

**KAISER MEDICAL CARE PROGRAM
ORANGE COUNTY AREA
POLICIES AND PROCEDURES**

TITLE:	LABORATORY P&P	INDEX NO:	09-001-01
SECTION:	LIS	ORIGIN DATE:	6-99
SUBJECT:	“CO” ACCESSIONING SAMPLES in the KRMS SYSTEM	REVISION DATE	7-07,11/07,6/09, 4/11, 4/17

Accessioning Samples in the Kaiser Result Management System (KRMS)

POLICY

All tests to be completed in the Laboratory (local or regional) must be accessioned into the KRMS system. Laboratory Tests ordered using a manual requisition needs to be accessioned in KRMS under “CO”.

What is KRMS

- KRMS is the Kaiser Result Management System.
- The results of tests completed through Cerner are displayed in KRMS.
- Results cannot be automatically processed by the analyzers until all accessioning is complete for the sample.

Entering outpatient information

Follow the steps below to enter outpatient information.

Step	Action								
1.	Log onto Main Frame using your User NUID and password.								
2.	Type KRMS and Enter.								
3.	Select AF for accessioning functions, then select lab location.								
4.	Select CO for outpatient accessioning.								
5.	<table border="1" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">If the patient ...</th> <th style="text-align: left;">then you would ...</th> </tr> </thead> <tbody> <tr> <td>has their health plan card</td> <td>swipe the card and confirm the name by asking the patient to state their name and date of birth.</td> </tr> <tr> <td>does not have their health plan card</td> <td>press ENTER and manually type in the patient’s medical record number. Confirm name and date of birth.</td> </tr> <tr> <td>is a non member</td> <td>call 8-279-3333 to get a medical record number for the patient. Give the patient the number to use if they need to return to Kaiser in the future.</td> </tr> </tbody> </table> <p style="text-align: right;"><i>Continued on next page</i></p>	If the patient ...	then you would ...	has their health plan card	swipe the card and confirm the name by asking the patient to state their name and date of birth.	does not have their health plan card	press ENTER and manually type in the patient’s medical record number. Confirm name and date of birth.	is a non member	call 8-279-3333 to get a medical record number for the patient. Give the patient the number to use if they need to return to Kaiser in the future.
If the patient ...	then you would ...								
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is a non member	call 8-279-3333 to get a medical record number for the patient. Give the patient the number to use if they need to return to Kaiser in the future.								

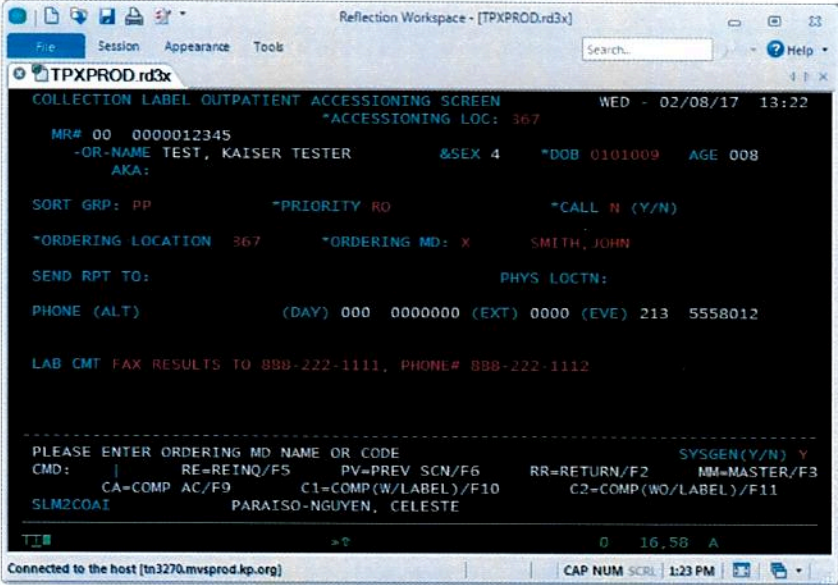
Accessioning outpatient without order entry

Follow the steps below to accession outpatient samples with no order entry.

