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Accessioning Manual Outpatient Laboratory Orders from Skilled Nursing Facility (SNF) and Home Health

Purpose	This procedure provides instructions on how to accession manual outpatient laboratory orders from Skilled Nursing Facilities (SNF) and Home Health via Requisition Order Entry (ROE) in Cerner.
Scope	This procedure is intended for all users.
Background	Cerner Remote Report Distribution (RRD) provides the ability to send a report to a remote location through fax or Kaiser network printer. Accessioning is performed via Requisition Order Entry (ROE). Fax result report is triggered upon completion of the test. A successful transmission of the fax result report is indicated by the Transmitted fax status in Report Request Maintenance.
Policy	<ul style="list-style-type: none"> • Requisition Order Entry (ROE) is used to accession manual outpatient laboratory orders from Skilled Nursing Facilities and Home Health only. • Must select the right SNF location/unit during accessioning for the result to be faxed to the right facility. • Monitoring of fax status must be performed at least daily via Report Request Maintenance to ensure timely remediation of any failed fax result reports to Skilled Nursing Facilities.
Safety or Special Safety Precautions	Refer to the safety manual for general safety requirements.
Before you begin	<p>Add the following apps to your App Bar (refer to SOP and Job Aid SCPMG LIS – 0055 Customizing the Cerner AppBar and SCPMG LIS – 0104 Customizing the Cerner AppBar)</p> <ul style="list-style-type: none"> o OSM Requisition Order Entry to your App Bar  o Report Request Maintenance 

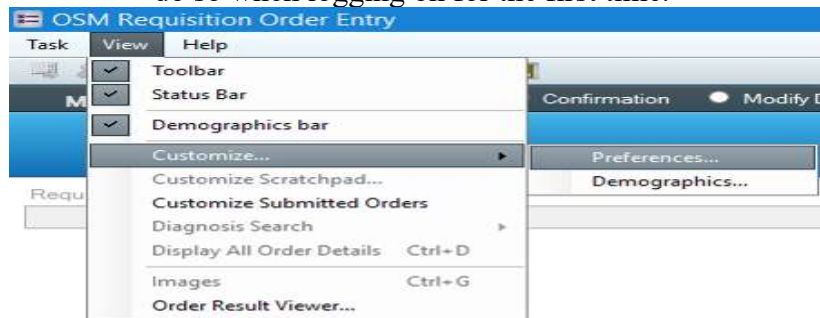
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Accessioning Manual Outpatient Laboratory Orders from Skilled Nursing Facility (SNF) and Home Health

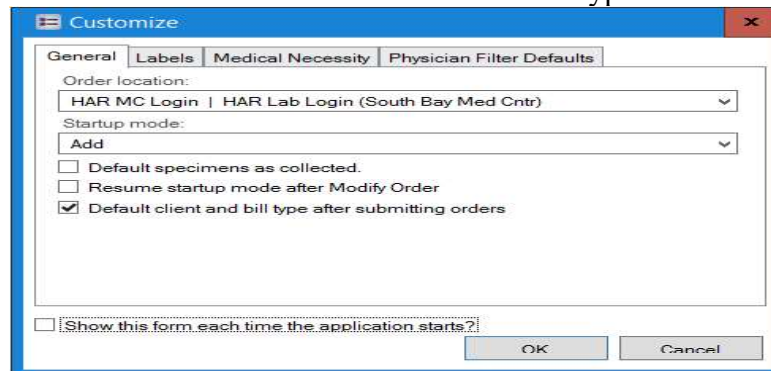
Customizing ROE Preferences

Customize ROE preferences (*this only needs to be done once when accessioning your first patient*).

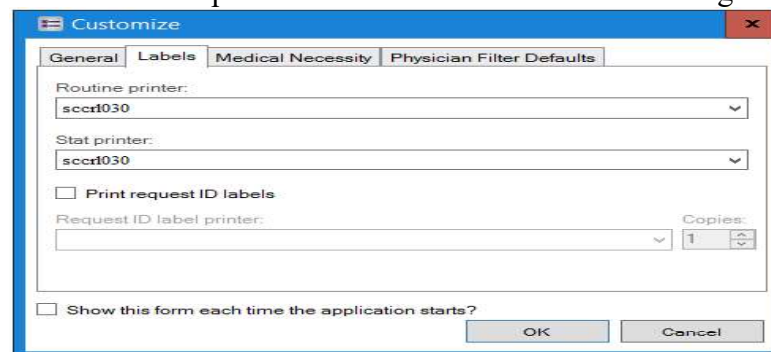
- Launch ROE
- Go to **View > Customize > Preferences** if not already prompted to do so when logging on for the first time.



