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Accessioning Manual Outpatient Laboratory Orders from Skilled Nursing Fac

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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	 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	 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) o OSM Requisition Order Entry to your App Bar o Report Request Maintenance

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

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

- o Launch ROE
- Go to **View** > **Customize** > **Preferences** if not already prompted to 0 do so when logging on for the first time.



- Under General tab 0
 - 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.

HAR N	IC Login	HAR Lab Login (S	outh Bay Med Cntr)	~
Startup	mode:			
Add				~
⊡ Resi ☑ Defa	ume start ault client	up mode after Modif and bill type after su	y Order bmitting orders	

Under Labels tab – select the designated label printer ID for both the 0 Routine and Stat printer. This is the printer where collection labels will print when ROE is used for accessioning. When done, click OK.

General	Labels	Medical Necessity	Physician Filter Defaults	
Routine	printer:			
sccr1030)			~
Stat prin	ter:			
sccr1030)			~
Reques	ID label	printer:		Copies
	his form (each time the applica	ation starts?	
] Show t	ina ionni e			S

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

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

- o 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.

Mode: And And (Hold)	 Continuation Modify Demographics Modify Urb Continuation 	er Modity Litent Accession Add-Un	PUDV Lawform		
	t. SSN: Name: Encounter type: Client: HIN NBP	r: Hequisition: DUB: Age. Seic MHN: Language:	CMRN: Location:		
Regustion number	"Clerk	10	abon.	Bill Nos	
Requisition number	* Client. South Bay Medical Cente	er Area (SC)	tion: /Med Chtr	Bill type:	
Requisition number:	*Clent South Bay Medical Center	er Area (SC)	ation: Med Critr	Bil type V Patient Bil Type :	
Regulation number Search By Dubreach Ferson ID	"Client: South Bay Medical Center	er Area (SC)	ation: Med Dritr SSN:	Bill type: Patient Bill Type -	

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

TESTSCAX	The second se			
1	TESTSCA			
Races	Client:			
White	South Bay Medical Centr	er Area (SC)		
Medical Record Number				
Terre a la construcción de la co				
Encounter Status:	Encounter Type:	Registration Date:	Registration Tin	ne
Active	Unknown	12/15/2022	17:01	
Facility:	Building:	*SNF Location:	Unit/Floor	
South Bay Area	HAR Non-KP	- I	~	
		.HAR BodyKnis .HAR Clearview	_	
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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.

Columne																			
Heading	Specimen Type	Ordering Physician (Name)	Reporting Privity	Collected VIN	Collector Date/Time	Consulting Physician (Name)	Collection Priority	Collected By	Disprose	Label Commant	Research Account	Phone	Connert	Group Id	Inape	Esternal Requisition 1d			
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Accessioning Manual Outpatient Laboratory Orders from Skilled Nursing Facility (SNF) and Home Health

Accessioning in	Step	Action	1
ROE	1	Launch ROE and select from drop dow	n or enter 1) Client, 2) Location,
		3) MRN#. Hit Enter key when done.	
		OSM Requisition Order Entry Make sure only the Add? Tack View Help	- • ×
		Mode: • Add • Advised • Connection • Mode: • M	Monoration: ● Accession of On FIN NBR: Requisition: DOB: Age: Sex: MRN: Language:
		CMRN: Location:	•
		Requisition number: *Client *Client *Loca	tion: 2 Bill type: Med Cotr Patient Bill Type
		Search By.	raiencum type *
		Outreach Person ID: MRN: 3 CMRN:	SSN: Person name:
		Note: Selecting a Client and its associa	ated location other than what's
		listed below will generate a pop up error	or message and accessioning
		will not be allowed to proceed.	6 6
		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	WOD Med Cntr
		Area	
	2	Once SNF Registration window appear	
		Select the appropriate SNF loca	ation or Home Visit if
		Select the appropriate Unit/Flo	or if applicable
		Click OK	or it applicable.
		Note:	
		• If a SNF location has an associated	l 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 in	Step	Action
ROE, Continued	3	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.
		Induction Induction Birth Date: Birth Time: Age: Race: Clinit: 12/02/1998 Image: Race: Clinit: Birth Date: Birth Date: <tr< th=""></tr<>
		Enclosed status Enclosed rype registration take Active Unknown 1000/2022 0 Facility: Building: 1552 Beilflower Area BEL Non-KP I BEL Pacify State BEL Non-KP BEL Pacify F BEL Brarcett SNF BEL Brarcett SNF BEL Brarcett SNF BEL Brarcett SNF BEL Brarcett SNF BEL Brarcett SNF BEL BL
	4	 At OSM Requisition Order Entry screen, enter the following: 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. <u>Note:</u> 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.
		Add (Hold) Add (Hold) Add (Hold) Modify Demographics Modify Order Modify Client OUTREACH: SSN: Name: TESTINGOK, TETSGJGH OUTREACH: SSN: Name: TESTINGOK, TETSGJGH Encounter type: Unknown Clie Location: PanoramCty Area / PCM AllSaints SNF / Panorama City Medical Center Area (St TETSGJGH Orderable Specimen Type Ordering Physicia Collection Date/Time Consulting Physicia Collection Priority Comment I BUN GL Blood DUMMY.TEST 12/21/2022 10:51 AM RT Performing Location: PCM SrxArea
	5	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.

