

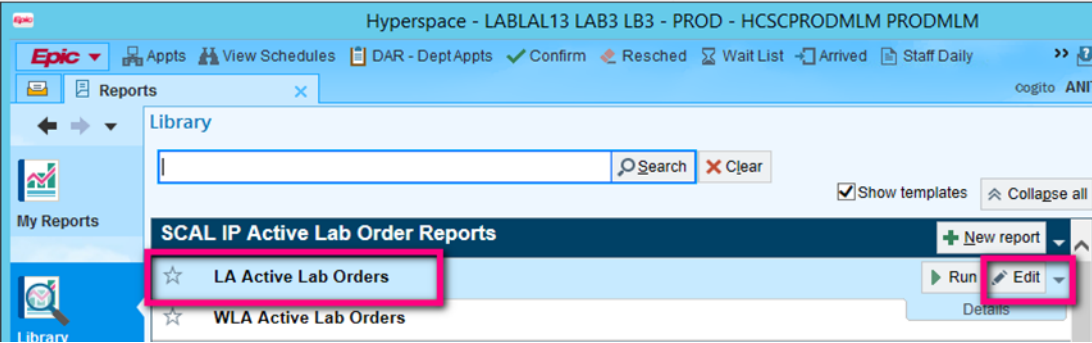
JOB AID FOR CERNER DOWNTIME - INPATIENTS

1. Centralized Command, Station 1 – for Support Staff

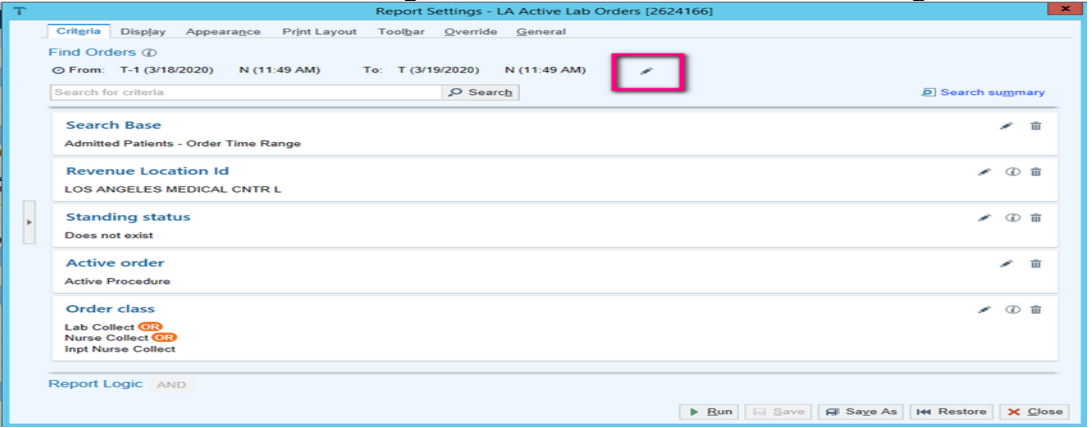
Step	Action
Notes:	<ul style="list-style-type: none"> This will be in the Clerical Area and tasks will be assigned to 2 Support staff. Station # 1 must have a copy of the Phlebotomist Log with floor assignments. Controller will be re-assigned in Station 1; forward calls to ext 3-4961.
1	Click <Regional Application Portal> icon.
2	Log-on to KPHC.
3	Click <EPIC> drop down.
4	Click <Reports>.
5	Click <My Reports>.
6	Click <Library> and the down arrow to expand “Types” under Filters.
7	Select < Clinical > under Types.
8	Once < Clinical > is selected, user will see a list of <SCAL IP Active Lab Order Reports>.
8 A	<p>Here are the screenshot for steps 3 – 7:</p> <p>The screenshot shows the Epic Hyperspace interface. The top navigation bar includes the Epic logo (circled in pink with a '3'), 'Appts', 'View Schedules', 'DAR - Dept Appts', 'Confirm', 'Resched', 'Wait List', 'Arrived', 'Staff Daily', 'Medi-Cal', 'Links', 'Print', and 'Log Out'. Below this is a search bar with the user name 'ANITA J CALALANG'. The main content area shows a 'Library' section with a search bar (circled in pink with a '5') and a 'My Reports' section. The 'My Reports' section lists 'SCAL IP Active Lab Order Reports' (circled in pink with a '6'), 'LA Active Lab Orders', 'WLA Active Lab Orders', 'SCAL IP Blood Management Report', and 'IP LA - Patients Declining Blood Product'. On the right side, there is a 'Filters' panel with checkboxes for 'Reports I own', 'Reports I ran recently', and 'Reports I am subscribed to'. The 'Types' dropdown is expanded, and 'Clinical' is selected (circled in pink with a '7').</p>

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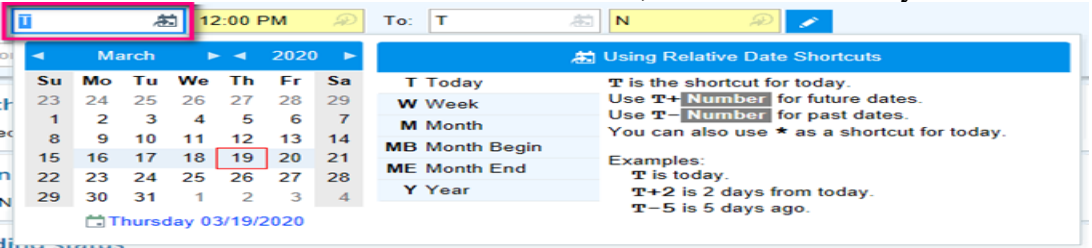
9 Select the following:
 Click < LA Active Lab Orders>.
 Click <Edit > to customize the date/time range for the report.



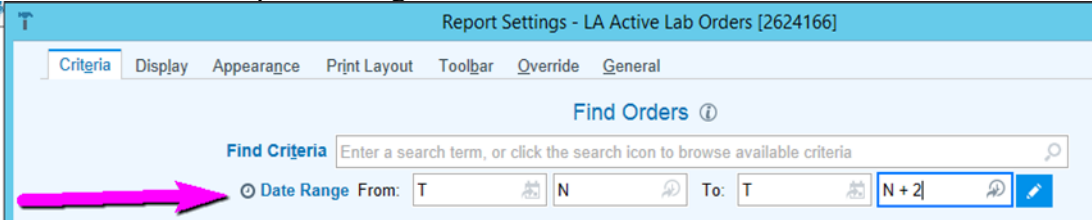
10 Click the <Pencil> icon to change the < From> and <To> date/time range.



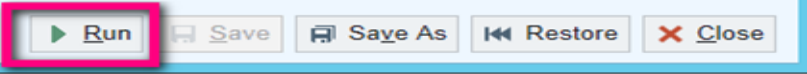
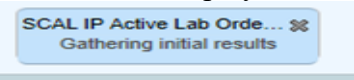
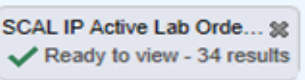

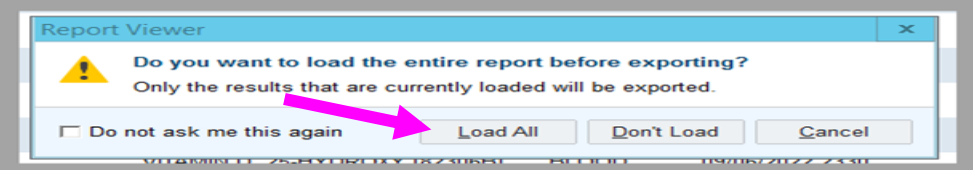
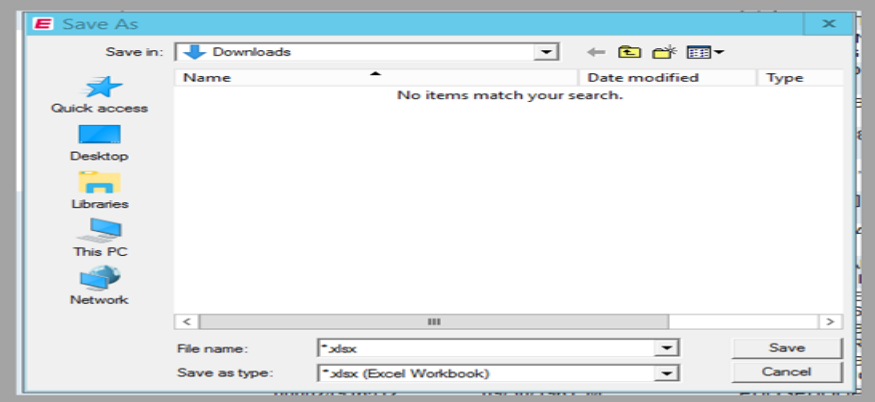
11 Click the <Calendar> icon and select current date, enter < T >for today.



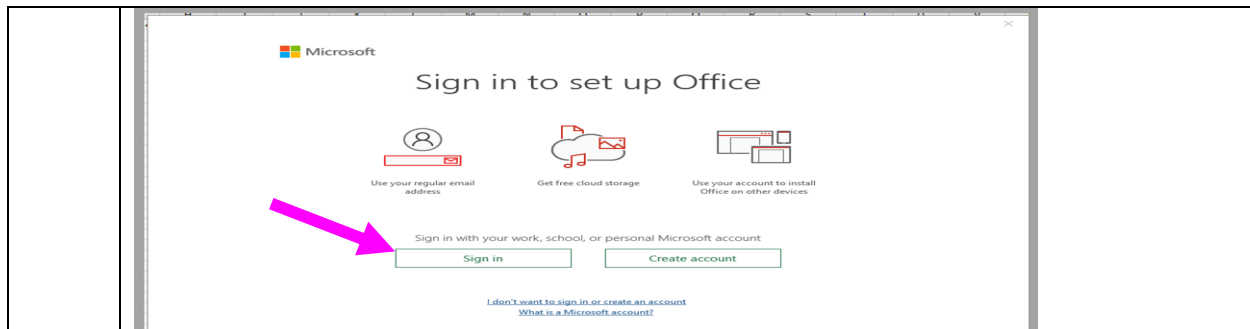
12 Click the <Clock > icon.
 <From> box: enter <N> for “Now”.
 <To> box: enter “ N+2” (meaning, 2 hours look forward).
 This is how the <Report Settings> should be if 2-hour look forward is desired.



