|  |  |
| --- | --- |
| **Step** | **Action** |
| **Note** | **Clinical Laboratory Scientists**  |
| **1** | CLS will receive STAT sample with KRMS -SO printout from the Lab Assistant.Assign a unique downtime pink label per sample type per analyzer. Note: Downtime pink labels are printed in pairs:* Place 1 label for the blood tube (CBC, Coagulation or Chemistry)
* The remaining label is for the KRMS - SO printout.

Example: CBC + COAG + CHEMISTRYNote: * Samples from **Urgent Care** must be accompanied with a copy of KPHC-SOT printout.
* Samples from **Clinic Collect** must have a KPHC Lab Order printout.
 |
| **2** | For ESR, Flu, RSV, Wet Mount, and/or Urinalysis: * Initiate an *FPL - Temporary Laboratory Request and Report Form*.
* Assign a unique downtime pink label per sample type.
* Affix one downtime pink label on the formand the remaining adhere on the sample container.

See sample screen shot below: |
| **3** | Distribute specimen(s) for testing area. |

|  |  |
| --- | --- |
| Step | Action |
| **Note** | **Clinical Laboratory Scientists – Analytical (Automated Instruments)** |
| **4** | Enable printing of results on all analyzers. |
| **5** | Program testing on the analyzer using the information listed below:* Full Name (Last Name, First Name)
* Medical Record Number
* Downtime pink label – accession number
* Test(s) ordered by the Ordering Provider based on the KRMS-SO printout.
 |
| **6** | Load specimen(s) for testing. |

|  |  |
| --- | --- |
| **Step** | **Action** |
| **Note** | **Clinical Laboratory Scientists – Reporting Results** **(Automated Instruments)** |
| **7** | Obtain the printouts from the analyzers, review the results and write your NUID with Date & Time. Document critical result call on the instrument printout following established protocol. |
| **8** | Fax the instrument printout results to the Ordering Provider.  |
| **9** | After successful faxing, staple together the KRMS - SO printout and the instrument result printout. Organize the printouts alphabetically for recovery. |

|  |  |
| --- | --- |
| **Step** | **Action** |
| **Note** | **Clinical Laboratory Scientists – Reporting Results for *ESR, Flu, RSV, Wet Mount, and/or Urinalysis*** |
| **10** | Transcribe results on the *FPL -* *Temporary Lab Report Form.* |
| **11** | Fax results to the Ordering Provider. |
| **12** | Staple the KRMS - SO printout together with the *FPL - Temporary Lab Report Form.* Organize the printouts alphabetically for recovery. |

|  |  |
| --- | --- |
| **Step** | **Action** |
| **Note** | **Clinical Laboratory Scientists – Recovery** |
| **13** | Log on to Cerner |
| **14** | Go to Department Order Entry (DOE) |
| **15** | **For single test ordering**1. Enter MRN & press *Enter*. Select the most current admission date. Review the patient information on the screen if correct. If a pop-up box displays on screen, The Selected Encounter is in a Discharged Status, click *OK* button.

Verify that the *Client* box is defaulted to Kaiser *Permanente SCAL Region.*1. Order Test (i.e: CBC)
2. Select from the drop down the *Specimen Type*, (i.e: Blood)
3. Select “STAT” from the drop down of the *Collection Priority*.
4. Enter the correct *Collection date & time*.
5. Select “FPL SrvArea” from the drop down of the *Performing Location*.
6. Enter the name of Ordering Provider. Press Enter.
7. Mark the box *Nurse Collect,* if appropriate.
8. Scan the Downtime pink label in the box, *Manual Assign Accession.*
9. Click *Submit* button.
 |
| **16** | **For Multiple Chemistry orders (i.e: Electroytes, Glu , BUN & Creat).** 1. Enter MRN & press *Enter*. Review the patient information on the screen if correct. Select the most current admission date. If a pop-up box displays on screen, The Selected Encounter is in a Discharged Status, click *OK* button.

Verify that the *Client* box is defaulted to Kaiser *Permanente SCAL Region.*1. Order Test (i.e: Electrolytes). Press *Enter*.
2. Select from the drop down the *Specimen Type*, (i.e: Blood)
3. Select “STAT” from the drop down of the *Collection Priority*.
4. Enter the correct *Collection date & time*.
5. Select “FPL SrvArea” from the drop down of the *Performing Location*.
6. Enter the name of Ordering Provider. Press Enter and select accordingly.
7. Mark the box *Nurse Collect,* if appropriate.
8. Scan the Downtime pink label in the box, *Manual Assign Accession*. Downtime pink labels will have this pattern, X – XX- 455-XXXXXX.
9. Click *Add* button.
10. To order the next chemistry test (i.e: Glu), follow *step b.*

Most of the patient information will display on the screen; however, you must scan the same Downtime pink label for proper netting (i.e.2-18-455-000214) and click ***Add****.* Keep repeating *step 2)* up until all tests performed under the same accession number are ordered.1. Click *Submit* button.
 |
| **17** | Perform Specimen Log-In |
|  **18** | * Resend results to LIS from the analyzers (AU,Sysmex,Urinalysis,Stago, Access2 or/and iSED)
* For manual tests, proceed with ***Accession Result Entry (ARE)***

**Note:** All results that are manual entry, click *Performed* button followed by *Verified* button. |
|  **19** | Reconcile all orders by reviewing Cerner pending lists. |
|  **20** | Retain all downtime documents on site for 3 months (LAMC-PPP-0015) |

**The End**