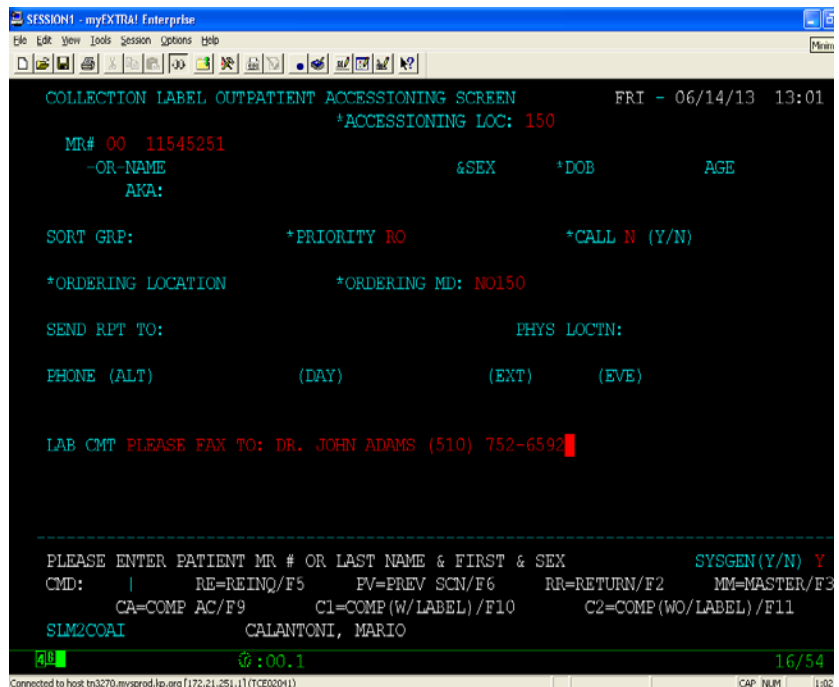


How to Accession Lab Orders from Outside Providers and Manage Associated In Basket Results

Please follow locally established policies and procedures regarding check in for laboratory encounter and accepting laboratory orders from Non-SCPMG (Outside) Providers. Laboratory Results from Affiliate Contracted Providers or Out-of-Area Kaiser Provider orders will now appear in an assigned KP HealthConnect Pool In Basket folder that will be managed by the lab staff. Laboratory staff will manually fax result(s) printed on a chartable report to the ordering provider and document this action using a result note from the In basket result message. Documentation will include provider name, date, time and fax number used.

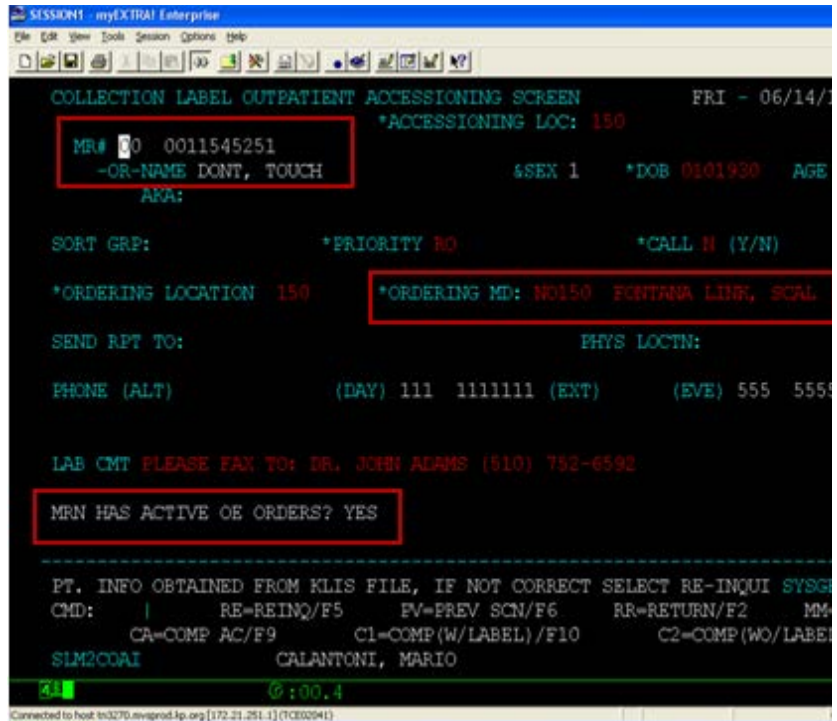
Upon receiving Outside Providers Laboratory Orders:

1. Lab staff logs onto KRMS and select the appropriate accessioning location and use CO=Outpatient Accessioning and:
 - a. Enter the patient’s MRN
 - b. Enter your assigned Outside Provider code in the “Ordering MD” field.
 - Note: your assigned Outside Provider code is in the format of 2 alpha (NO) plus the 3 digits accessioning location number (i.e. NO150 for Fontana)
 - c. Enter the Outside Provider’s Full name and Fax to: (Fax number) into Lab Comments.
 - d. Press enter and STOP. Verify the Patient’s MRN and Name for accuracy (Note that the assigned outside provider code expanded. In this example, it displays “FONTANA LINK, SCAL”)
 - e. Press Enter again to proceed and complete the accession