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	<p>Important Notes: Stats may or may not be on the report since these are ordered as immediate so timing is a factor. This report needs to be checked every hour to see newly entered lab orders.</p>
13	<p>Click <Run> located at the lower right corner.</p> 
14	<p>This box will display:</p>  <p>Depending on how large the data, it may take >15 minutes to complete the report.</p>
15	<p>When report is finalized, this message box will display at the bottom of the computer screen.</p>  <p>Double click the box to open the report, KPHC Patient List.</p>
16	<p>Click <Options>.</p>  <p>Select < Export and Open > Select <Load All ></p>  <p>Save the Excel report on your Desktop; assign a name for the excel report.</p>  <p>Excel export file will display on screen. Click <Sign In> and enter your KP email address.</p>

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- 17
- Sort report by <PATIENT> for ease of use.
 - Pay attention on the <SCHEDULED DATE/TIME> this is the requested collection date/time by the Ordering Physician.
 - Add one column highlighted in yellow for “What tube/s to Draw”.
 - See example of exported report:

Patient Location	Patient	Patient MRN	Patient DOB	Sex	Procedure	Specimen	Scheduled Date/Time	PH	Class	Order Date	Ordering Provider	Order ID	What to Draw
LA2 640 TELE, 679A			3/26/2004	F	ELECTROLYTE PANEL (NA, K, CL, CO2, ANION GAP) (80029)	BLOOD	3/26/2022 9:00	T	Lab Collec	3/26/2022	Song, Catherine M (M.D.)	1227919203	
LA2 1240 PRSD, 3962L			5/12/2009	F	ABO RH TYPING (200401)	BLOOD	3/26/2022 9:00	S	Lab Collec	3/26/2022	Lin, Anne (P.A.)	1227919207	
LA2 1240 PRSD, 3962L			5/12/2009	F	ABO RH TYPING (200401)	BLOOD	3/26/2022 9:00	S	Lab Collec	3/26/2022	Wetits, Aeri Punj (M.D.)	1227919209	
LA2 1240 PRSD, 3962L			5/12/2009	F	INRECT COOMBS (30000)	BLOOD	3/26/2022 9:00	S	Lab Collec	3/26/2022	Wetits, Aeri Punj (M.D.)	1227919200	
LA2 4280 ORX, 4338A			05/27/2007	F	MAGNESIUM (301704)	BLOOD	3/26/2022 11:00	T	Lab Collec	3/26/2022	Thomas, Brittany L (M.D.)	1229979906	
LA2 7402 MDX, 7702A			4/26/2002	M	TROPONIN I, HIGH SENSITIVITY (344804)	BLOOD	3/26/2022 9:00	T	Lab Collec	3/26/2022	Thomas, Sherin M (D.O.)	1229979898	
LA2 7022 CCU, 7138A			7/29/2004	M	TROPONIN I, HIGH SENSITIVITY (344804)	BLOOD	3/26/2022 9:00	T	Lab Collec	3/26/2022	Bilal, Deem Mehdi (M.D.)	1229979204	
LA2 640 TELE, 677A			3/7/2002	F	ELECTROLYTE PANEL (NA, K, CL, CO2, ANION GAP) (80029)	BLOOD	3/26/2022 9:25	T	Lab Collec	3/26/2022	Baghdaryan, Nicole C	1229979214	
LA2 640 TELE, 677A			3/7/2002	F	GLUCOSE (302474)	BLOOD	3/26/2022 9:25	T	Lab Collec	3/26/2022	Baghdaryan, Nicole C	1229979206	
LA2 640 TELE, 677A			3/7/2002	F	MAGNESIUM (301704)	BLOOD	3/26/2022 9:25	T	Lab Collec	3/26/2022	Baghdaryan, Nicole C	1229979218	
LA2 640 TELE, 677A			3/7/2002	F	PHOSPHATE (30002)	BLOOD	3/26/2022 9:25	T	Lab Collec	3/26/2022	Baghdaryan, Nicole C	1229979205	
LA2 3032 CCU, 3113A			7/26/2002	F	CBC W/ DIFFERENTIAL (300274)	BLOOD	3/26/2022 11:00	R	Lab Collec	3/26/2022	Hernandez Lopez, Adria	1229979200	
LA2 640 TELE, 679L			3/26/2000	M	TROPONIN I, HIGH SENSITIVITY (344804)	BLOOD	3/26/2022 9:00	S	Lab Collec	3/26/2022	Singh, Anandjeet (M.D.)	1227919213	

17 Place extra KPHC Generic Label here in the order of draw time:

- 18
- Print and make copies of the KPHC Patient List report.
- **Copy # 1** – keep original copy in Station 1.
Write the name of the Lead phlebotomist as reference.
 - **Copy # 2** – this is the photocopy to be sent to the Lead phlebotomist for distribution to the team out in the hospital nursing units.

19

Contact the Lead phlebotomist via KPHC Text Messaging or Vocera.
 Ask for the nearest pneumatic tube station to send KPHC Patient List, Copy # 2.

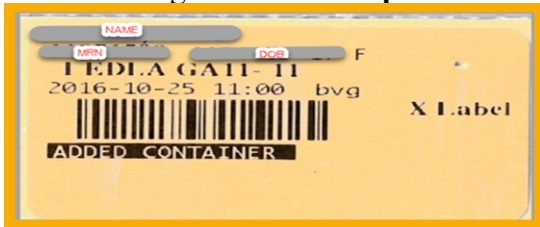
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Other Duties	Answer phone calls and faxing of results as requested. Arrange all documents alphabetically by Last Name using the sorter labeled as “ Test Completed – waiting for Systems Recovery ”.
Supplies	Alphabetical Organizer labeled: “Test Completed – waiting for Systems Recovery”

2 A. Blood Collection for Phlebotomists

Step	Action
1	Scan patient’s armband and confirm that patient’s full name and medical record (MRN) matches with the KPHC Patient List.
2	Perform venipuncture.
3	Print and label each blood tube with the patient’s KPPI Generic label (aka X-Label). In addition, print 3 extra KPPI X-labels; one to place on the KPHC Patient List report and the rest must be sent with the specimens to the Lab.
4	One Biohazard specimen bag per patient.
5	Send specimens to the Lab via the pneumatic tube system. <ul style="list-style-type: none"> • STAT & TC – send to Stat pneumatic tube. • Routines – Routine pneumatic tube.
Note	<ul style="list-style-type: none"> ➤ Place STAT stickers on the sample containers and Biohazard bag if appropriate. ➤ Always notify Lead phlebotomist for assistance and availability. ➤ Make every effort to draw ALL tubes indicated on the KPHC Patient List report. Ask for help if needed for hard stick patients. ➤ DO NOT deliver to the Lab any QNS or incomplete blood draws.


2 B. How to print KPPI Generic X-Labels

Step	Action
1	Scan patient’s armband.
2	Select or double tap rainbow.
3	Print 3 extra generic x-labels plus x-labels for the blood draw. 
4	Select <Method>.
5	Tap <Print>.
6	Example of KPHC Patient List report with x-label.

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A	B	C	D	E	F	G	H	I	J	K	L	M	N
Patient Location	Patient	Patient Mtn	Patient DOB	Sex	Procedure	Specimens	Scheduled Date/Time	PHI	Class	Order Date	Ordering Provider	Order ID	What to Draw
LAZ 890 TELE 878LA			3/28/2024	F	ELECTROLYTE PANEL (NA, K, CL, CO2, ANION GAP) (80003P)	BLOOD	3/28/2022 9:00	T	Lab Collec	3/28/2022	Song, Catherine M (M.D.)	CC20193205	
LAZ 2PHO PREC 2PHLE01			3/21/2019	F	ABO RH TYPING (200491)	BLOOD	3/28/2022 9:00	S	Lab Collec	3/28/2022	Lin, Annie (P.A.)	CC20193247	
LAZ 2PHO PREC 2PHLE01			3/21/2019	F	ABO RH TYPING (200491)	BLOOD	3/28/2022 9:00	S	Lab Collec	3/28/2022	Mehta, Aarti Punj (M.D.)	CC20193249	
LAZ 2PHO PREC 2PHLE01			3/21/2019	F	PROBECT COCHABE (368036)	BLOOD	3/28/2022 9:00	S	Lab Collec	3/28/2022	Mehta, Aarti Punj (M.D.)	CC20193254	
LAZ 4060 ORNA 4028LA			3/23/2007	F	MAGNESIUM (337504)	BLOOD	3/28/2022 11:00	T	Lab Collec	3/28/2022	Thomas, Brittany L (M.D.)	CC20193798	
LAZ 7902 MORG 7702LA			4/29/2040	M	TROPONIN I HIGH SENSITIVITY (344846)	BLOOD	3/28/2022 9:00	T	Lab Collec	3/28/2022	Thomas, Sherin M (D.O.)	CC20194888	
LAZ 7022 COLL 7038LA			3/29/2004	M	TACKOLMUS LEVEL (302576)	BLOOD	3/28/2022 9:00	T	Lab Collec	3/28/2022	Bilal, Zeen Mehd (M.D.)	CC20193204	
LAZ 890 TELE 878LA			3/7/2002	F	ELECTROLYTE PANEL (NA, K, CL, CO2, ANION GAP) (80003P)	BLOOD	3/28/2022 9:20	T	Lab Collec	3/28/2022	Baghdasarian, Nicole C	CC20192514	
LAZ 890 TELE 878LA			3/7/2002	F	GLUCOSE (324241)	BLOOD	3/28/2022 9:20	T	Lab Collec	3/28/2022	Baghdasarian, Nicole C	CC20192516	
LAZ 890 TELE 878LA			3/7/2002	F	MAGNESIUM (337504)	BLOOD	3/28/2022 9:20	T	Lab Collec	3/28/2022	Baghdasarian, Nicole C	CC20192518	
LAZ 890 TELE 878LA			3/7/2002	F	PHOSPHATE (342001)	BLOOD	3/28/2022 9:20	T	Lab Collec	3/28/2022	Baghdasarian, Nicole C	CC20192520	
LAZ 9022 CHG 9032LA			7/26/2002	F	CBC W/ DIFFERENTIAL (302574)	BLOOD	3/28/2022 11:00	R	Lab Collec	3/28/2022	Hernandez Lopez, Adria	CC20193706	
LAZ 890 TELE 878LA			3/28/2040	M	TROPONIN I HIGH SENSITIVITY (344846)	BLOOD	3/28/2022 9:00	S	Lab Collec	3/28/2022	Singh, Amandeep (M.D.)	CC20193211	

17 Place extra KPPI Generic Label here in the order of draw time:



place one extra X-label after patient's drawn.

