Accessioning Manual Orders

When specimens arrive with manual orders (no orders in KP HealthConnect), any orders which will be resulted in LMS should be accessioned in KRMS using the procedures already in place.

However, orders which will be resulted in Cerner should be accessioned using these steps:

1. Determine which orders are **Cerner orders** (i.e., orders for which Cerner labels will print and which will be resulted in Cerner).

2. **Accession one of the Cerner orders in KRMS** using the CO function. For example, if several tubes of blood from the same patient arrive for manual orders which will be resulted in Cerner, accession one of the blood specimen orders in KRMS. (In the following steps, a manual order for Potassium has been accessioned in KRMS.)
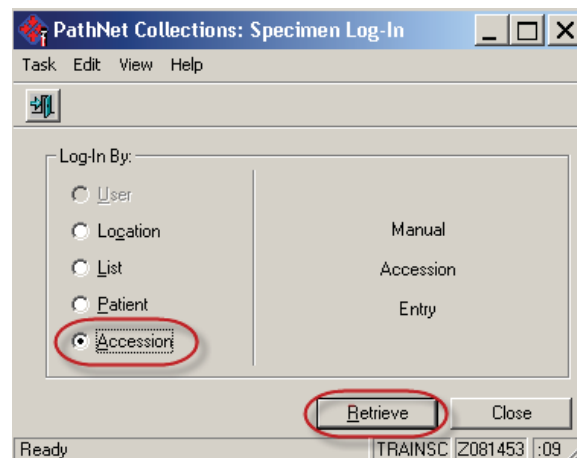
3. When the Cerner label prints, **do not attach** it to the container.

4. In Cerner, click **Specimen Log-In**.

5. Make sure the **Accession** radio button is highlighted, and click **Retrieve**.

6. **Scan the barcode** on the Cerner label that printed in step 3. (You can discard this label after you've scanned it. You'll print another label later.)

7. Type the appropriate **collection date**, **collection time**, and **collector ID**. (Use **SNF** as the collector ID if the specimen came from a skilled nursing facility, **HHC** if it came from a home health care facility, and **MDC** if it came from a doctor outside of KP).

	C	Accession	Coll Date	Coll Time	Coll ID	Order	Priority	Status	Coll Method	Ord
	☑	2-13-044-000069				K	RT	Dispatch	Venous Draw	

Accession: [_ - _ - _ - _____]

8. Make sure the correct **Location** is selected, then click **Log in**.

Location: [OMC MC Login ▼]   [Log In]   [Miss...]   [Details ⬇]

You can check **Order Result Viewer** (ORV) to make sure the order now has a status of either Collected or In Lab.

PathNet General Lab: Order Result Viewer [Order List]

Task   Mode   View   Help

Demographics

Orders between 2/2/2013 and 3/4/2013

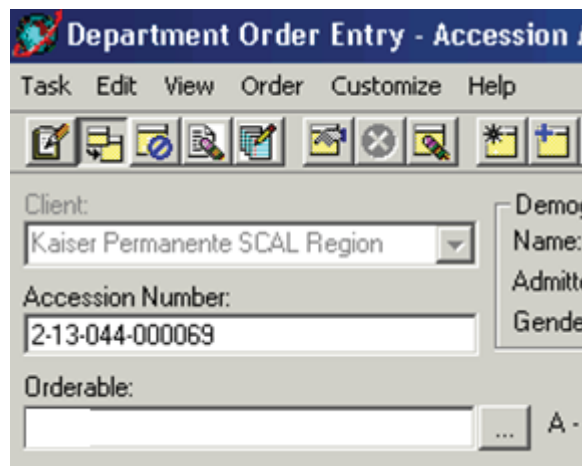| Collect Date	Accession	Order	Specimen	Priority	Status
2/13/2013 3:18 PM	2-13-044-000069	K	Blood	RT - Routine	In-Lab