- Under General tab –
 - Select your medical center login location as the Order location.
 - Uncheck Default specimens as collected.
 - Uncheck Resume startup mode after Modify Order.
 - Check Default client and bill type after submitting orders.



- Under Labels tab – select the designated label printer ID for both the Routine and Stat printer. This is the printer where collection labels will print when ROE is used for accessioning. When done, click OK.



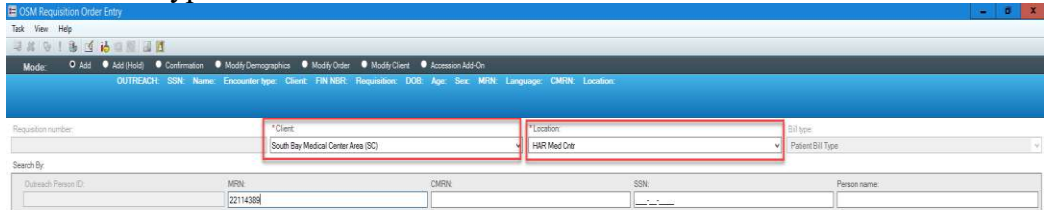
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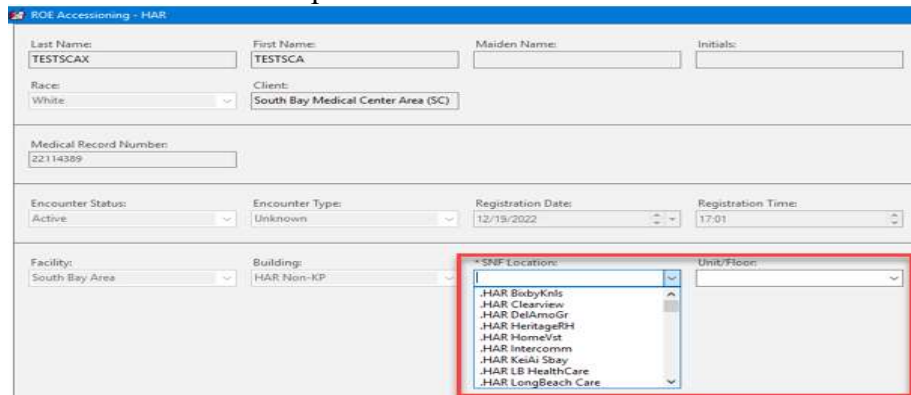
Customizing Scratchpad

Customize Scratchpad (*this only needs to be done once when accessioning your first patient*).

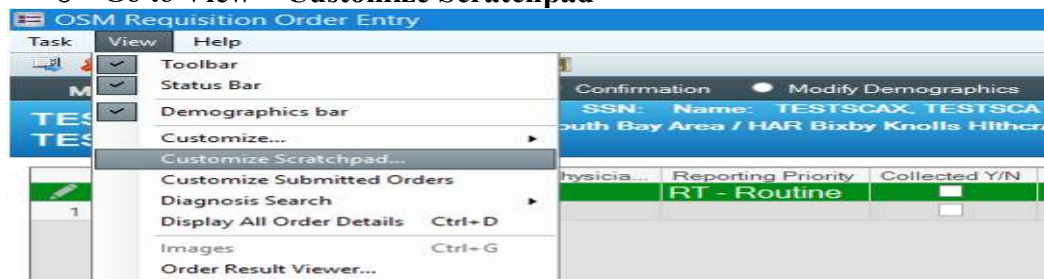
- Launch ROE
- At the ROE screen, customize the scratchpad by selecting Client and Location from drop down and hit Enter.
- Type in MRN# and hit Enter.



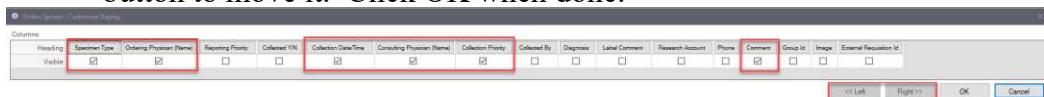
- Once patient's record displays, use the drop down to select the SNF location/unit where the patient is at.



- Go to View > Customize Scratchpad



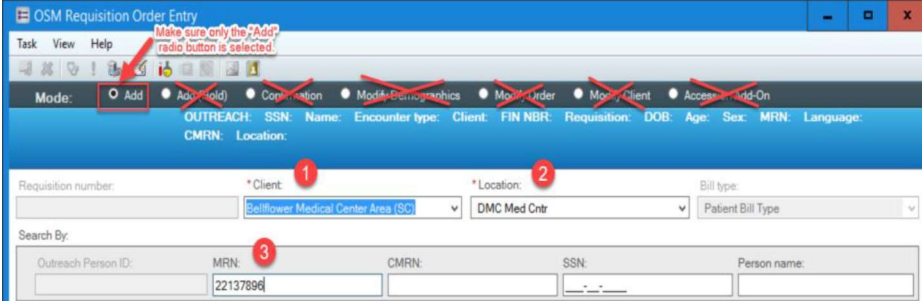
- Once the **Orders Spread: Customize Display** window appears, make sure only Specimen Type, Ordering Physician, Collection Priority, Collection Date/Time, Comments, and Consulting Physician are checked. Uncheck all others. If user wants to put the headers in a specific order, click on the header then click on the << Left or Right >> button to move it. Click OK when done.