3. DH, Station # 2 – for Support Staff

Step	Action						
	<ul style="list-style-type: none"> Assign 3 Support staff for Station # 2, AlloMap Area. 						
Notes	<p>Important Notes:</p> <table border="1"> <thead> <tr> <th>If</th> <th>Then</th> </tr> </thead> <tbody> <tr> <td> <p>If specimen has KPPI X-label....</p>  </td> <td> <ul style="list-style-type: none"> Use the KPHC Patient List report to audit the number and color of tubes received by the Lab. </td> </tr> <tr> <td> <p>If specimen has the regular Cerner accession label....</p> </td> <td> <ul style="list-style-type: none"> A. Log on to KPHC. B. Print or screenshot the patient's KPHC Lab Order by going to <Chart> & <Lab>. Print patient's KPHC printout to be sent along with the samples. </td> </tr> </tbody> </table>	If	Then	<p>If specimen has KPPI X-label....</p> 	<ul style="list-style-type: none"> Use the KPHC Patient List report to audit the number and color of tubes received by the Lab. 	<p>If specimen has the regular Cerner accession label....</p>	<ul style="list-style-type: none"> A. Log on to KPHC. B. Print or screenshot the patient's KPHC Lab Order by going to <Chart> & <Lab>. Print patient's KPHC printout to be sent along with the samples.
	If	Then					
<p>If specimen has KPPI X-label....</p> 	<ul style="list-style-type: none"> Use the KPHC Patient List report to audit the number and color of tubes received by the Lab. 						
<p>If specimen has the regular Cerner accession label....</p>	<ul style="list-style-type: none"> A. Log on to KPHC. B. Print or screenshot the patient's KPHC Lab Order by going to <Chart> & <Lab>. Print patient's KPHC printout to be sent along with the samples. 						

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		C. Audit the number and color of tubes received sent to the Lab.	
	If specimen has KPHC Demographic label...	Usually, Nurse Collect samples are sent to the Lab with patient’s KPHC printout. Audit the number and color of tubes received sent to the Lab.	
1	Open and process one biohazard specimen bag individually. Process according to priority: STAT, Timed Critical and Routine.		
2	Match patient’s demographics from that of the tube labels against KPHC printout.		
3	Verify that all specimen tubes have been collected based on what was specified on the KPHC printout.		
4	Highlight and write “REDRAW” on the KPHC printout for missing or QNS tube. Specify the type or color of tube and test name. Make a copy of the KPHC printout for Station #1 to give to the Lead phlebotomist.		
5	<ul style="list-style-type: none"> ➤ Deliver CBC and Coagulation specimens to its respective Testing Personnel with KPHC printout or downtime papers. ➤ Manual tests – deliver to the Testing Staff with copy of the KPHC printout or downtime papers. ➤ Deliver Chemistry and Immuno Chemistry specimens together with KPHC printout or downtime papers to the Remisol Ordering staff: <ul style="list-style-type: none"> • STAT & TC specimens - stationed in Stat area. • Routine specimens – stationed in Routine Chemistry area. 		
6	Non-Remisol tests must be directly distributed to the appropriate testing areas:		
	APT	ESR	PFA
	Aspirin	Gram Stain	Q Scores
	Blood Gas	HIV	Semen Complete analysis
	C Diff	India Ink	Semen Post Vasectomy
	CBC	Ionized Calcium	Strep
	Coagulation	Malaria	Sweat Chloride
	Covid Antigen	Mono	Urinalysis
	Covid - LIAT	Occult/Gastric Blood	Urine Drug Screen
	Crystals - BF	Osmolality	Wet Mount
	EOS Smear	P2Y12 (Plavix)	
7	<ul style="list-style-type: none"> • Specimens for Sendouts and Microbiology cultures must be set aside until Cerner is back to operation. • Follow the instructions on LabNet for temperature or time limitation to avoid specimen rejection. 		
Supplies	3 bins for each priority type of specimens received: STAT & TC, Routine, Sendouts and Microbiology specimens.		

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Important Reminders for CLS and MLT staff:

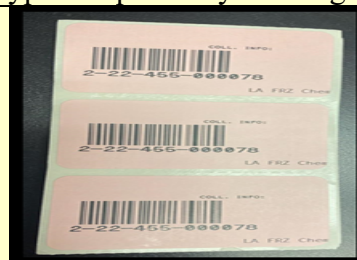
Note: Ensure that analyzers have acceptable QC prior to testing.

- A. Specimens received with Cerner label does **NOT** need Pink downtime labels.
- B. **Remisol Ordering and Non-Remisol Testing** CLS/MLT must obtain the KPHC printout and/or Temporary Downtime Requisition form when accepting specimens from Support Staff.
- C. Always write the test name(s) on the **pink label** adhered on the specimen container.




- D. Adhere one **pink label** to the specimen container and another to the KPHC printout or Temporary Downtime Requisition form. Any excess pink label must be discarded.
- E. Assign one set of **pink label** per patient, per sample type and per analyzer assignment.

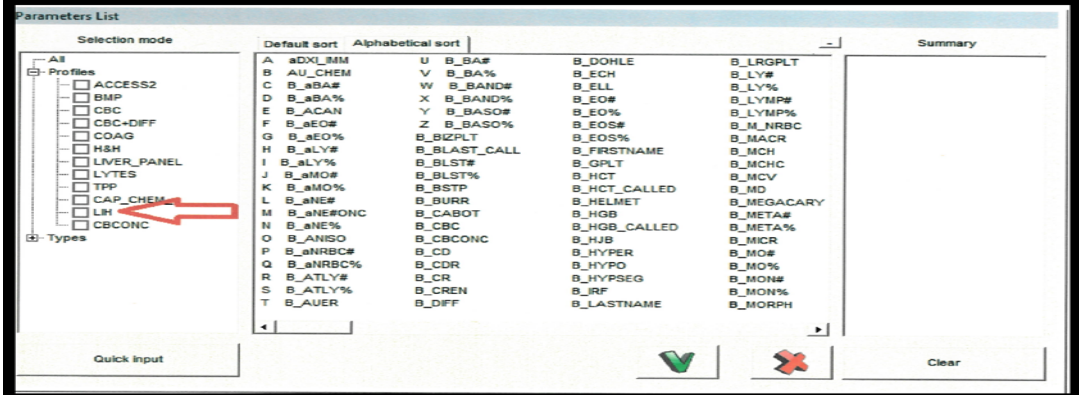
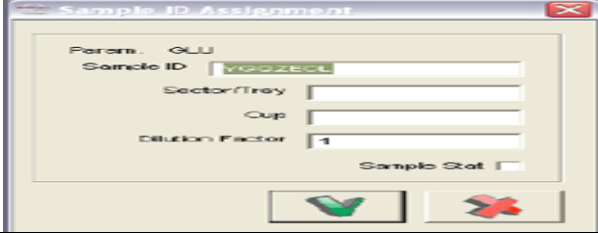
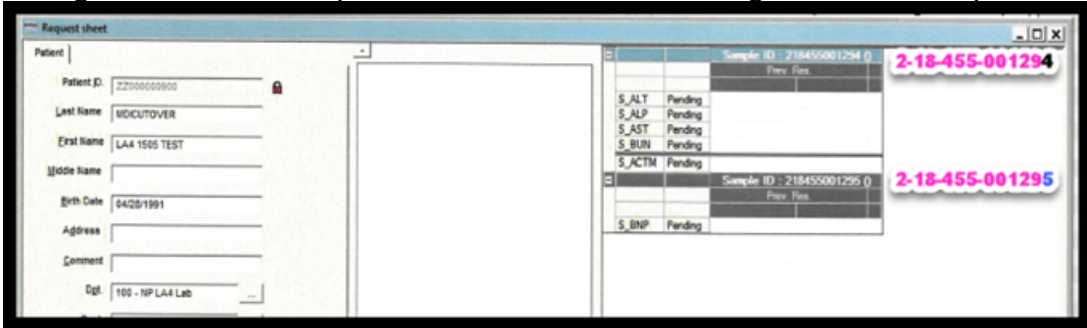
Pink labels come in set of threes.



4. Chemistry and ImmunoChemistry Remisol Ordering Staff - for CLS & MLT

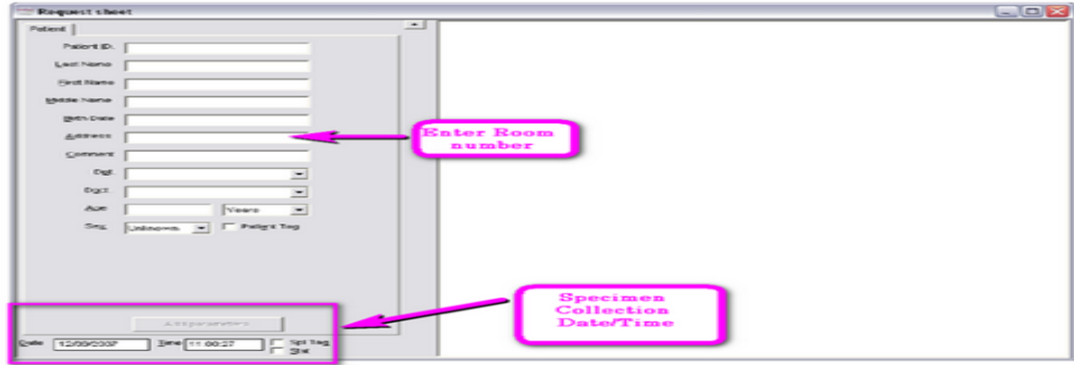
Step	Action
Notes	The Remisol Ordering staff will receive specimen together with the KPHC printouts to identify what tests to manually order in Remisol.
1	Log-on to Remisol.
2	Locations for Staff assigned in ordering: <ul style="list-style-type: none"> • For ordering Stats & Time Critical samples – STAT area. • For ordering Routines – use the Routine Chemistry station.
3	Click <New Request> icon on the toolbar of the Remisol application 
4	Enter patient MRN on the Patient ID line, then press < Enter>.
5	If Remisol does not have that MRN on its database, it will pop a message “No such person exists. Create a new demography?” Select Yes as answer.
6	Enter the following information: Last Name, First Name, DOB, Gender and patient room number in the Address box.
7	Full Name must be entered exactly how it is spelled on the KPHC printout and generic KPPI label.

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8	If Remisol already has the MRN on its database, it will show the patient's name in the popup box. Click <Enter>.
9	<p>Important Notes:</p> <ul style="list-style-type: none"> • For AU680: Order the tests • Add <LIH> tests for Li  <ul style="list-style-type: none"> • For Access2 analyzer, order separately and assign its own unique accession number. • Click the < Plus + > sign next to <Profiles> or click <Add Parameters> button to select the appropriate test(s) ordered by the Doctor.
10	Click <V> to save the ordered test(s).
11	<p>A new window <Sample ID assignment> will display on the screen. Scan the regular white Cerner label or the pink label in the <Sample ID> box. Click <V> to save.</p> 
12	<p>Here's a sample of Remisol orders for the same patient with both AU and Access2 testing. Notice that 2 unique accession numbers were assigned to the same patient.</p> 
12	Enter the specimen Collection Date and Time below the <Add Parameter> box.

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Enter patient room number in the Address box. Click <Save> icon.



13

Adhere the assigned pink label to the specimen container and another to the KPHC printout. **Always write the test name/s next to the pink label.**

14

Good practice is to always scan the accession number to prevent clerical error.

15

Click <Save> button, then close the <Request Window>.

16

Verify that the Sample ID you entered is listed on the < Samples List>. If not, repeat all steps 3 thru 15.

17

Once ordering is completed, place the KPHC Patient List report or KPHC Lab Order printout in the bin labeled, "KPHC Patient List report or KPHC Lab Order printout".