9. If there are additional blood specimen orders for the same patient, click **Department Order Entry** in Cerner.
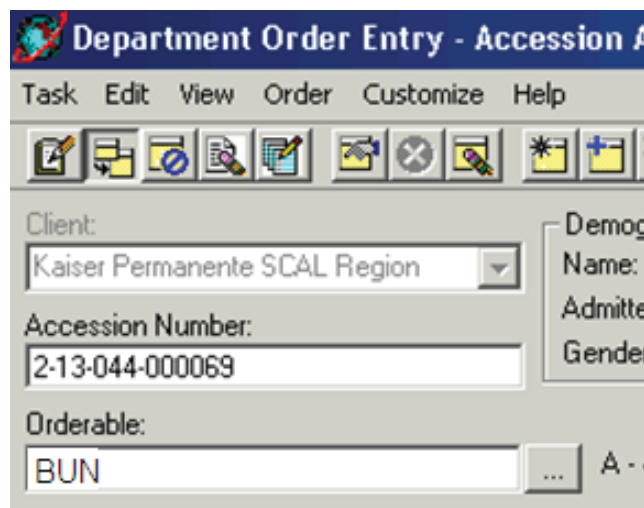
10. Add the second blood specimen order (e.g., a BUN) to the first order's accession number by clicking **Task**, then **Accession Add On**.
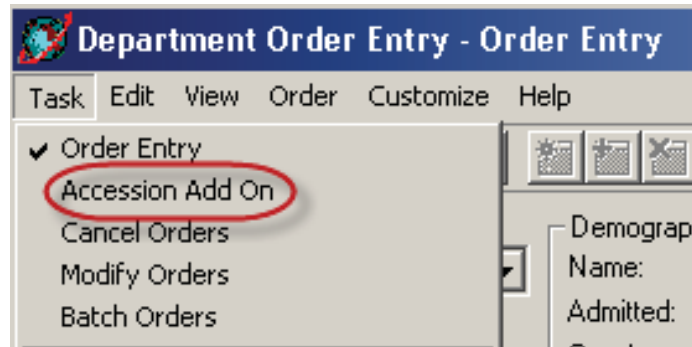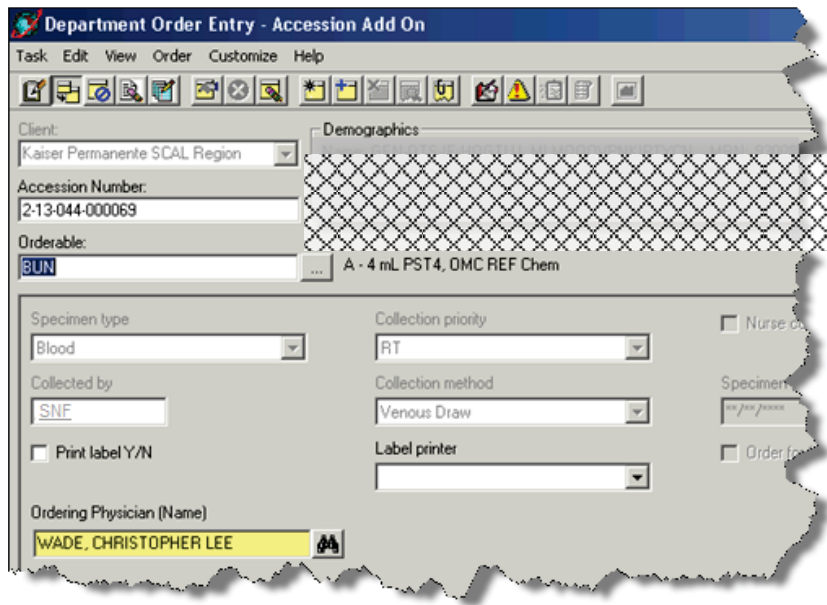
11. **Type or scan** the Cerner accession number of the first blood specimen order and press **Enter**.
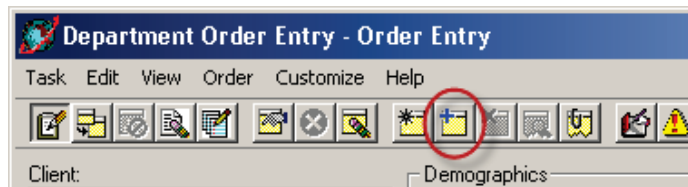
12. In the Orderable field, type the name of the **order** being added on to the accession number (e.g., BUN) and press **Enter**.
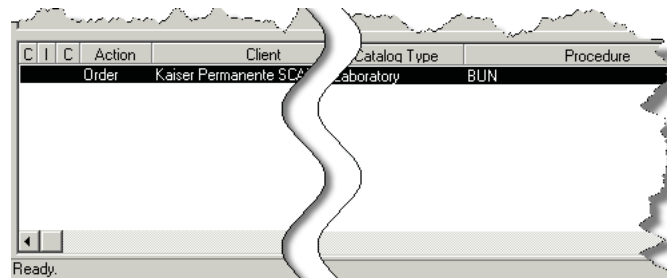
The Specimen type, Collection priority, and other fields appear, already filled out with the information from the first order.
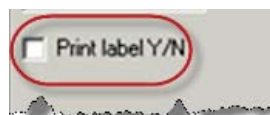

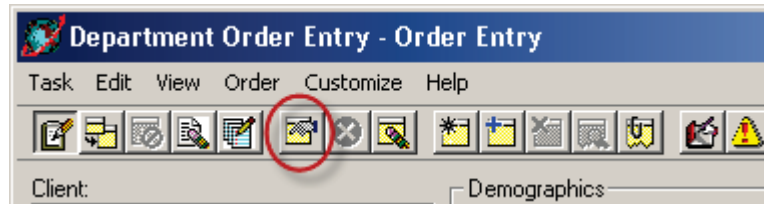13. Click the **Add Order to Scratch Pad** Button.