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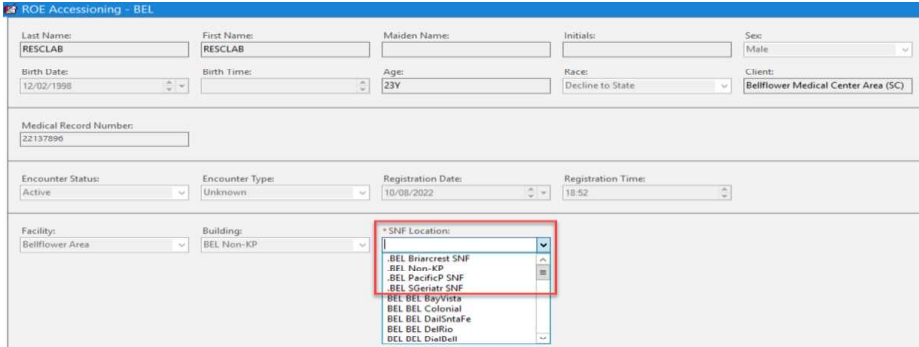
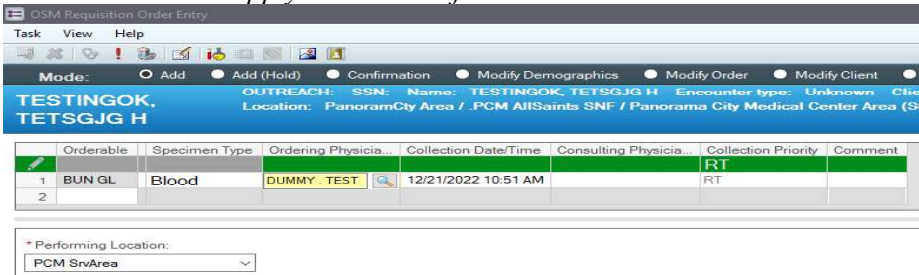

Accessioning in ROE

Step	Action																														
1	<p>Launch ROE and select from drop down or enter 1) Client, 2) Location, 3) MRN#. Hit Enter key when done.</p>  <p>Note: Selecting a Client and its associated location other than what's listed below will generate a pop up error message and accessioning will not be allowed to proceed.</p> <table border="1" data-bbox="537 842 1453 1476"> <thead> <tr> <th>Client</th> <th>Location</th> </tr> </thead> <tbody> <tr> <td>Antelope Valley Medical Center Area</td> <td>● AVM Antelope Vly MOB-2</td> </tr> <tr> <td>Bakersfield Medical Center Area</td> <td>● SKD Stockdale</td> </tr> <tr> <td>Baldwin Park Medical Center Area</td> <td>● BPK Med Cntr</td> </tr> <tr> <td>Bellflower Medical Center Area</td> <td>● DMC Med Cntr</td> </tr> <tr> <td>Fontana Medical Center Area</td> <td>● FON Med Cntr</td> </tr> <tr> <td>OC Anaheim Medical Center Area</td> <td>● OCA Med Cntr</td> </tr> <tr> <td>OC Irvine Medical Center Area</td> <td>● OCI Med Cntr</td> </tr> <tr> <td>Panorama City Medical Center Area</td> <td>● PCM Med Cntr</td> </tr> <tr> <td>Riverside Medical Center Area</td> <td>● RIV Med Cntr</td> </tr> <tr> <td>San Diego Medical Center Area</td> <td>● SD Med Cntr</td> </tr> <tr> <td>South Bay Medical Center Area</td> <td>● HAR Med Cntr</td> </tr> <tr> <td>Sunset Medical Center Area</td> <td>● LA Med Cntr</td> </tr> <tr> <td>West Los Angeles MC Area</td> <td>● WLA Med Cntr</td> </tr> <tr> <td>Woodland Hills Medical Center Area</td> <td>● WOD Med Cntr</td> </tr> </tbody> </table>	Client	Location	Antelope Valley Medical Center Area	● AVM Antelope Vly MOB-2	Bakersfield Medical Center Area	● SKD Stockdale	Baldwin Park Medical Center Area	● BPK Med Cntr	Bellflower Medical Center Area	● DMC Med Cntr	Fontana Medical Center Area	● FON Med Cntr	OC Anaheim Medical Center Area	● OCA Med Cntr	OC Irvine Medical Center Area	● OCI Med Cntr	Panorama City Medical Center Area	● PCM Med Cntr	Riverside Medical Center Area	● RIV Med Cntr	San Diego Medical Center Area	● SD Med Cntr	South Bay Medical Center Area	● HAR Med Cntr	Sunset Medical Center Area	● LA Med Cntr	West Los Angeles MC Area	● WLA Med Cntr	Woodland Hills Medical Center Area	● WOD Med Cntr
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2	<p>Once SNF Registration window appears:</p> <ul style="list-style-type: none"> ➤ Select the appropriate SNF location or Home Visit if accessioning manual orders from Home Health. ➤ Select the appropriate Unit/Floor if applicable. ➤ Click OK <p>Note:</p> <ul style="list-style-type: none"> ● If a SNF location has an associated unit/floor, user must select the applicable unit/floor before system allows the user to proceed. ● To see other SNF locations from a different medical center, that medical center must be selected as the Client and Location in the first ROE screen. 																														