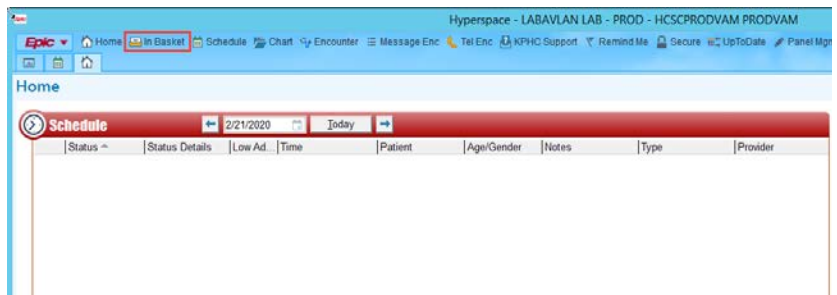
and print the collection labels.

2. Phlebotomist will collect the specimen and log in accession in Cerner.
3. CLS to perform testing and verify results.



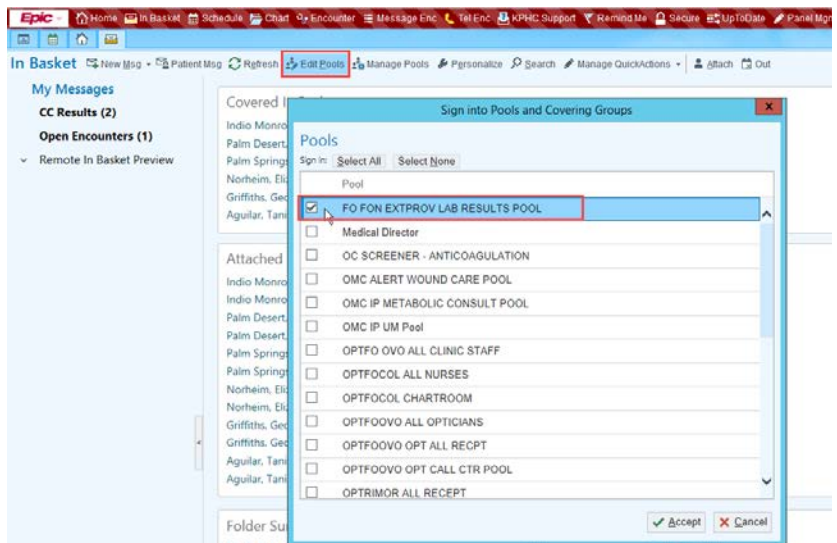
Managing In Basket Results:

1. Lab staff logs into KP HealthConnect and clicks on In Basket.
2. Click “Edit Pools” to ensure that the External Lab Results pool for your area is checked.

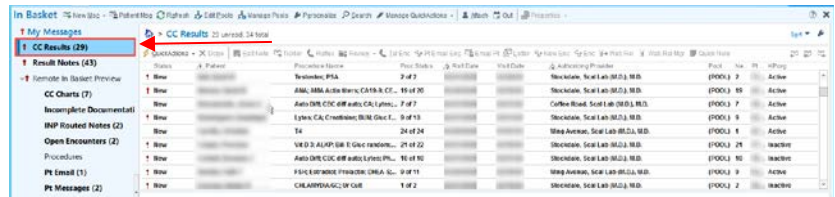


For example:

FO FON EXTPROV LAB RESULTS POOL



3. Click on “CC Results” folder.

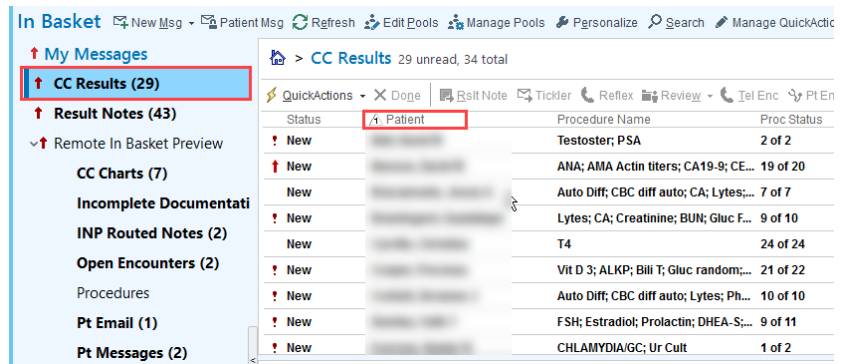


4. Turn off Auto Advance functionality by unchecking the box. This setting should remain so that when you go into In Basket again, it will already be unchecked.



5. Staff may put folder in alphabetical order by clicking on “Patient” column heading.

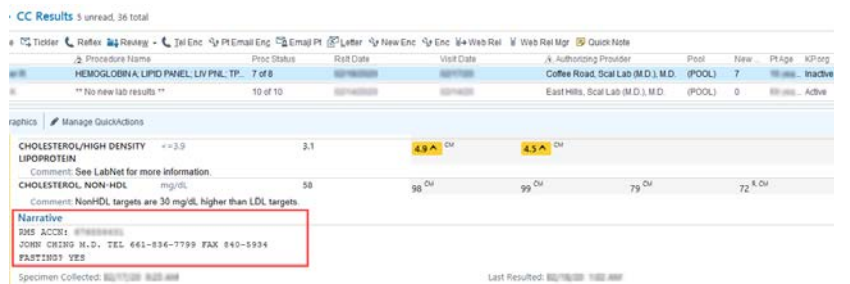
a. Select the patient to view results in Preview pane.