The order is added to the Scratch Pad at the bottom of the screen.

14. Review the Order form and look for other tests that should be added to this tube. Repeat steps 12 and 13 to add those tests to this tube. When the last order is being added to the tube, put a checkmark in the **Print Label Y/N** box.

15. Click the **Submit Orders** button.

The label for the tube will print. All of the tests associated with this tube will appear on the label. (If more than 8 tests were associated with the tube, only the first 8 tests will display, followed by the letter "c.")

If you click **Container Inquiry** in Cerner, you will see the tests on this tube.


If you need to add a blood order to a different container, proceed to step 16.

If you received a different type of specimen (e.g., urine) and have to place Cerner orders for it, go back to step 2.

16. In the Orderable field, type the name of one of the blood **orders** that was collected in a different container, for example, IgE Mouse. Press **Enter**.
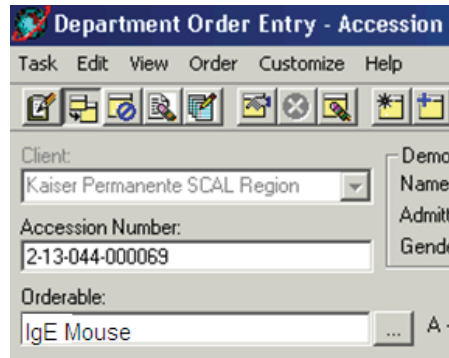
17. You will see a warning indicating that the current container is not appropriate for the order. Always click **No**. A new container ("B") will be added to the accession number.
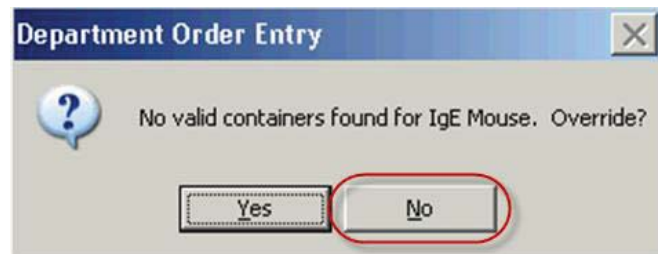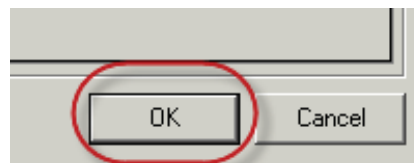
Warning: *Clicking "Yes" will override the valid containers selection and may cause a test to be added to the wrong container.*

After you click **No**, the Create Container dialog box will appear.

18. Select the **Specimen receive location** from the drop-down box, and click the checkbox to select the appropriate **Container Type**.
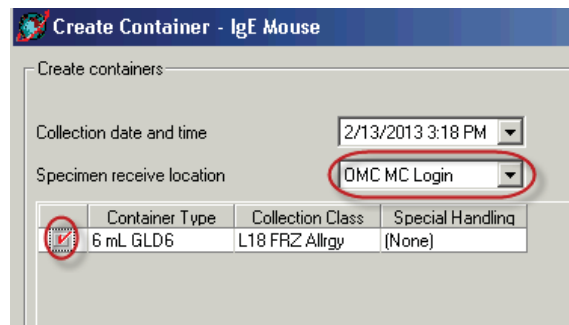
19. Click **OK** to create the new container.

20. The Create Container screen will disappear and you will see the Accession Add On screen again. Make sure the **Orderable** and other fields show the correct information.

