

Manual Orders and Specimens Received from Skilled Nursing Facilities

When specimens with manual orders arrive from a Skilled Nursing Facility (SNF), 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:

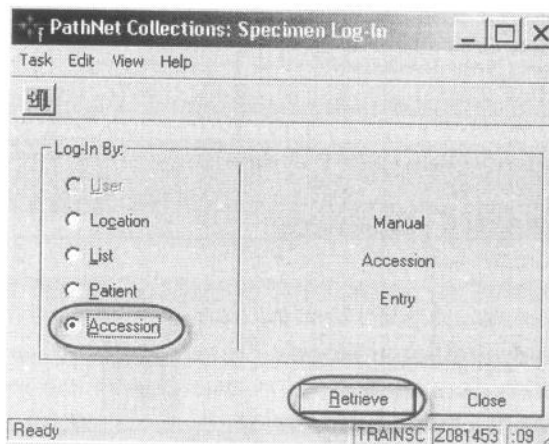
1. Determine which orders are **Cerner orders** (i.e., orders for which Cerner labels will print, and which will be resulted in Cerner).
2. **Accession one of the Cerner orders in KRMS** using the CO function. For example, if several tubes of blood arrive from the SNF for manual orders which will be 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.

7. Type the appropriate **collection date** and **collection time**. If specimens are collected by Independent Phlebotomy Provider Group, use **IPG** as the collector ID.

Accession:

	C	Accession	Coll Date	Coll Time	Coll ID	Order	Priority	Status	Coll Method	Ord
<input checked="" type="checkbox"/>		2-13-044-000069				K	RT	Dispatch	Venous Draw	

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

Location:

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

GEN QTS IE HQDTUJ AL MDCCV PNUPT YCN
 MRN: 2106747
 Birth Date: 2/1/1963
 Order comment:
 Ordering Provider: WADT T-IPBSTDHEDHCEC
 Age: 50 years
 Facility: Permanente Area

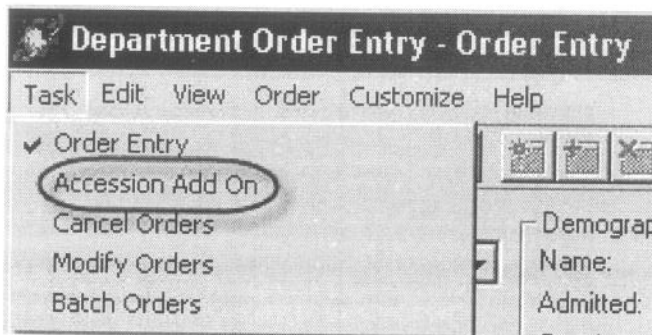
Orders between 2/2/2013 and 3/4/2013

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

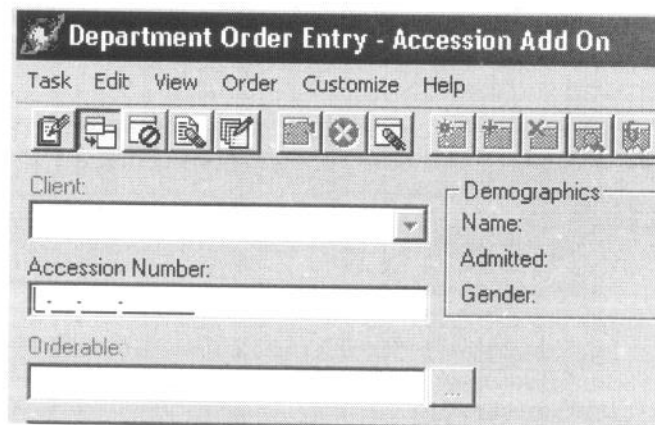
9. If there are additional blood specimen orders, click **Department Order Entry** in Cerner.



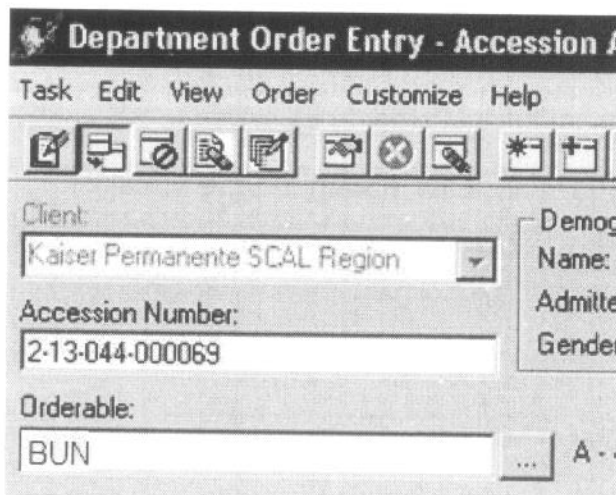
10. Add the second blood specimen order (e.g., a BUN) to the first order's accession number by clicking **Task**, then **Accession Add On**.