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Accessioning Manual Outpatient Laboratory Orders from Skilled Nursing Facility (SNF) and Home Health

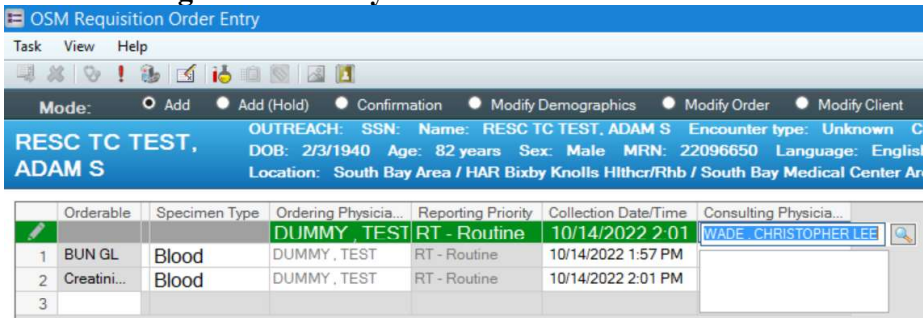
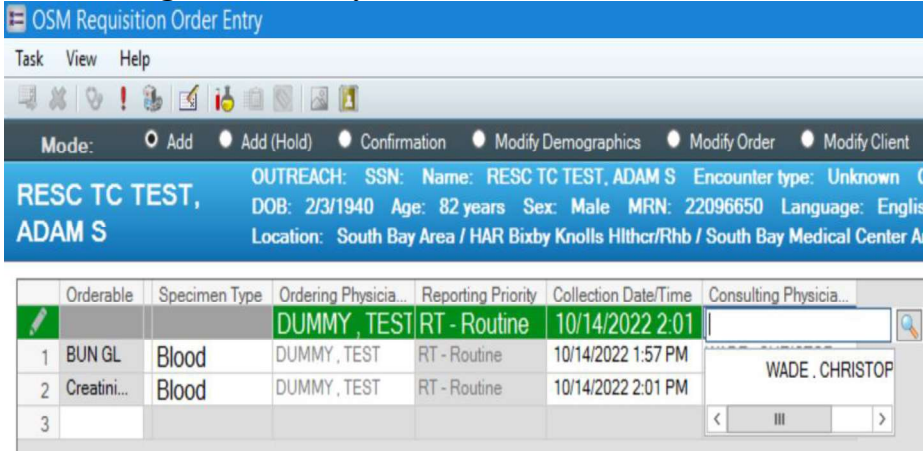
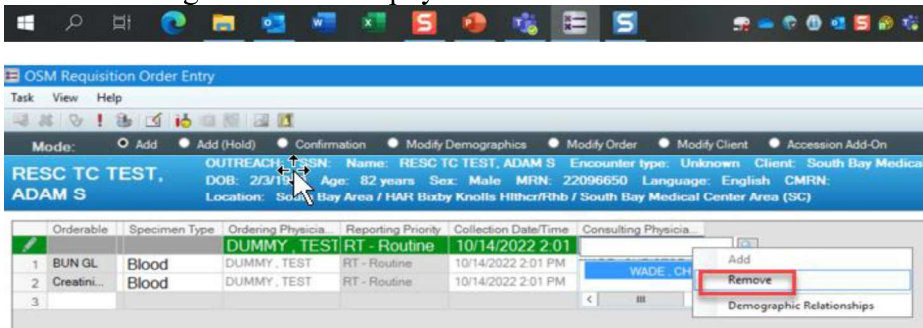
Accessioning in ROE, *Continued*

