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| **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 + CHEMISTRY    Note:   * 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. |

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| 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. |

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| **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. |

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| **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. |

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| **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**