11. **Type or scan** the Cerner accession number of the first blood specimen order and press **Enter**.
(If you scanned the label that printed in step 3, you can discard it after you've scanned it. You'll print another label later.)



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.

Department Order Entry - Accession Add On

Task Edit View Order Customize Help

Client: Kaiser Permanente SCAL Region

Accession Number: 2-13-044-000069

Orderable: BUN A - 4 mL PST4, OMC REF Chem

Specimen type: Blood

Collection priority: RT

Collected by: SNE

Collection method: Venous Draw

Label printer: [Empty]

Ordering Physician (Name): WADE, CHRISTOPHER LEE

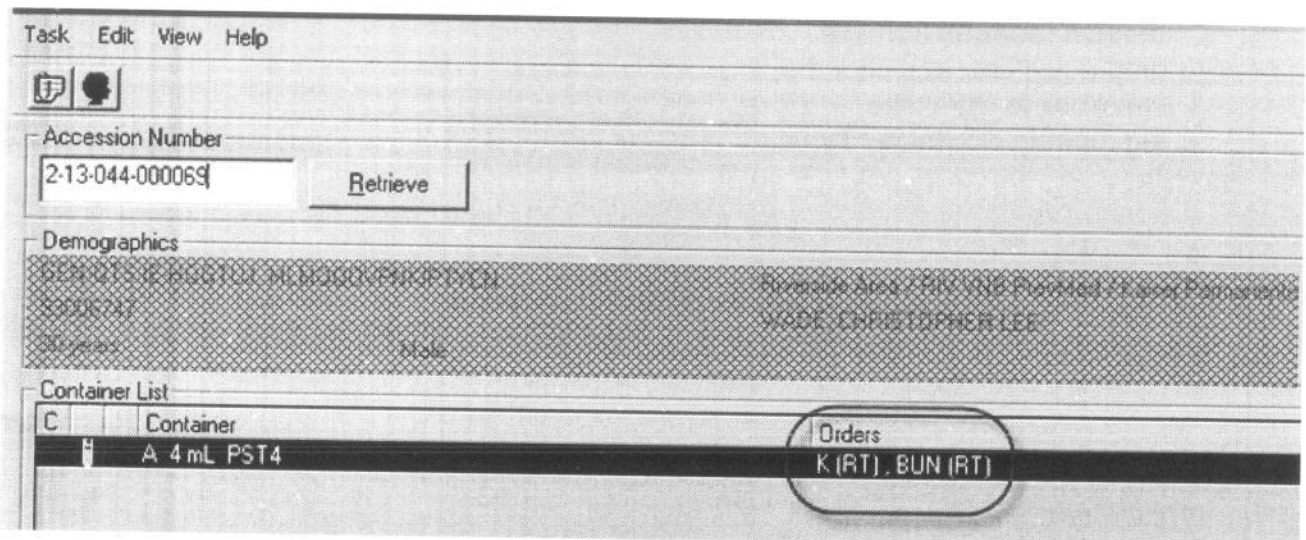
Print label Y/N

13. If this is the last order to be added for this container, put a checkmark in the **Print Label Y/N** box. Click **Task**, then click **Submit Orders**.

If this is not the last order to be added to this container, repeat steps 12 and 13.

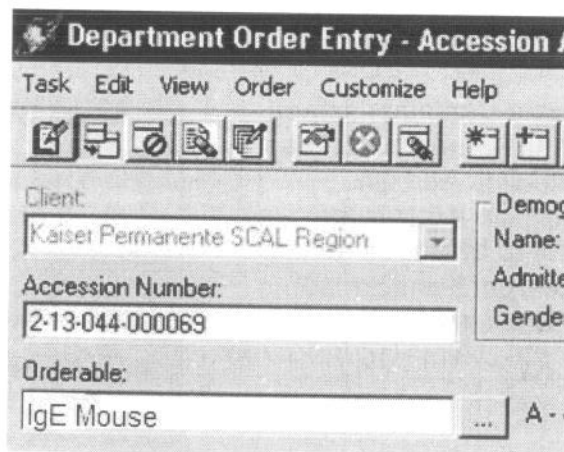
When the label prints, **attach** it to the container.