Step	Action
3	<p>All active SNF locations for the selected Client and Location will appear on top of the list and begin with a dot “.” in front. Any SNF locations without the dot “.” in front is not an active location and should not be selected. IT IS IMPERATIVE TO SELECT THE RIGHT SNF LOCATION IN ORDER FOR THE RESULT REPORT TO BE FAXED TO THE RIGHT FACILITY.</p> 
4	<p>At OSM Requisition Order Entry screen, enter the following:</p> <ul style="list-style-type: none"> ➤ Orderable ➤ Performing Location (Accessioning Location) ➤ Ordering Physician ➤ Specimen Type if applicable ➤ Consulting Physician (cc provider) if applicable. Refer to section on how to add consulting physician (cc provider). ➤ Comments if applicable. Refer to section on how to add comment. ➤ Collection Priority is defaulted to Routine, change it if applicable. <p>Note: Leave Collection Date/time as it is defaulted. Performing Location (Accessioning Location) must be entered with each orderable. Ordering Physician, Collection Priority, Consulting Physician (cc provider), and Comment entered into the green Common Row will auto-populate the column. DO NOT enter comment in the green Common Row if the comment does not apply to the rest of the tests in the column.</p> 
5	<p>Repeat step 4 in row 2 to add more orderables. When done, click the Save icon . Collection labels will print. Label, log in, and process specimens per established procedures.</p>

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Accessioning Manual Outpatient Laboratory Orders from Skilled Nursing Facility (SNF) and Home Health

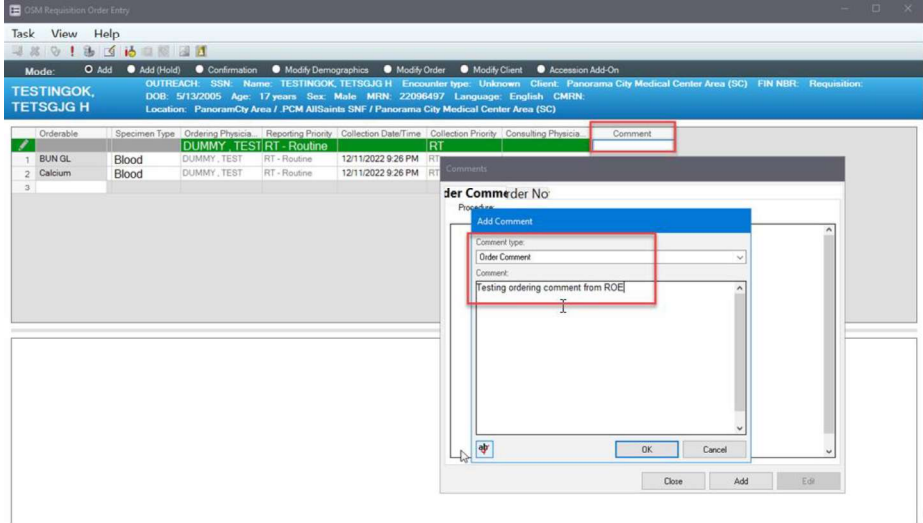
Adding Consulting Physician (cc provider)

Step	Action
1	<p>To add a Consulting Physician (cc provider):</p> <ul style="list-style-type: none"> ➤ Double click on the green common row of the Consulting Physician field ➤ Enter physician name and click magnifying class to search ➤ Once the physician has been selected, hit Enter. User must hit Enter in order to retain the Consulting Physician (cc provider) in the field. <p>Before hitting the Enter key:</p>  <p>After hitting the Enter key:</p> 
2	<p>To remove the Consulting Physician (cc provider):</p> <ul style="list-style-type: none"> ➤ Double click on the consulting physician/cc provider name, then right click on the physician’s name and select “Remove” 

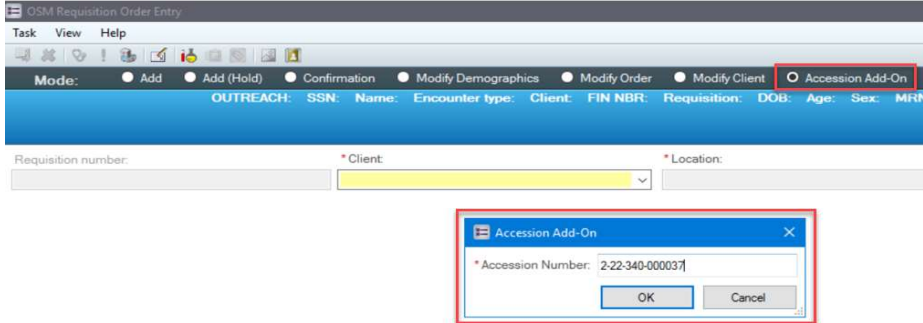
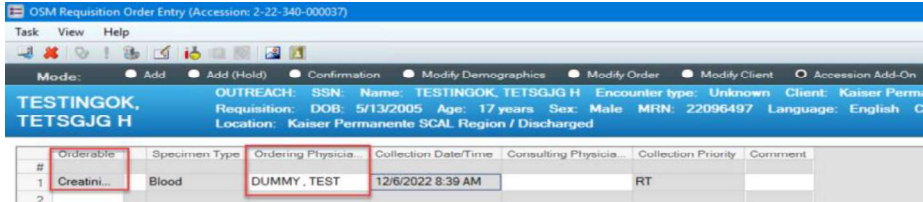
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Accessioning Manual Outpatient Laboratory Orders from Skilled Nursing Facility (SNF) and Home Health