18

Processing Lab assistant will deliver specimens to the Stat or Routine Processing area.

Supplies

- ABC sorter for the
- "To be Ordered" sample rack.
- "Test Completed" sample rack.

5. Specimen Processing – for Support Staff

Step	Action
Note	The partner / runner of the Remisol Ordering Staff
1	Gather specimens from the pneumatic tube system and delivery to DH Station 2. Place specimen bags to the appropriate labeled bins.
2	Continuously process all specimens that have previously been ordered by the Remisol Ordering Staff.
3	Deliver specimens to the testing areas.
4	Bring the KPHC printout to the Remisol Checker.

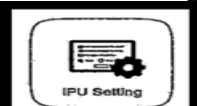
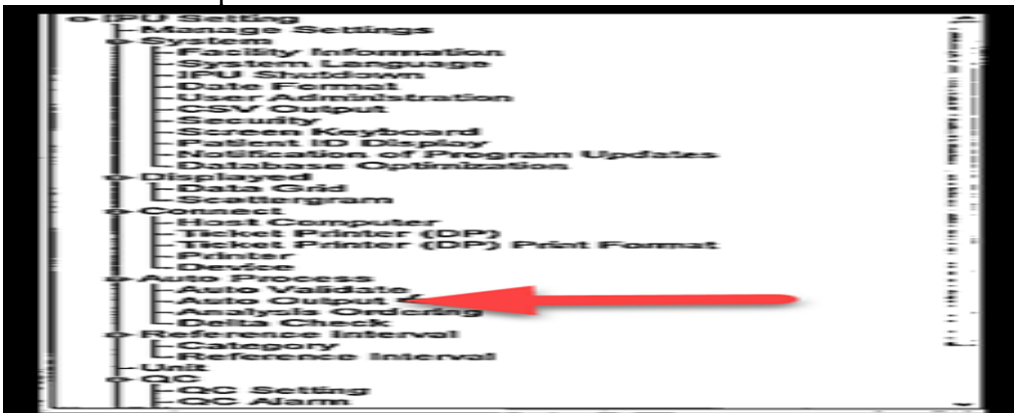
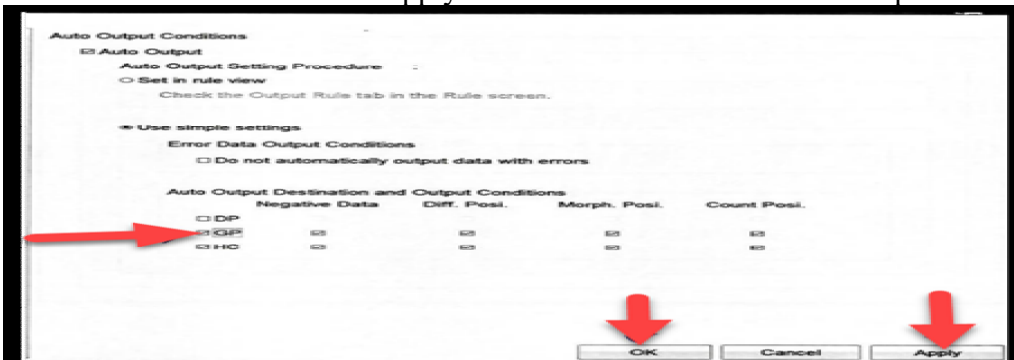
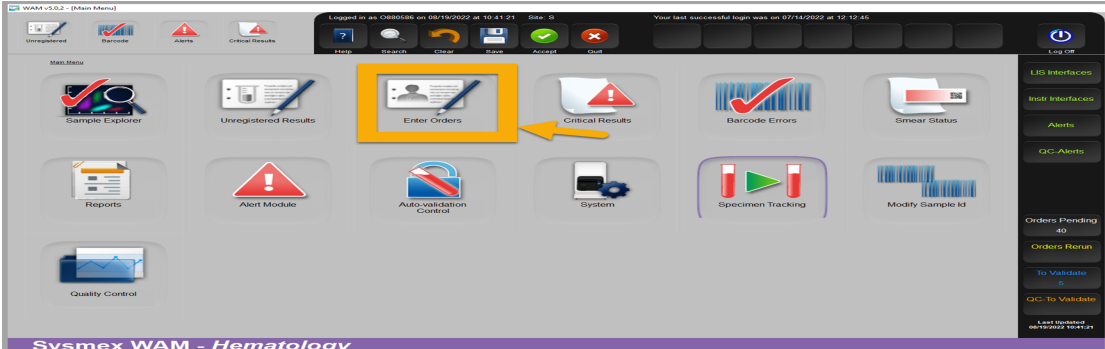
6. Remisol Testing & Reporting – for CLS/MLT

Step	Action
Notes	<ul style="list-style-type: none"> The department CLS/MLT will receive the specimens for testing. For ED, Urgent Care & Inpatients – print Remisol Lab reports to specific network printers in the nursing units. For Outpatients, print Remisol Lab reports and request Station # 1 to fax to the location of the Ordering Doctor.
1	Front load sample tube onto the Chemistry analyzer, AU or Access2.
2	Review the patient results in Remisol Request List by selecting the <Default – Rout & Stat> tab.
3	Document critical phone calls in Remisol. Click <Disk> icon to save the information.
4	To print the result, click <Printer >icon.
5	The “Request Printing” box will display on the Remisol screen.
6	The choices listed below are already defaulted in each Remisol client station. <ul style="list-style-type: none"> •Print Type: FULL REPORT (use the drop-down menu by clicking the arrow down) •INSTRUMENT: use the default where all instruments are highlighted in blue. •Select the “This Request Only”.
7	Click <V>.
8	The “Print” box will appear on the Remisol screen. Select the printer you wish to send the result printout/s.
9	Letter “I” on the Request List designates that the report has been successfully printed.
10	Once testing is completed, take the specimens to the Remisol Checker. Place completed samples in the specimen rack labelled as “Done”.

7. Sysmex/WAM - Testing and Resulting – for CLS/MLT

Step	Action
Note	Refer to Regional policy, WAM Downtime Process.

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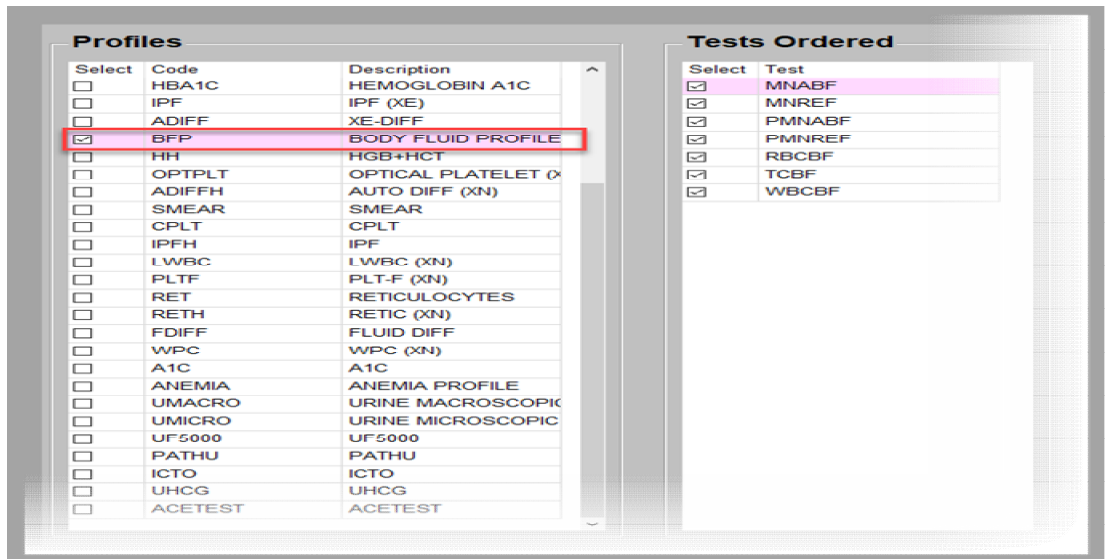
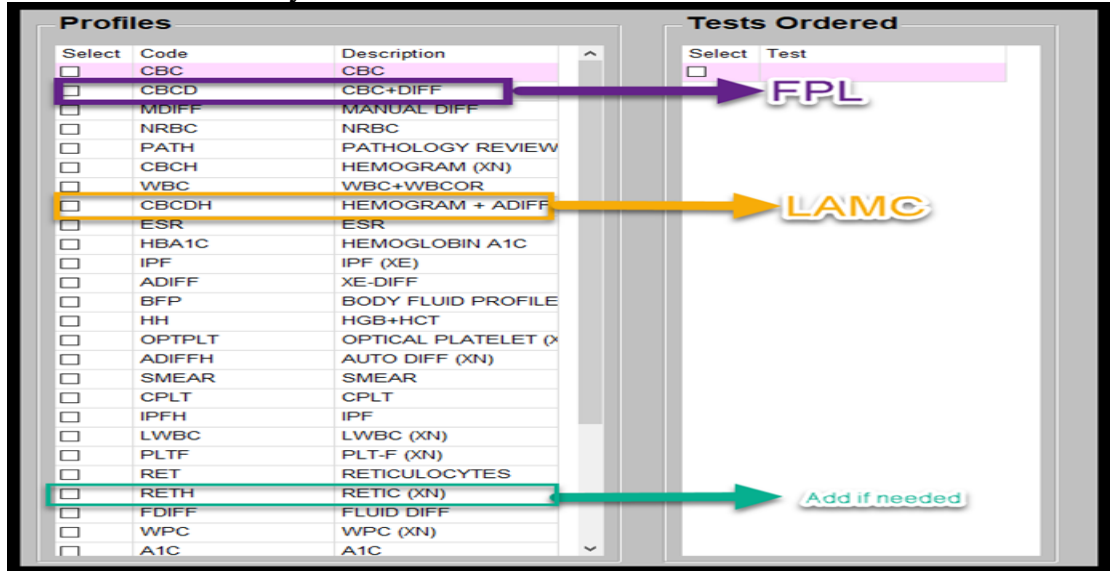
1	Turn on Sysmex XN printer from the IPU.
2	From the Main Menu, go to <IPU setting>. 
3	Click <Auto Output>. 
4	Mark the <GP> box. Click <Apply> and <OK> to finalize Auto Output setting. 
5	Log on to WAM.
6	From the Main Menu, select <Enter Orders>. 
7	Manually input Patient Demographics.
8	Scan Sample ID.

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9

Select test as appropriate:

- Select <CBCDH> for Main Lab location.
- Select <CBCD> for FPL location.
- RETH – for Retic count if needed.
- BFP – for body fluid.

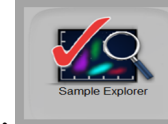


Click <Save> on top of screen,



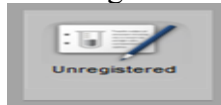
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10 Load the lavender tube or body fluid onto the Sysmex XN analyzer.



