**AMBULATORY ORDERS (MANUAL ORDERS FOR SKILLED NURSING FACILITIES / IPPG)**

LAB Staff accessions the manual order in KRMS using the KRMS CO accession function

* STAT – tests will be performed in Pasadena
* Routine – send specimen to LAMC

Process specimen for testing.

* Log in specimen
* Enter “SNF” as collector ID
* Enter collection date and time state on the manual form.

Lab staff affixes the label to the container.

Lab staff validates all tests on each label.

* Use the ordering provider for the add on.
* Reprints accession labels with added tests.

Using the accession numbers, go to CERNER DOE to add on other tests for each container.

LAB Staff validates that all collection labels are printed.

* Order one test per container (ex. PT and PTT, only order PT.)
* Use Auto Fax Mnemonic and FX sort group

LAB receives the manual (paper) order with specimen