Adding Comment to the Orderable

Step	Action
1	<p>Click on the comment field, then click Add. It will allow you to add Order Comment or Order Note.</p> <p>Note: <i>Order Comment transmit and visible on patient's chart. Order Note does not. DO NOT enter comment in the green common row if the comment does not apply to the rest of the tests in the column.</i></p> 

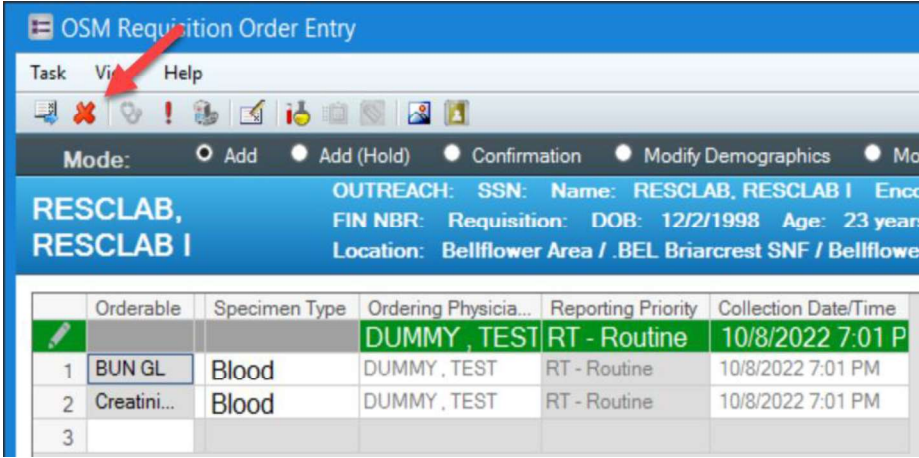
Accession Add On in ROE

Step	Action
1	<p>Launch ROE and select Accession Add On. When Accession Add On window appears, enters the accession# then click OK.</p> 
2	<p>Enter the orderable to be added and the Ordering Physician. Enter Consulting Physician (cc provider) and Comment if applicable. Click Save when done.</p> 


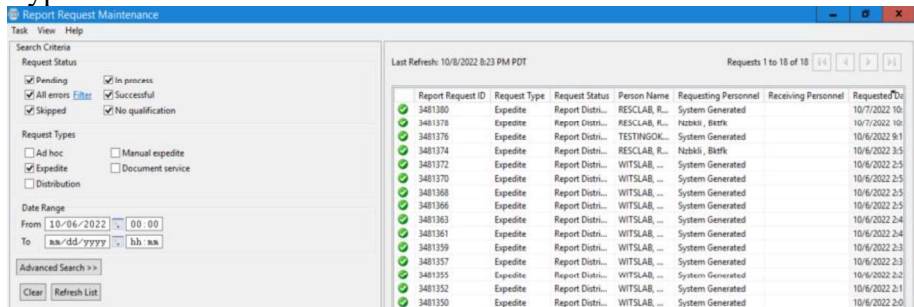
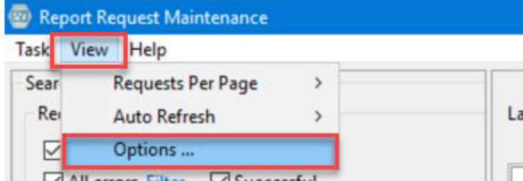
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Accessioning Manual Outpatient Laboratory Orders from Skilled Nursing Facility (SNF) and Home Health