In WAM, click < Sample Explorer> and <Search> by sample ID,

Another option is via <Unregistered> located on the top left of the screen,



to see CBC results, . Find and double click the Sample ID. CBC results will display on the right side of the screen.

UNREGISTERED RESULTS

Selection Criteria

From: [] To: []

Sample ID: [] WP Group: []

Create Date: 08/18/2022 08/19/2022 Workplace: []

Create Time: [] Req Loc: []

OP Alert

Sample ID: 218455001299

1 IG Present: Scan slide. MDIFF if indicated.

Patient Demographics

Sel	Sample ID	Receipt dt	Collection dt	MRN	Name	Req Loc	Req Phy	Care Unit	Origin	Res St	Rack Pos
<input type="checkbox"/>	222231003419A							UNR	---	---	SCT901-POI
<input type="checkbox"/>	222231003259A							UNR	---	---	SCT901-POI
<input type="checkbox"/>	222231003262A							UNR	---	---	SCT901-POI
<input type="checkbox"/>	222231009698A							UNR	---	---	SCT901-POI
<input type="checkbox"/>	222230024392A	08/19/2022 10:07:00	08/18/2022 13:43:00	ZZ000008306	LA,PT ADULT	NP LA LAE 8311877		NP LA LA UNL	01---	---	SWN902-WNH
<input type="checkbox"/>	222230024391A	08/19/2022 10:07:00	08/18/2022 13:43:00	ZZ000008306	LA,PT ADULT	NP LA LAE 8311877		NP LA LA UNL	01---	---	SWN902-WNH
<input type="checkbox"/>	218455001298	08/19/2022 10:46:37	08/19/2022 10:46:37	ZZ000003774	MDIASSAY,SKD			UNR	0---	---	
<input checked="" type="checkbox"/>	218455001299	08/19/2022 11:33:08	08/19/2022 10:33:00	ZZ000009279	MDIASSAY,WOD AV			UNR	01-4-	---	SCT901-POI
<input type="checkbox"/>	218455001298							UNR	---	---	SCT901-POI

Result Status

Nbr 8 Of 9

Pending Sysmex High Low
 To Be Validated Sysmex OK High OK Low
 Validated/To LIS Sysmex OK High OK Low

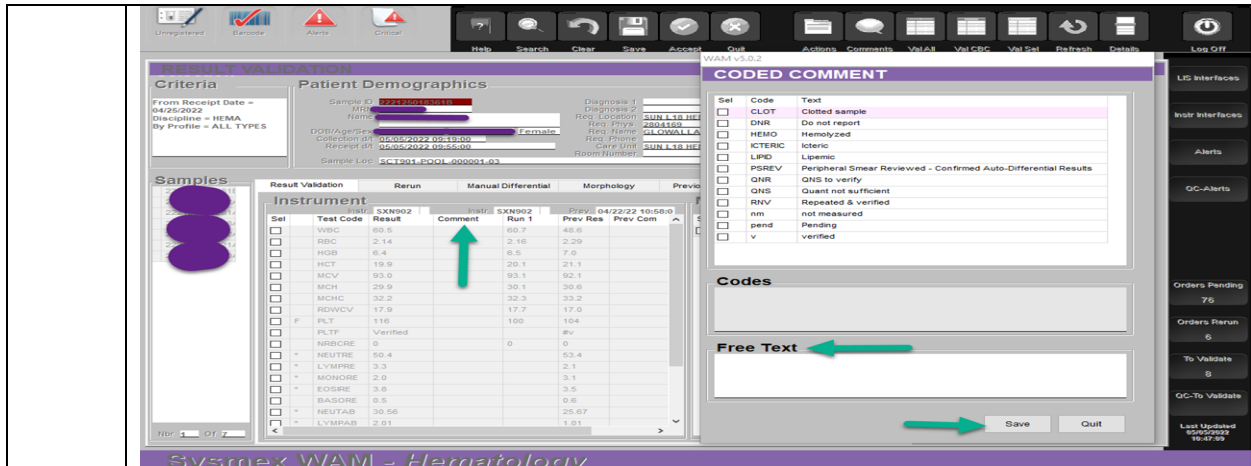
Test Results Table:

Sel	Instr	Test Code	Result	Comment	Run 1
<input type="checkbox"/>	SWN903	WBC	9.7		
<input type="checkbox"/>	SWN902	RBC	3.49		
<input type="checkbox"/>	SWN902	HGB	10.4		
<input type="checkbox"/>	SWN902	HCT	31.5		
<input type="checkbox"/>	SWN902	MCV	90.3		
<input type="checkbox"/>	SWN902	MCH	29.8		
<input type="checkbox"/>	SWN902	MCHC	33.0		
<input type="checkbox"/>	SWN902	RDWCV	15.0		
<input type="checkbox"/>	SWN902	PLT	509		
<input type="checkbox"/>	SWN902	MPV	11.2		
<input type="checkbox"/>	SWN902	NRBCRE	0		
<input type="checkbox"/>	SWN902	NEUTRE	65.4		
<input type="checkbox"/>	SWN902	LYMPRE	18.2		
<input type="checkbox"/>	SWN902	MONORE	6.0		
<input type="checkbox"/>	SWN902	EOSRE	1.4		
<input type="checkbox"/>	SWN902	BASORE	0.9		
<input type="checkbox"/>	SWN902	NEUTAB	6.33		
<input type="checkbox"/>	SWN902	LYMPAB	1.77		

Systemex WAM - Hematology

11 If results were held by the WAM rules, the results must be reviewed by testing CLS/MLT.

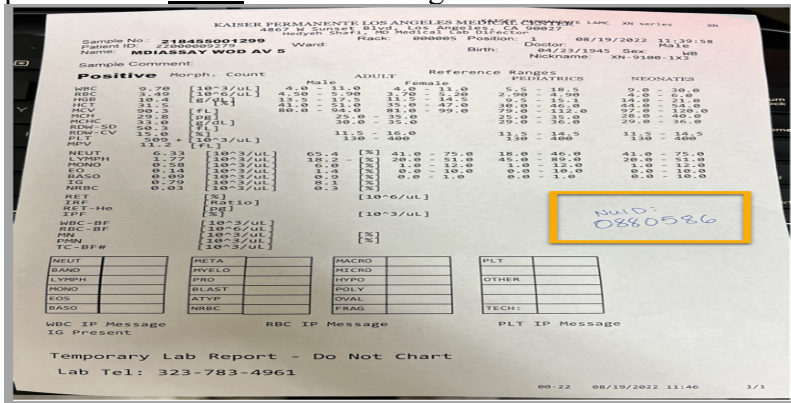
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12

- Critical values are called by testing CLS/MLT to Medical Staff following established protocol.
- Document the critical notification on the Sysmex XN printout and on WAM <Comment> column.

13 Prior to faxing, check that patient’s demographics are included in the Sysmex CBC printout and must have the testing CLS/MLT’s written NUID.



14 Results are faxed according to priority: Stat orders, Timed Critical and those with critical value results must take precedence.

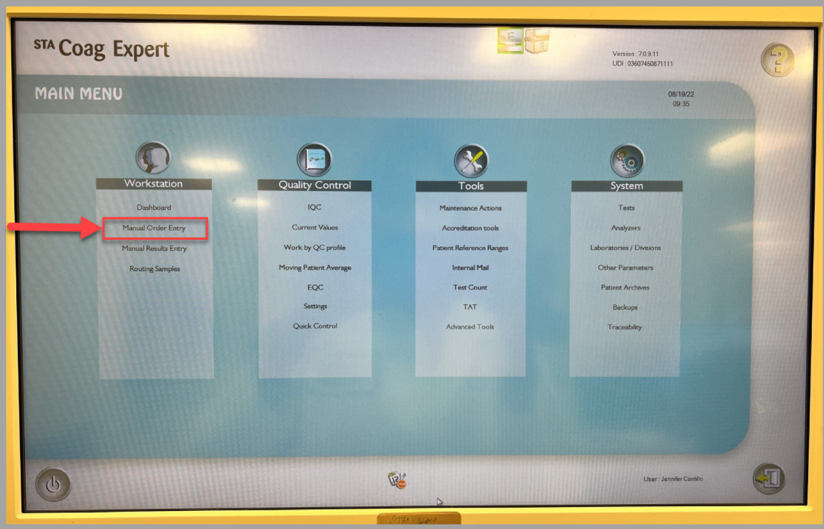
15 Slides for WBC differential are prepared automatically if indicated.

8. Stago Coag Expert – Testing and Resulting, CLS/MLT

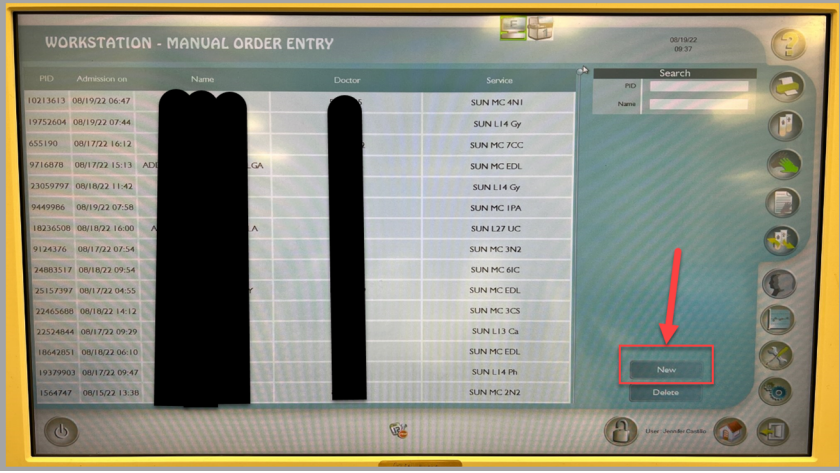
Step	Action
1	The procedure is for both the STAT and Routine Areas. However, remember to use the Master STA Coag Expert in the Routine area.
2	Perform Coag tests using the assigned unique accession number. Validate that patient information on the blue tube matches the KPHC Patient List report or KPHC Lab Order printout prior to manual ordering.