If you click **Container Inquiry** in Cerner, you'll see that the second order has been added to the existing container.

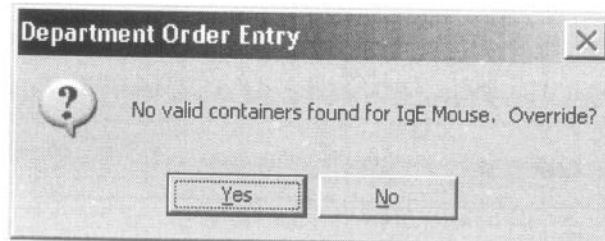


If you need to add a blood order to a different container, proceed to step 15. To receive a different type of specimen (e.g., urine) for a Cerner order, go back to step 2.

- 14. In the Orderable field, type the name of a blood **order** that has been collected in a different container, for example, IgE Mouse. Press **Enter**.



- 15. You will see a warning indicating that the current container is not appropriate for the order. Click **No** to add a new container to the accession number.



The Create container dialog box will appear.

16. Select the **Specimen receive location** from the drop-down box, and click the checkbox to select the appropriate **Container Type**.

	Container Type	Collection Class	Special Handling
<input checked="" type="checkbox"/>	6 mL GLD6	L18 FRZ Allrgy	(None)

17. Click **OK** to create the new container.

18. The Create Container screen will disappear and you'll see the Accession Add On screen again. If this is the last order to be added for this container, put a checkmark in the **Print Label Y/N** box.

Client: Kaiser Permanente SCAL Region
Accession Number: 3-13-044-000069
Orderable: IgE Mouse - 6 mL GLD6, L18 FRZ ...
Specimen type: Blood
Collected by: 5851275
Collection priority: RT
Collection method: Venous Draw
Label printer: [dropdown]
Ordering Physician (Name): WADE, CHRISTOPHER LEE

19. Click **Task**, then click **Submit Orders** to finish adding the order to the new container.

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

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

The screenshot shows the Order Result Viewer interface. At the top is a toolbar with various icons. Below it is a 'Demographics' section with a grid background containing the following information:

- Order ID: 2-13-044-000069
- Ordering Provider: WADE, CHRISTOPHER
- Birth Date: 1-1-1983
- Age: 30 years
- Order Comment: [blank]
- Facility: Riverside Area

Below the demographics is a section titled 'Orders between 2/2/2013 and 3/4/2013' which contains a table:

Accession	Order	Specimen	Priority	Status	C
2-13-044-000069	BUN	Blood	RT - Routine	In-Lab	
2-13-044-000069	K	Blood	RT - Routine	In-Lab	
2-13-044-000069	IgE Mouse	Blood	RT - Routine	Collected	

In **Container Inquiry**, you can confirm which orders are associated with which container.

The screenshot shows the Container Inquiry interface. At the top is a menu bar with 'Task', 'Edit', 'View', and 'Help'. Below the menu bar is a toolbar with icons. The main area contains an 'Accession Number' field with the value '2-13-044-000069' and a 'Retrieve' button. Below this is a 'Demographics' section with a grid background containing the following information:

- Order ID: 2-13-044-000069
- Ordering Provider: WADE, CHRISTOPHER
- Birth Date: 1-1-1983
- Age: 30 years
- Sex: Male
- Facility: Riverside Area



Below the demographics is a 'Container List' section with a table:

C	Container	Orders
<input type="checkbox"/>	A 4 mL PST4	K (RT), BUN (RT)
<input checked="" type="checkbox"/>	B 6 mL GLD6	IgE Mouse (RT)

Repeat steps 1 through 20 if additional specimen types have been received from the SNF (e.g., urine).

Manual Orders and Specimens Received from Skilled Nursing Facilities

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SIGNATURE	DATE
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Continued on next page

Signature Manifest

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Manual Orders and Specimens Receive

Collaboration

Name/Signature	Title	Date	Meaning/Reason
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Initial Approval

Name/Signature	Title	Date	Meaning/Reason
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Final Approval

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Set Effective Date

Name/Signature	Title	Date	Meaning/Reason
Marian Azuma (K122230)	Systems Integration Manager	01 Oct 2015, 02:02:26 PM	Approved