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



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Delete an	Step	Action	
Orderable	1	To delete an orderable, click on the orderable and then click the red	
		"X" button	
		E OSM Requisition Order Entry	
		Task Vin Help	
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		Mode: 🔍 Add 🔍 Add (Hold) 🔍 Confirmation 🔍 Modify Demographics 🔍 Mo	þ
		RESCLAB, OUTREACH: SSN: Name: RESCLAB, RESCLAB Enc.	
		RESCLAB I Location: Bellflower Area / .BEL Briarcrest SNF / Bellflower	8
		Orderable Specimen Type Ordering Physicia, Reporting Priority Collection Date/Time	i.
		DUMMY , TEST RT - Routine 10/8/2022 7:01 P	
		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	

Status via	Step	Action
Report Request Maintenance	1	Launch Report Request Maintenance
	2	Check off all Request Status and check off Expedite under Request
		I ype. Click Keiresh List. ■ Report Request Maintenance Tak View Heip
		Securit Status Requests 1 to 18 of 18 if i i i i i i i i i i i i i i i i i i
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		Date Range 341366 Expedite Report Distri WTSLAB System Generated 106/2022.55 From 10/06/2022.55 00.00 3481363 Expedite Report Distri WTSLAB System Generated 106/2022.54 To Inar/dd/ryyyy hh: na System Generated 106/2022.44 106/2022.44 106/2022.44 106/2022.44 106/2022.44 106/2022.44 106/2022.44 106/2022.44 106/2022.44 106/2022.24 106/2022.24 106/2022.24 106/2022.44 106/2022.24 106/2022.24 106/2022.24 106/2022.24 106/2022.24 106/2022.24 106/2022.24 106/2022.24 106/2022.24 106/2022.24 106/2022.24 106/2022.24 106/2022.24 106/2022.24 106/2022.24 106/2022.24 106/2022.24 106/2022.24 106/2022.25 106/2022.24 106/2022.24 106/2022.24 106/2022.24 106/2022.25 106/2022.24 106/2022.24 106/2022.24 106/2022.24 106/2022.24 106/2022.24 106/2022.24 106/2022.24 106/2022.24 106/2022.24 106/2022.24 106/2022.24 10
		Advanced Search >> Specific & Report Distrin. WTSLAB,
	3	User may add additional columns of information by clicking on View,
		Report Request Maintenance
		Task View Help
		Sear Requests Per Page > Rei Auto Refresh > La
		Options

Monitoring Fax	Step	Action
Status via Report Request Maintenance, continued	4	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. <u>Note:</u> Unfortunately the selections do not hold when user log off Cerner. User will need to reselect when log back in.
		Preferences
		Request Columns Display Request Columns Request Status Available columns: Request Status Accession Number Bed Begin Date/Time Building Client Name Client Name Request Status Person Name Request Gate/Time Expedite Name Request Gate/Time Expedite Name Request Gate/Time Expedite Name Request Columnse Facility Financial Number Mone/Clinical Event Begin Date/Time Report Template Number of Copies Number of Copies Nurse Unit Select All Outbound ID Outbound D Outbound D Outbound D Output Type Output Type Output Type Parent Request ID
		Process Time Receiving Personnel Relationship Requesting Application Perschemic Court
		Kesubmit Count V
	5	User may filter further by: > Date Range > Output Device (SNF location) through Advance Search Search Criteria Request Status Pending In process Skipped No qualification Request Types Ad hoc Distribution Dete Range From 12/21/2922 bhb mm Advanced Search Scope Person Cross-Encounter Encounter - Selected Events Report request ID Perent request ID Perent request ID Perent request ID
		Processing time (sec) Facility Report Template Output Device Requests for patient only Include purged requests Clear Refresh List

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SCPMG Laboratory Systems Laboratory Informatics Procedure

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

	Step				AC	uon				
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		Encounter								
		Event 🗌		Report Request ID	Request Type	Request State	Person Na	me Requestin	g Personnel	Receiv
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		ving personner		4749219	Save Debug	Files		Benipayo	, Alexander	
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Author(s)

Marian Azuma, CLS

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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