Delete an Orderable

Step	Action																				
1	<p>To delete an orderable, click on the orderable and then click the red “X” button</p>  <table border="1"> <thead> <tr> <th>Orderable</th> <th>Specimen Type</th> <th>Ordering Physicia...</th> <th>Reporting Priority</th> <th>Collection Date/Time</th> </tr> </thead> <tbody> <tr> <td>1 BUN GL</td> <td>Blood</td> <td>DUMMY, TEST</td> <td>RT - Routine</td> <td>10/8/2022 7:01 PM</td> </tr> <tr> <td>2 Creatini...</td> <td>Blood</td> <td>DUMMY, TEST</td> <td>RT - Routine</td> <td>10/8/2022 7:01 PM</td> </tr> <tr> <td>3</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Orderable	Specimen Type	Ordering Physicia...	Reporting Priority	Collection Date/Time	1 BUN GL	Blood	DUMMY, TEST	RT - Routine	10/8/2022 7:01 PM	2 Creatini...	Blood	DUMMY, TEST	RT - Routine	10/8/2022 7:01 PM	3				
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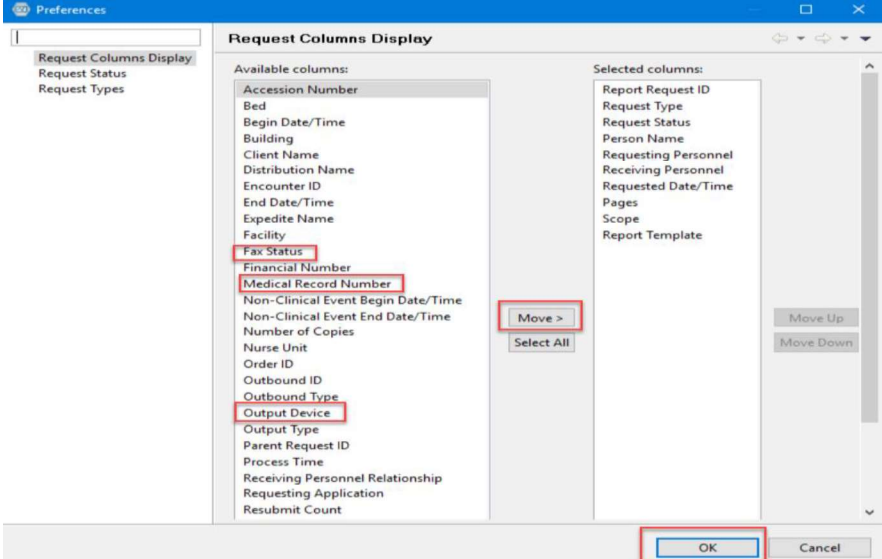
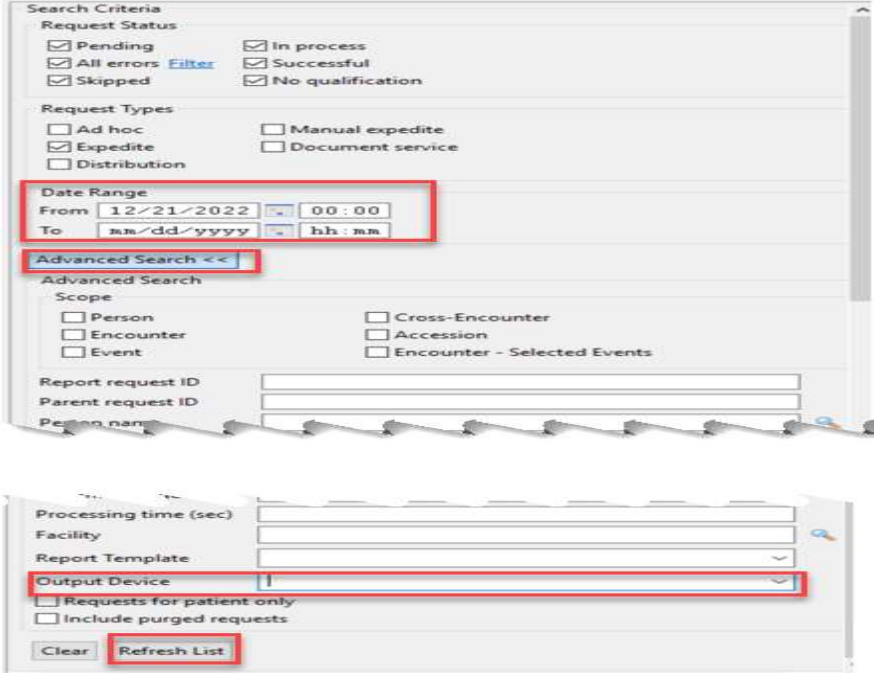
Monitoring Fax Status via Report Request Maintenance

Step	Action
1	<p>Launch Report Request Maintenance </p>
2	<p>Check off all Request Status and check off Expedite under Request Type. Click Refresh List.</p> 
3	<p>User may add additional columns of information by clicking on View, then Options</p> 