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3 Manual order entry in STA Coag Expert



4 Click <New> at the bottom right of the Manual Order Entry window.



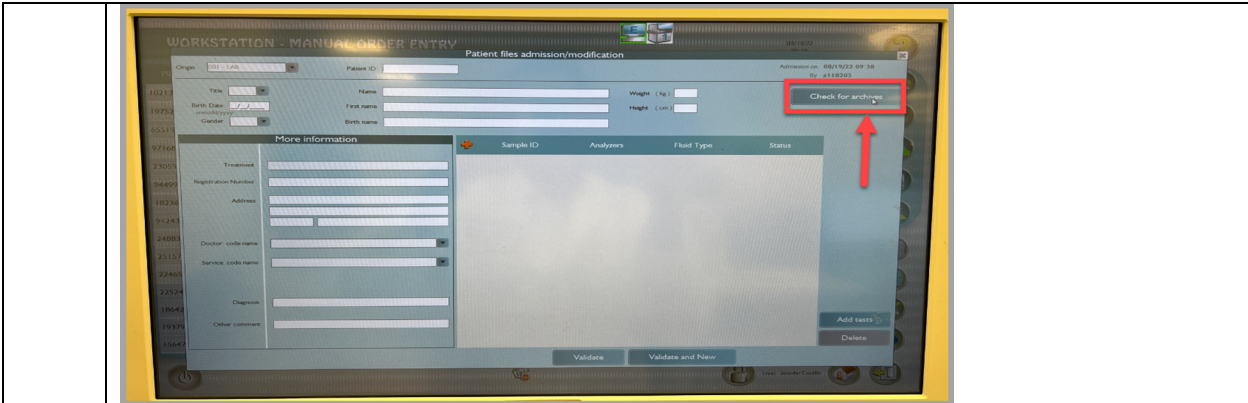
PID	Admission on	Name	Doctor	Service
10213613	08/19/22 06:47			SUN MC 4N1
19752604	08/19/22 07:44			SUN L14 Gy
655190	08/17/22 16:12			SUN MC 7CC
9716878	08/17/22 15:13	AD	GA	SUN MC EDL
23059797	08/18/22 11:42			SUN L14 Gy
9449906	08/19/22 07:56			SUN MC 1PA
18236508	08/18/22 16:00	A	A	SUN L27 UC
9124376	08/17/22 07:54			SUN MC 3N2
24883517	08/18/22 09:54			SUN MC 6IC
25157397	08/17/22 04:55			SUN MC EDL
22465688	08/18/22 14:12			SUN MC 3CS
22524844	08/17/22 09:29			SUN L13 Ca
18642851	08/18/22 06:10			SUN MC EDL
19379903	08/17/22 09:47			SUN L14 Ph
1564747	08/15/22 13:38			SUN MC 3N2

5 Enter patient's Medical Record Number, Full Name and DOB.

Note: Partial entry (i.e first few letters of the last name) is acceptable, no wildcard necessary (i.e. *,?) Fields are not case sensitive. For instance, "s" in the name field will retrieve all patients with last name starting with "S" or "s".

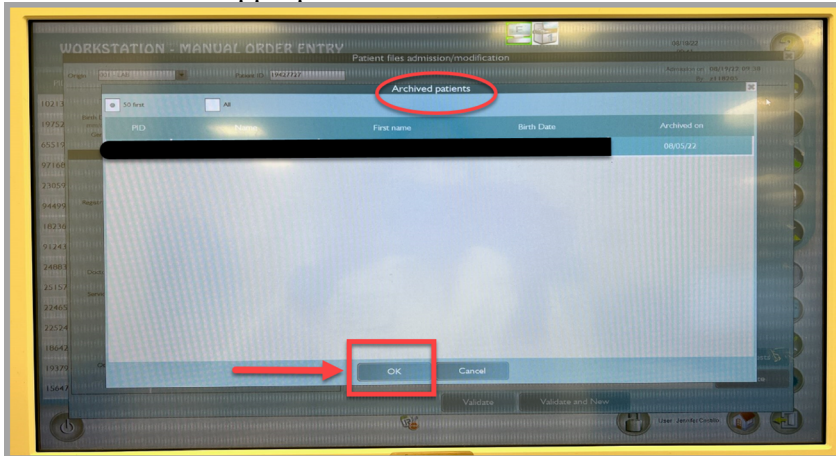
Click <Check for archives>.

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Any patient corresponding to the information entered will be displayed.
 Double click the appropriate record.

6



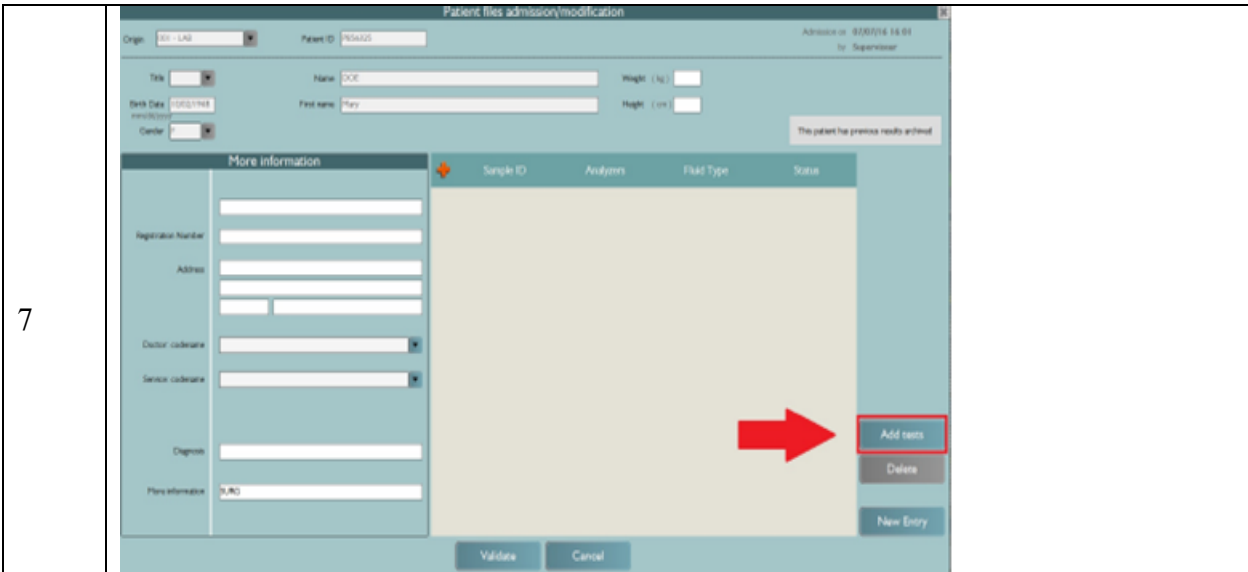
Click <Validate> to confirm or <Cancel> if the patient does not match.

If no matching patient is found, click <Close> and complete the patient information.

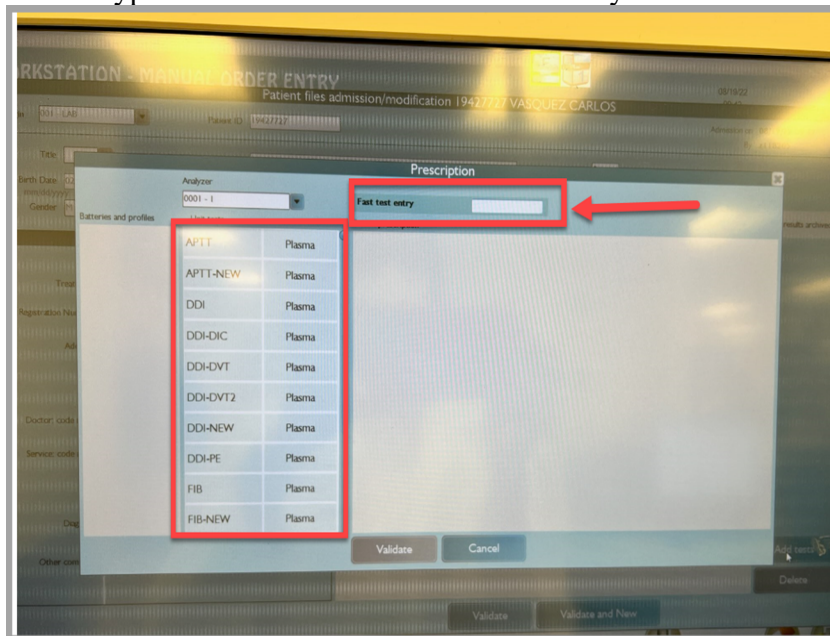


- Click <Add tests>.

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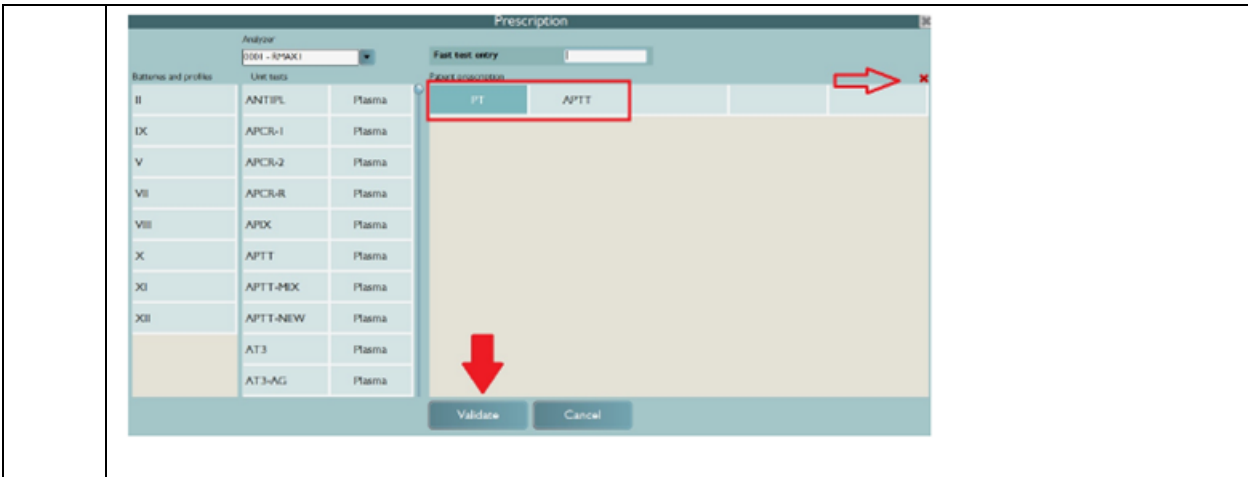
- Type the test code in the “Fast Test Entry” field and click <Enter>.



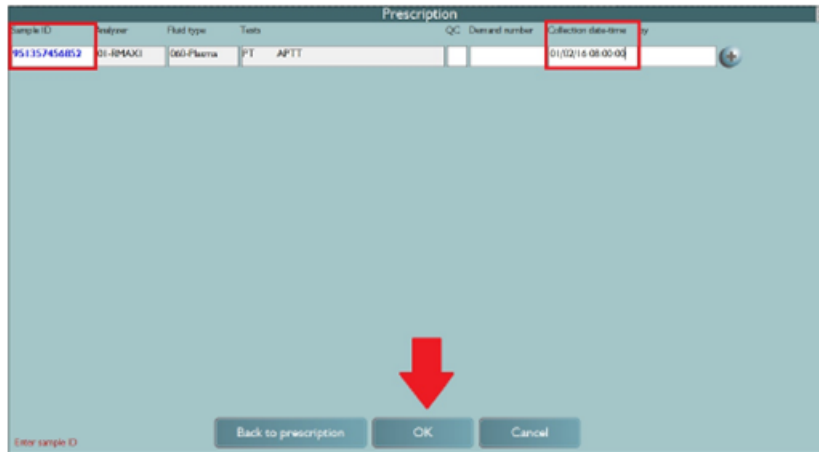
If necessary, you can remove an incorrect test by selecting the test in the “Patient prescription” area and click the **X** above.
 When all tests have been entered, click <Validate>.