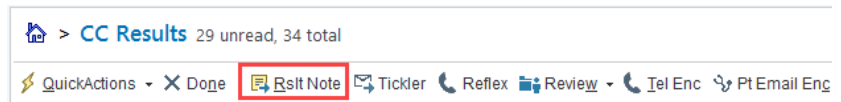
6. If result has not already printed, print the result from KPHC or Cerner:

a. Manually fax the results to the fax number noted during accessioning, retaining the fax receipt for Step 7.

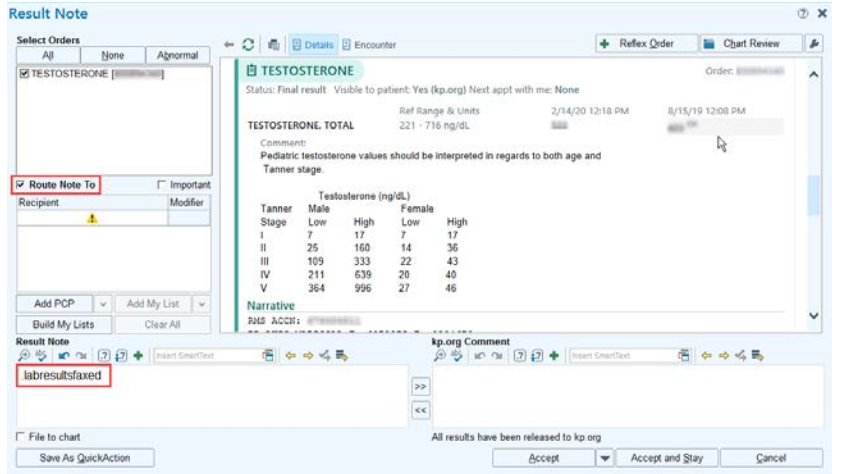
b. Validate that the result was faxed to correct number by comparing fax receipt number to number entered in the comments in the Narrative section.



7. Click “Result Note”.



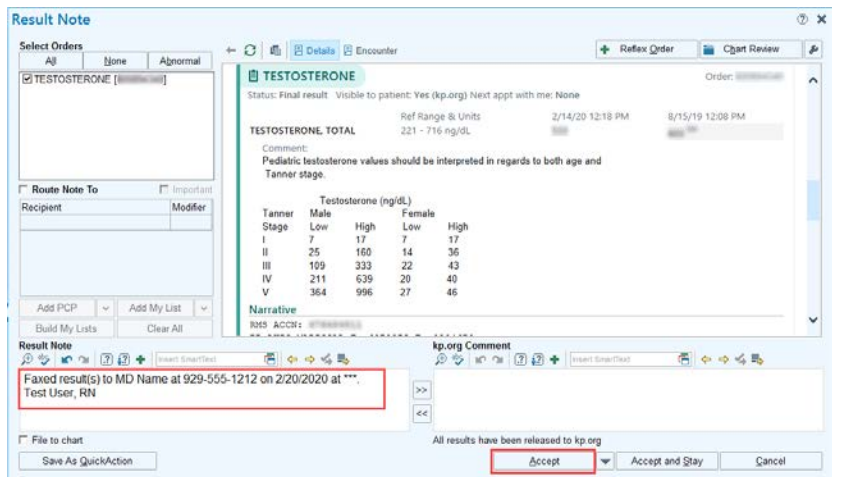
a. In Result Notes section, type **.labresultsfaxed**. (This will pull in a SmartPhrase).



b. Enter F2 from keyboard, this will take you to first wildcard (***) . Enter name of Physician result(s) was faxed to.

c. Enter F2 again, this will take you to second ***. Enter number(s) that result(s) was faxed to (from fax receipt).

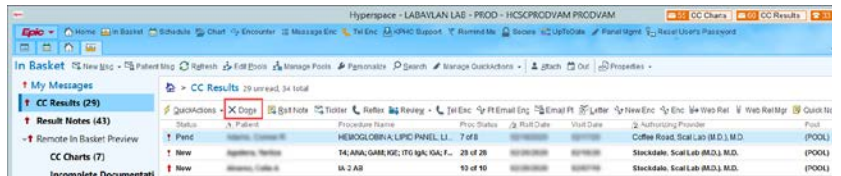
d. Enter F2 again, this will take you to the third ***. Enter time that result(s) was faxed. Today’s date will already be pre-populated along with your name.



e. Uncheck the “Route Note to” box

f. Click “Accept” to complete the Result Note.

8. From In Basket folder, click “Done” to complete and remove message from the In Basket folder. Clicking “Refresh” will remove it immediately.



9. Shred both paper results and fax receipt(s).