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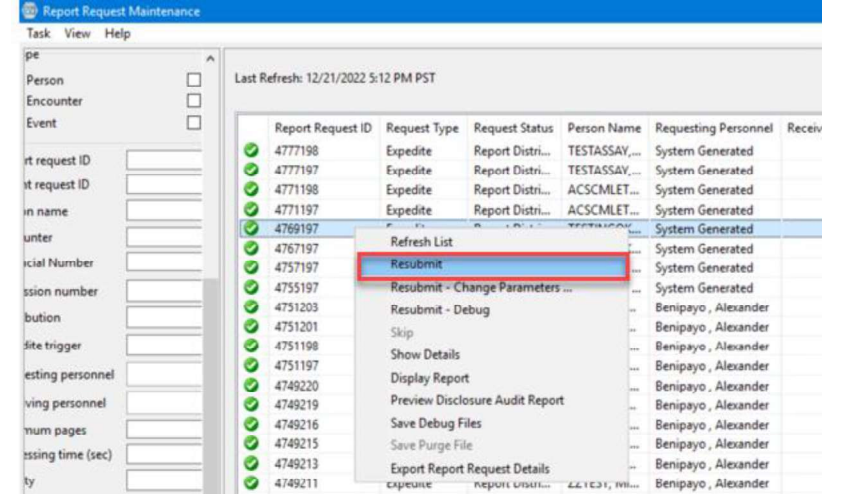
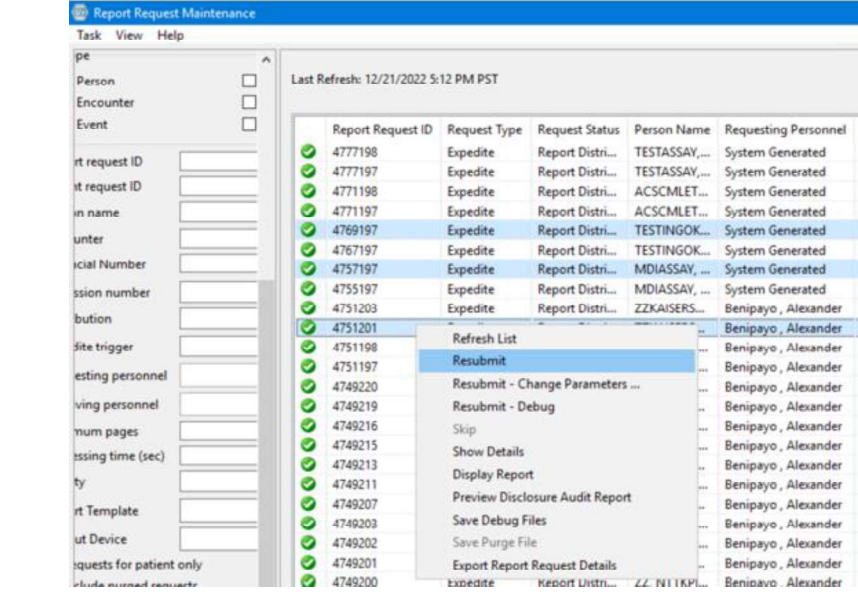
Monitoring Fax Status via Report Request Maintenance, continued

Step	Action
4	<p>Select from the Available columns (i.e. Fax Status, Medical Record Number, and Output Device) and click Move > button to the Selected columns. Click OK when done.</p> <p>Note: Unfortunately the selections do not hold when user log off Cerner. User will need to reselect when log back in.</p> 
5	<p>User may filter further by:</p> <ul style="list-style-type: none"> ➤ Date Range ➤ Output Device (SNF location) through Advance Search 

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Accessioning Manual Outpatient Laboratory Orders from Skilled Nursing Facility (SNF) and Home Health

Resubmit a single or multiple Faxes

Step	Action
1	<p>Right click on the desired report request ID then select Resubmit.</p> 
2	<p>To resubmit multiple report request IDs, hold down the CTRL key and click on each of the desired report request ID, then right click and select Resubmit.</p> 

Author(s) Marian Azuma, CLS

Signature Manifest

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Effective Date: 12 Jan 2023

All dates and times are in Pacific Standard Time.

Accessioning Manual Outpatient Laboratory Orders from Skilled Nursing Facility (SNF) and Home Health

Initial Approval

Name/Signature	Title	Date	Meaning/Reason
Jay Raymund Castaneto (K258559)	Assistant Lab Director	06 Jan 2023, 09:13:06 AM	Approved

Operations Director Approval

Name/Signature	Title	Date	Meaning/Reason
Janice Wolf (K119893)	Director Operations Area Lab	10 Jan 2023, 02:15:44 PM	Approved

Medical Director Approval

Name/Signature	Title	Date	Meaning/Reason
Sony Wirio (A478893)	Pathologist, Medical Director	10 Jan 2023, 03:40:06 PM	Approved