8

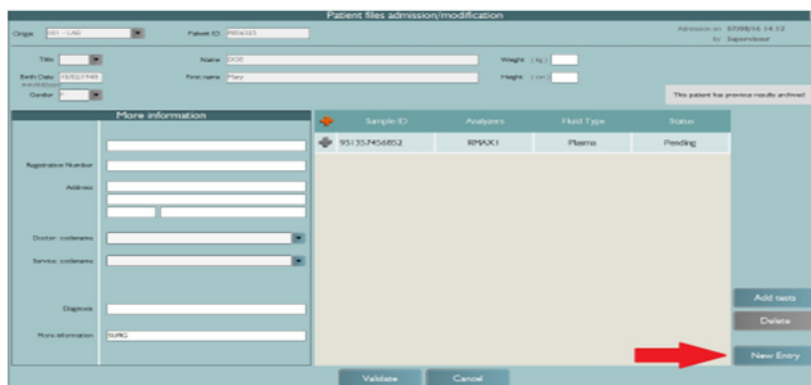
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9 In the “Sample ID” field, scan the pink label or regular Cerner label. Enter the Collection Date and Time. Click <OK>.

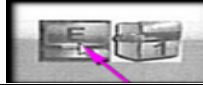

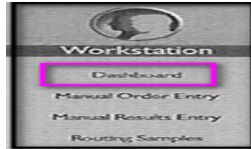

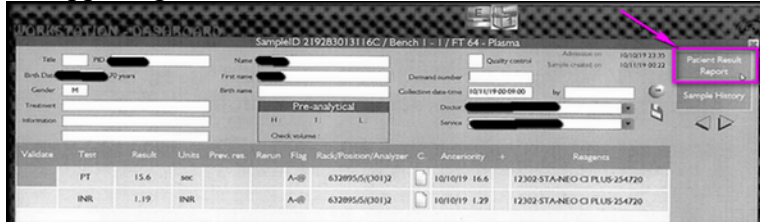
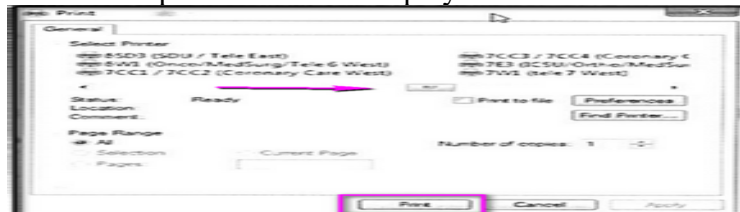


10 To create a sample order for another patient, click < New Entry > and repeat the procedure above.



11 Sample will run automatically in the instrument.


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12	Results collected are evaluated and validated in the STA Coag Expert.
13	Results are queued up until Cerner interface is restored.
14	Temporary results can be printed from the instrument, see below for instructions:
Note:	Printing of Coagulation Results to the Network Printers:
15	Use only the Master Coag analyzer for printing.
16	Click the <Expert> icon. 
17	Click the <Home> icon located on the lower right of the computer screen. 
18	On the Main Menu screen under the Work Station column, click on <Dashboard>. 
19	WORKSTATION – DASHBOARD screen will display. <ul style="list-style-type: none"> • Mark the <Transmitted> box. • All Completed Patients list will display. • Find the patient you wish to print and double click. 
20	Once you have the patient results displayed, click the <Patient Result Report> box on the upper right corner of the screen. 
21	<ul style="list-style-type: none"> • The Printer box selection will display. • Select the appropriate Network printers in the InPatient Nursing Units, ED or Urgent Care. • Click <Preview> or <Print>. • The printer box will display: 

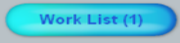


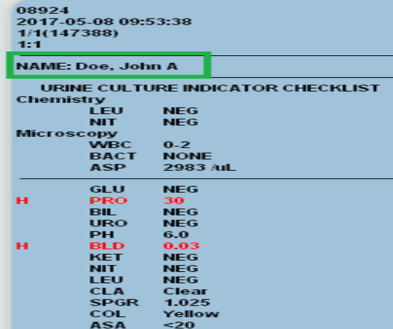
9. Non-Remisol Testing and Reporting – for CLS/MLT

Step	Action		
1	Transcribe Lab results on a downtime Temporary Lab Request Form, LAMC-FORM-0125 for the following orders:		
	APT	ESR	P2Y12 (Plavix)
	Aspirin	Gram Stain	PFA
	Blood Gas	HIV	Q Scores
	C Diff	India Ink	Semen Complete analysis
	Covid Antigen	Ionized Calcium	Semen Post Vasectomy
	Covid - LIAT	Malaria	Strep
	Crystals - BF	Mono	Sweat Chloride
	EOS Smear	Occult/Gastric Blood	Urine Drug Screen
		Osmolality	Wet Mount
3	Prior to faxing, verify that all ordered tests have been completed to minimize redundancy.		
4	For faxing of results, give to Station 1.		


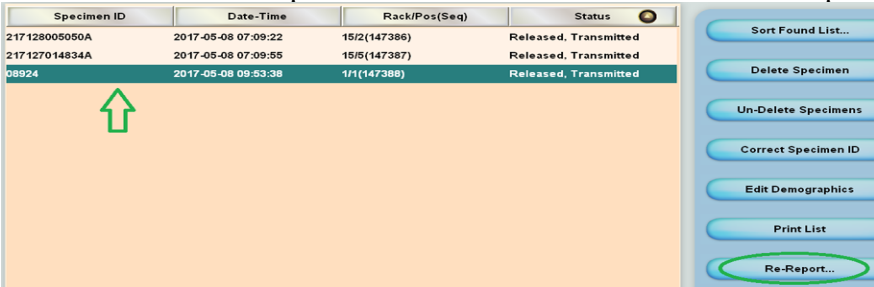

10. Testing Urinalysis – for CLS/MLT

Step	Action
1.	<ul style="list-style-type: none"> Before you begin, log in to the instrument, DO NOT ACTIVATE instrument auto print.
2.	<p>Urine sample must be accompanied with KPHC printout. Lab assistant will deliver urine samples to Urinalysis testing area.</p> 
3.	CLS/MLT will review at least 2 patient identifiers (Name, MRN, and/or DOB) between the urine KPHC label and KPHC printout.

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4.	<p>Downtime Pink label come in threes.</p>	<p>CLS or MLT will place two Pink labels on the urine container.</p>	<p>The Pink label on the lid will be used to label the aliquoted urine tube for testing.</p>	<p>The third Pink label is adhered on the Temporary Lab Request & Report Form, LAMC-FORM-0125.</p>
5.	<p>Activate IRICELL on-line and load aliquoted urine samples.</p>			
6.	<p>Once analysis is done, click on the <Work List> tab to show the list of samples that are loaded.</p> 			
7.	<p>Under the <Work List> window, select the sample with the pink label and click <Edit Demographics>.</p> 			
8.	<p>Enter Full name and MRN (DOB if available) of patient sample. Click <OK> to save.</p>			
9.				
10.	<ul style="list-style-type: none"> • Demographics will populate in patient's specimen result. • Review Urinalysis results perform urine microscopy if needed. • Click <Accept> to finalize result. 			
11.	<p>Finalized Urinalysis results will disappear from the work list. Click <Search> to display all finalized result.</p>			

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	<p>Search by accession number or time of test performed.</p> 
12.	<p>Select test result to be printed from <Found List>. Click <Re-report>.</p> 
13.	<p>Choose <Printer> to print urinalysis result.</p> 
14.	<p>Submit Instrument Urinalysis printout together with the downtime Temporary Laboratory Request Form to Station 1 for result faxing and archiving.</p>

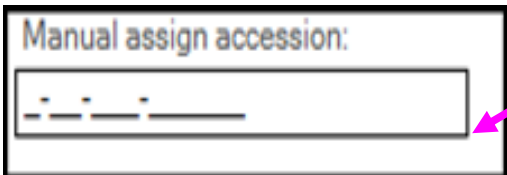
11. Testing Semen Analysis – for CLS

Steps	Action
1.	Before you begin, check if all QCs are acceptable and if the instrument is ready for testing.
2.	Lab assistant will be deliver semen sample to the testing CLS. The CLS will fill out the Downtime Temporary Laboratory Request Form & assign a pink label.
3.	CLS will review at least 2 patient identifiers (Name, MRN, and DOB) between the semen sample and KPHC printout.
4.	CLS will program patient demographics through Test Patient mode (Full name, MRN, DOB if available and the pink label). Scan the pink label in the <Sample ID> box.
5.	Perform analysis by following instrument instructions.
6.	Once analysis is completed, click <Report> and print result.
7.	Submit Instrument Semen analysis print out together with the downtime Temporary Laboratory Request Form to Station 1 for result faxing and archiving.

12. Checking for AU and Access2 test Completeness – for CLS/MLT

Step	Action
1	The Remisol Checker must alphabetically organize the specimens and the KPHC printouts.
2	Log on to Remisol .
3	Search by MRN or Downtime accession number under <Request List> or <Sample List>.
4	Verify that all ordered Remisol tests are completed.
5	If not, perform <Add Parameter> on Remisol for the missing test and bring specimen back to the appropriate testing personnel.
6	If all tests are resulted, stamp “Test Completed” or write it manually. Deliver the KPHC printouts to Station 1 for archiving.
Supply	Stamp “Test Completed” Arrange patients’ KPHC printouts by Last name.


