i.e. TSH), Select Container window will appear and the recommended container is listed.

Department Order Entry - Accession Add On

Client: Kaiser Permanente SCAL Region

Demographics
 Name: TEST, TEST
 Admitted: 8/19/2021 12:00 AM
 Sex: Male
 MRN: 22110145
 Discharged: 8/24/2021 11:59 PM
 Age: 41 years
 Acct Nbr: 82741314
 DOB: 6/7/1980

Accession number: 2-21-302-000040 Orderable: TSH

Select Container - TSH

Existing containers:

Container	Description	Collection Class	Special Handling	Order	Specimen Type	Collection Date/Time	
<input checked="" type="checkbox"/>	A	4 mL PST4	LA REF Chem	(None)	K, BUN GL	Blood	10/29/2021 9:00 AM

Show all containers

Create new containers

Recommended containers:
6 mL GLD6, SWL REF AChem

OK Cancel

15. Uncheck the box for the existing container and check the box to create new container.

Department Order Entry - Accession Add On

Client: Kaiser Permanente SCAL Region

Demographics
 Name: TEST, TEST
 Admitted: 8/19/2021 12:00 AM
 Sex: Male
 MRN: 22110145
 Discharged: 8/24/2021 11:59 PM
 Age: 41 years
 Acct Nbr: 82741314
 DOB: 6/7/1980

Accession number: 2-21-302-000040 Orderable: TSH

Select Container - TSH

Existing containers:

Container	Description	Collection Class	Special Handling	Order	Specimen Type	Collection Date/Time	
<input type="checkbox"/>	A	4 mL PST4	LA REF Chem	(None)	K, BUN GL	Blood	10/29/2021 9:00 AM

Show all containers

Create new containers

Recommended containers:
6 mL GLD6, SWL REF AChem

OK Cancel

Uncheck Existing Containers box

Check Create new containers box

Manual Orders and Specimens Received from Skilled Nursing Facilities

- A. Make sure the correct specimen receive location is selected.
- B. Check the container type that is recommended and click **OK**. The Select Container screen will disappear, user will see the Accession Add On screen again.

Existing containers:

Container	Description	Collection Class	Special Handling	Order	Specimen Type	Collection Date/Time
A	4 mL PST4	LA REF Chem	(None)	K, BUN GL	Blood	10/29/2021 9:00 AM

Show all containers
 Create new containers

Collection date and time: 10/29/2021 9:00 AM
 Specimen receive location: LA MC Login

Container type:

Container T...	Collecti...	Specia...
<input checked="" type="checkbox"/> 6 mL GLD6	SWL R...	(None)

OK Cancel

16. At the Accession Add On screen, click **Submit** if no additional orders to be added.

Client: Kaiser Permanente SCAL Region

Demographics
 Name: TEST, TEST MRN: 22110145 Act Nbr: 82741314
 Admitted: 9/19/2021 12:00 AM Discharged: 8/24/2021 11:59 PM
 Sex: Male Age: 41 years DOB: 6/7/1980 Attending:

Accession number: 2-21-302-000040 Orderable: TSH Container: -6 mL GLD6, SWL REF AChem

Specimen type: Blood Collection priority: ST Nurse collect: Collected: Collection date and time: 10/29/2021 0900 Collected by: IPB Collection method: Venous Draw

Specimen received date and time: 10/29/2021 1540 Specimen receive location: LA MC Login Specimen received by: Print label Y/N: Label printer: sc030 Order for future visit: Performing Location: LA SInArea

Add **Submit**

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

TEST, TEST
 MRN: 22110145
 Birth Date: 6/7/1980
 Order comment:

Orders between 9/29/2021 and 10/29/2021

Collect Date	Accession	Order	Specimen	Priority	Status
10/29/2021 9:00 AM	2-21-302-000040	BUN GL	Blood	ST - Stat	In-Lab
10/29/2021 9:00 AM	2-21-302-000040	K	Blood	ST - Stat	In-Lab
10/29/2021 9:00 AM	2-21-302-000040	TSH	Blood	ST - Stat	Collected

Manual Orders and Specimens Received from Skilled Nursing Facilities

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

The screenshot shows the 'Container Inquiry' interface in PathNet. At the top, the patient name 'TEST, TEST' is displayed along with their ID '22110145' and age '41 years'. Below this, there is a search bar for 'Accession number' with the value '2-21-302-000040' and a 'Retrieve' button. The main part of the interface is a table with three columns: 'Comment', 'Container', and 'Orders'.

Comment	Container	Orders
	A 4 mL PST4	K (ST) BUN GL (ST)
	B 6 mL GLD6	TSH (ST)

Repeat steps 1 through 16 if additional specimen types have been received (i.e. Urine).

Signature Manifest

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All dates and times are in Pacific Standard Time.

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Initial Approval

Name/Signature	Title	Date	Meaning/Reason
Janice Wolf (K119893)	Director Operations Area Lab	11 Nov 2021, 02:23:59 PM	Approved

Operations Director Approval

Name/Signature	Title	Date	Meaning/Reason
Janice Wolf (K119893)	Director Operations Area Lab	11 Nov 2021, 02:24:14 PM	Approved

Medical Director Approval

Name/Signature	Title	Date	Meaning/Reason
Sony Wirio (A478893)	Pathologist, Medical Director	03 Jan 2022, 10:18:49 AM	Approved