21. If other orders are to be added to this tube, repeat steps 12-14, then click **Submit Orders**.

    OR

22. If this is the only order to be added for this tube, put a checkmark in the **Print Label Y/N** box and click the **Submit Orders** button.
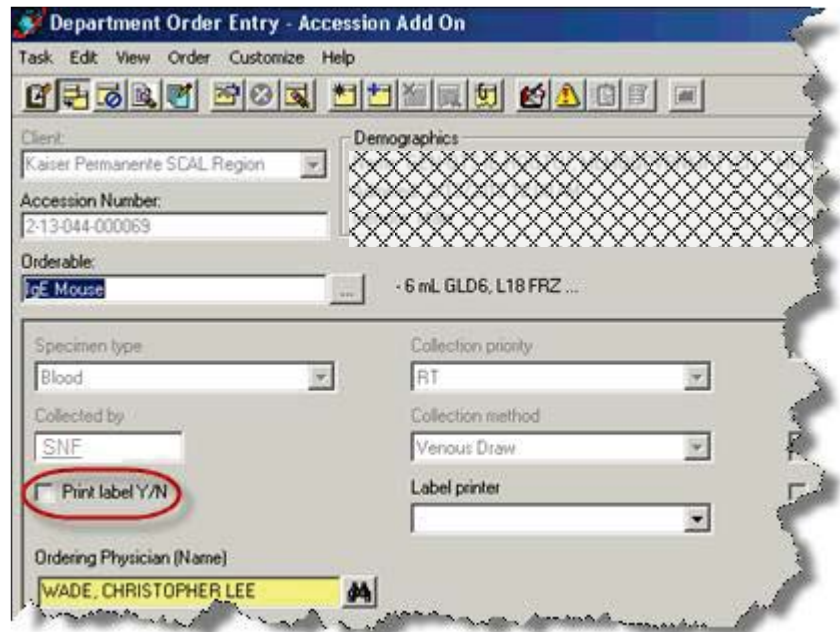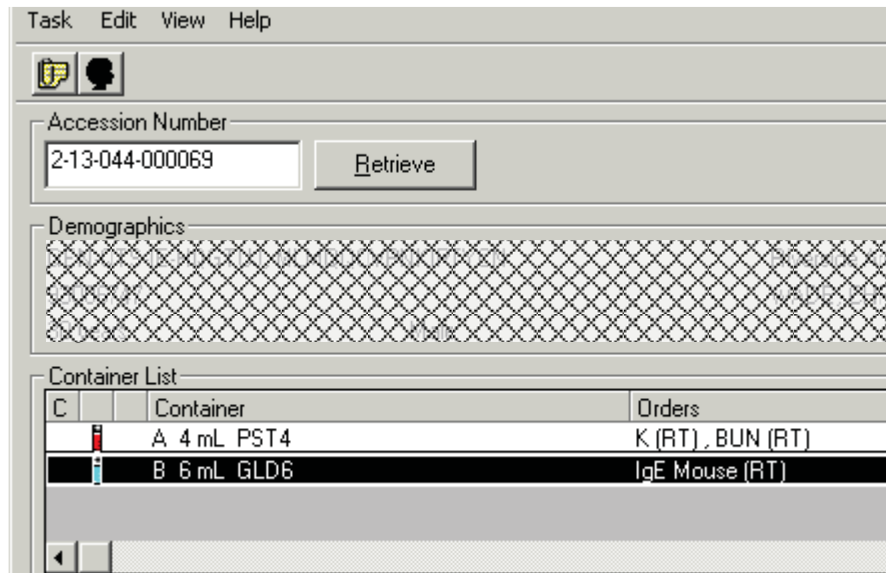

Clicking the **Submit Orders** button after you have created multiple containers will display a window that shows all containers for this accession number. Selecting a container in this window will allow you to add additional tests to the container.

23. After the label prints, **attach** it to the container.

In **Order Result Viewer**, you can see the orders for the patient.

In **Container Inquiry**, you can confirm which orders are associated with which container.
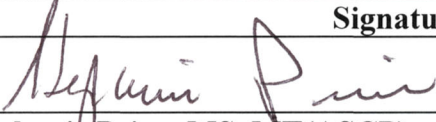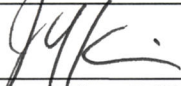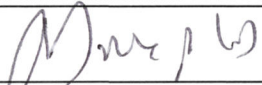
Repeat steps as necessary if additional specimen types have been received with manual orders.

Accessioning Manual Orders

Reviewed and approved by:

Signature	Date
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SIGNATURE	DATE
Name:_____ Operations Director, Area Laboratory	
Name:_____ CLIA Laboratory Director	

Kaiser Permanente
Medical Care Program
California Division – South

SCPMG Laboratory Systems
Laboratory Informatics
Job Aid

Accessioning Manual Orders

HISTORY PAGE

Type of Change: New, Major, Minor	Description of Change(s)	SCPMG Laboratory Informatics Director/Date	Operations Director, Area Laboratory Review/Date	CLIA Director or Designee Review/Date	Local Implementation Initials/ Date
New					