13. Recovery Cerner DOE – all available Staff

Step	Action
Note 1	For specimens that have the regular Cerner labels (these were the ones ordered prior to the Cerner Downtime), perform steps 1 -3.
1	Log-on to Cerner.
2	Perform <Specimen Log-In> as usual by scanning Cerner accession number.
3	Deliver KPHC printouts the CLS/MLT for resulting/recovery. BIN
Note 2	For specimens with downtime Pink labels, perform steps 4 – 8.
4	Log on to Cerner.
5	Take the KPHC printout to use for Cerner accessioning.
6	<ul style="list-style-type: none"> Proceed to <DOE> and select <STAT> Priority for all tests. Enter the <Collection Date/Time> indicated on the KPPI Generic label. Mark <Nurse Collect> if appropriate and enter the <Ordering Provider> specified on the packet. <p>IMPORTANT: In the <Manual assign accession> box, scan the assigned Pink label for the corresponding lab test.</p> 

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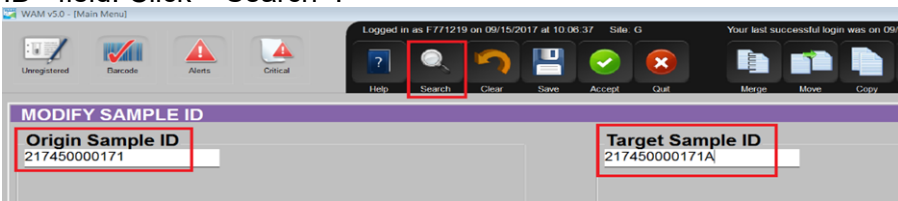
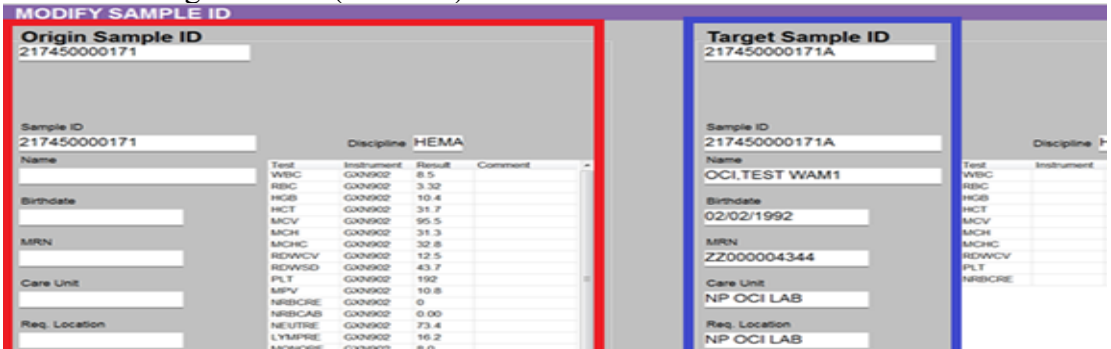
	<p>In case you failed to scan the pink label and Cerner generated a new accession number, have a CLS or MLT to cancel (reason :Duplicate) and re-order as outlined above.</p> <ul style="list-style-type: none"> • For single test, click <Submit>. • For multiple orders assigned under the same downtime accession number , click <Add> , re-scan the assigned pink label and click <Submit> once ordering of all the tests have been completed. <p>Note: <DOE, ADD ON> is another option to order multiple tests under the same downtime accession number, follow established protocol.</p> <p>It is important that you scan the correct pink label per test order. If unsure, stop and ask a Manager for clarification.</p>
8	<p>Once sample is accessioned and with <Dispatched> status:</p> <p>Perform < Specimen Log-In > using the collection information indicated on the KPPI generic label.</p> <p>Check <ORV> to ensure that sample status is < In-Lab > .</p>

14. Recovery for Remisol Tests – CLS/MLT

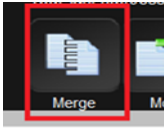
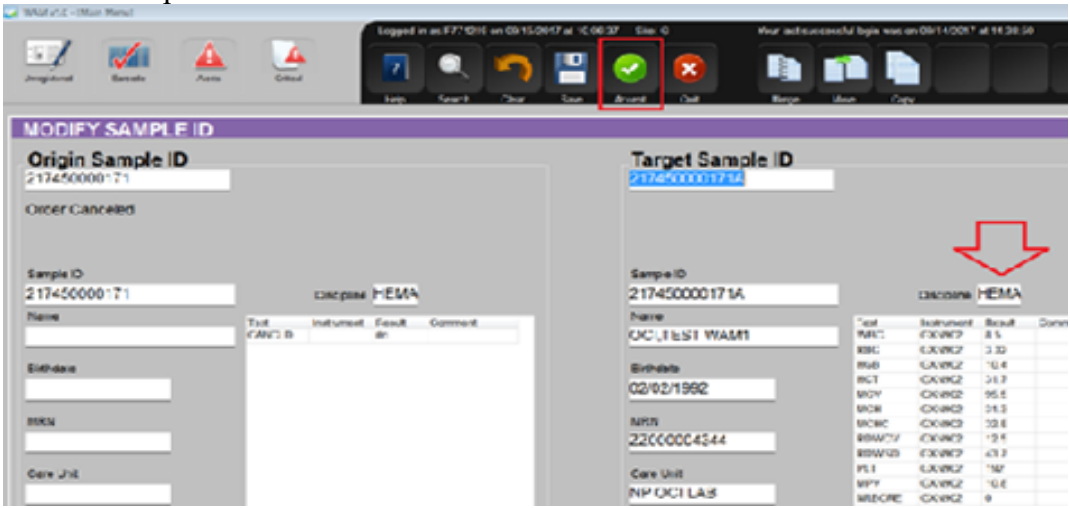
Step	Action
1	<ul style="list-style-type: none"> • Open the <Request List> , • Select the <Default –Rout & Stat> tab, • Click the <Last Name> tab so the samples will be arranged by last names in alphabetical order. • Highlight the patient’s name on task.
2	<p>Search for the Sample ID.</p> <p>Note: Pink Label: X-XX-455-XXXXXX.</p>
3	<p>Click the box with up arrow <Host Transmission>  .</p>
4	<p>For results held by the rules, manually validate (thumbs up) as appropriate.</p>
5	<p>Check in Cerner- ORV to confirm that results have posted.</p>
6	<p>Place completed/resulted packets in the bin labeled “Completed & Resulted”. These documents are to be kept and archived by the Laboratory Systems Manager.</p>

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15. Recovery for WAM/Sysmex – CLS/MLT

Step	Action						
Note	Processing orders during recovery after downtime.						
	Log on to Cerner						
1	<table border="1"> <thead> <tr> <th>If</th> <th>then</th> </tr> </thead> <tbody> <tr> <td>If specimen has a regular Cerner label....</td> <td>Ensure that the accession number has <In-Lab> status with correct collection date/time information.</td> </tr> <tr> <td>If specimen has a Pink label....</td> <td> <ul style="list-style-type: none"> Perform <DOE> to accession the test order. Remember to scan the pink label in the <Manual assign accession> box. Perform < Sample Log-In> . </td> </tr> </tbody> </table>	If	then	If specimen has a regular Cerner label....	Ensure that the accession number has <In-Lab> status with correct collection date/time information.	If specimen has a Pink label	<ul style="list-style-type: none"> Perform <DOE> to accession the test order. Remember to scan the pink label in the <Manual assign accession> box. Perform < Sample Log-In> .
If	then						
If specimen has a regular Cerner label....	Ensure that the accession number has <In-Lab> status with correct collection date/time information.						
If specimen has a Pink label	<ul style="list-style-type: none"> Perform <DOE> to accession the test order. Remember to scan the pink label in the <Manual assign accession> box. Perform < Sample Log-In> . 						
2	Proceed to release results while maintaining result integrity with the temporary report form in transmitting to Cerner by using the Merge feature of WAM.						
3	Log on to WAM.						
4	On the Main Screen, click on <Modify Sample ID>. 						
5	Scan Original Accession number (without the container ID) under <Origin Sample ID> field.						
6	Scan Correct Accession number (with the container ID) under the <Target Sample ID> field. Click <Search>. 						
7	Results should show on the left section (red box) and Patient demographics should show on the right section (blue box). 						

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- 8 Click on <Merge>.
- 
- 9 Results will transfer to the <Target Sample ID> section. Click <Accept>. Results will be sent to Cerner.
- 
- 10 Log-on to Cerner. Go to <ORV> to verify that CBC results posted with <Completed> status.

16. Recovery for Manual Non-Remisol Tests – CLS/MLT

Step	Action		
1	Log-on to Cerner.		
2	Verify in <ORV> if Sample ID has <In-Lab> status.		
3	Enter results via <ARE>, review and click <Perform> then click <Verified>.		
	APT	ESR	Osmolality
	Aspirin	Fetal Fibronectin	P2Y12 (Plavix)
	Blood Gas	Gram Stain	PFA
	C Diff	HIV	Q Scores
	Covid Antigen	India Ink	Semen Complete analysis
	Covid - LIAT	Ionized Calcium	Semen Post Vasectomy
	Crystals - BF	Malaria	Strep
	EOS Smear	Mono	Sweat Chloride
		Occult/Gastric Blood	Urine Drug Screen
		Osmolality	Wet Mount

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17. Recovery for Iricell – CLS/MLT

Step	Action
1.	CLS/MLT will receive a completed packet of collection and result forms for each patients.
2.	<ul style="list-style-type: none"> Log-on to Cerner. Check in Order Result Viewer (ORV) if the downtime Cerner Pre-printed accession number has been linked to patient’s order list and has been logged in as < In Lab>. If not, return the packet to Recovery – DOE ordering and Specimen Log-In team.
3.	Once the downtime Pink Label for the patient has been confirmed for resulting in the system, CLS/MLT will locate which urinalysis instrument the test was performed.
4.	<ul style="list-style-type: none"> Log-on to Iricell. Click <SEARCH> to pull out a list of urinalysis samples performed during downtime period.
5.	Select the patient result.
6.	Click <Re-report> and choose <LIS> as the destination.
7.	This will send the Urinalysis chemistry part in Cerner for the patient selected.
8.	If Urinalysis microscopic was reflexed on the Urinalysis order for the test patient, repeat steps 5-6 to send the Urinalysis microscopic results in Cerner for the patient selected.
9.	Review and verify results in Cerner DOE to see if the status is <Completed>.

18. Recovery for STA Coag Expert - CLS/MLT

Step	Action
1.	The CoagExpert will queue up the results to resend once the LIS starts communicating again.
2.	Change status from <Transmitted> to <Validate> if result did not interface to Cerner. Check Cerner ORV to confirm status is <Completed>.

19. Recovery for Semen Analysis – CLS

Step	Action
1.	Log on to Cerner.
2.	Check <ORV>. Verify that Sample ID has <In-Lab> status.
3.	Check if test was performed using the instrument SQA-Vision or was performed using manual method.

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	If test was performed manually, enter results via Cerner <ARE>, review and click <Perform>, finalized result by clicking <Verified>.
4.	For tests performed using SQA-Vision, click the <Settings> button from the home menu and select <Lab Interface> tab.
5.	Select a date range or enter a specific Patient ID of results to be transmitted.
6.	Click <Send Data>.
7.	In Cerner ARE, review, click <Perform> and finalized by clicking <Verify>. Check Cerner ORV to confirm status is <Completed>.

20. Concluding Recovery Operation – Manager/Lead CLS

Step	Action
1.	Manager or Lead CLS must frequently review Cerner <Pending List> and communicate with staff regarding estimation of the Recovery Process. Add additional staff including any available Managers to expedite recuperation from the Cerner downtime.
2.	All downtime documents must be submitted to the LIS Manager for record keeping.
3.	Manager or Lead CLS must complete and submit a Computer Systems Validation Log to the LIS Manager following established protocol, LAMC-FORM-0183.

21. Controlled Documents:

Title	Master Control
Computer Systems Validation Log	LAMC-FORM-0183
Temporary Lab Request Form (GenLab)	LAMC-FORM-0125
Temporary Lab Request Form (Blood Bank)	LAMC-FORM-0167

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