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Step	Action						
1.	After entering the patient information verify that all the information is correct.						
2.	The ordering location should be displayed. <table border="1" data-bbox="570 380 1395 533"> <thead> <tr> <th>If the information displayed is ...</th> <th>then you would ...</th> </tr> </thead> <tbody> <tr> <td>correct</td> <td>continue with the accessioning</td> </tr> <tr> <td>absent or not correct</td> <td>enter the information.</td> </tr> </tbody> </table>	If the information displayed is ...	then you would ...	correct	continue with the accessioning	absent or not correct	enter the information.
If the information displayed is ...	then you would ...						
correct	continue with the accessioning						
absent or not correct	enter the information.						
3.	<table border="1" data-bbox="570 611 1395 909"> <thead> <tr> <th>If the patient ...</th> <th>then you would ...</th> </tr> </thead> <tbody> <tr> <td>has an AKA</td> <td>tab to the next line on the screen and type in the AKA name marked on the slip. Verify the information with the patient. Write the name from the screen on the slip as an AKA.</td> </tr> <tr> <td>does not have an AKA</td> <td>Continue with step 4.</td> </tr> </tbody> </table>	If the patient ...	then you would ...	has an AKA	tab to the next line on the screen and type in the AKA name marked on the slip. Verify the information with the patient. Write the name from the screen on the slip as an AKA.	does not have an AKA	Continue with step 4.
If the patient ...	then you would ...						
has an AKA	tab to the next line on the screen and type in the AKA name marked on the slip. Verify the information with the patient. Write the name from the screen on the slip as an AKA.						
does not have an AKA	Continue with step 4.						
4.	For Kaiser providers: Enter the CPM code for the "ordering physician" or tab over to enter the first few letters of the last name followed by a comma to view a list to choose from. If the Kaiser provider's CPM info is not found, please contact a manager for assistance.						
5.	For Non-Kaiser providers: Enter an "X" for the ordering physician and tab over to enter the provider's name. Remember to enter PP or PD under Sort Group and all necessary fax, phone, and address information under Lab Comment ..						

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6.	<p>Anaheim and affiliated MOBs: Members that have tests ordered from Non-Kaiser providers will be accessioned with Sort Group "PP". The physician address and fax number need to be entered on the Lab Comment section in KRMS.</p> <p>Irvine and affiliated MOBs: Members that have tests orders from Non-Kaiser providers will be accessioned with Sort Group "PD". The physician address and fax number need to be entered on the Lab Comment section in KRMS.</p> 
7.	Proceed to accession one test under CO. Use AS (alpha search) for tests not found on one of the common order screens.
8.	Select the test, and enter PR to process the order.
9.	Review all information and make necessary changes to the priority, ordering provider, performing location, sort group and tests if necessary.
10.	Press the Enter key and review all the information.
11.	Press Enter again and the barcode labels will print to the designated printer. One label for the test ordered will print.
12.	Go to Cerner Specimen Log in to log in the test accessioned. Add on and link additional tests in Cerner.

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13. Under DOE (Department Order Entry), under Task, select Accession Add On.

14. Scan in the accession number.

15. Under Orderable, type in next test, i.e. BUN, then click **Search**

Orderable	Description	Department Display Name	Mnemonic Type
BUN GL	Blood Urea Nitrogen BUN GL	BUN GL	Primary
BUN Post Dialysis	Blood Urea Nitrogen Post Dialysis	BUN PoDial	Primary
BUN Pre Dialysis	Blood Urea Nitrogen Pre Dialysis	BUN PrDial	Primary
Burkitts Lymphoma FISH Panel	Burkitts Lymphoma FISH Panel	BURKT FISH	Primary

At the bottom of the dialog are 'OK' and 'Cancel' buttons.

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16. If the next orderable has the same sample requirement and performing location, this display box will appear. (Ex. Adding TSH to T3). Complete specimen information and printer options. **Add test to the Scratch Pad.**

Department Order Entry - Accession Add On

Client: Kaiser Permanente SCAL Region

Demographics

Name: TEST, KAISER TESTER MRN: 12345 FIN NBR: 214149814660 DOB: 1/1/2009
Age: 4 months Gender: Unknown Allergies: Location: OC Irvine Area / OCI...
Attending: Admitted: 3/3/2017 12:00 AM Discharged: SSN:

Accession number: 2-17-067-035861A Orderable: TSH Container: A - 6 mL GLD6, CRL REF Cor

Specimen received by: Print label Y/N: Label printer: scca130
Order for future visit: Manual assign accession: Performing Location: CRL SrvArea
* Ordering Physician: (Name) HUEBNER-CHAN, DAVID RICHARD

Buttons: Add, Submit

Action	Client	Medical Record Nu...	Financial Number	Person Name	Catalog Type	Procedure	Accession

Ready. PRODC | B32232 | 3/8/2017 | 11:39 AM

17. If the next orderable has a different sample requirement or performing location, a **New Container** box will appear. Check off **create new container**.

Select Container - BUN GL

Existing containers:

Container	Description	Collection Class	Special Handling	Order	Specimen Type	Collection Date/Time
<input checked="" type="checkbox"/> A	5 mL LAV5	OCA REF Hem	(None)	CBC, D# Auto	Blood	2/8/2017 9:00 AM

Show all containers

Recommended containers:
4 mL PST4, OCA REF Chem

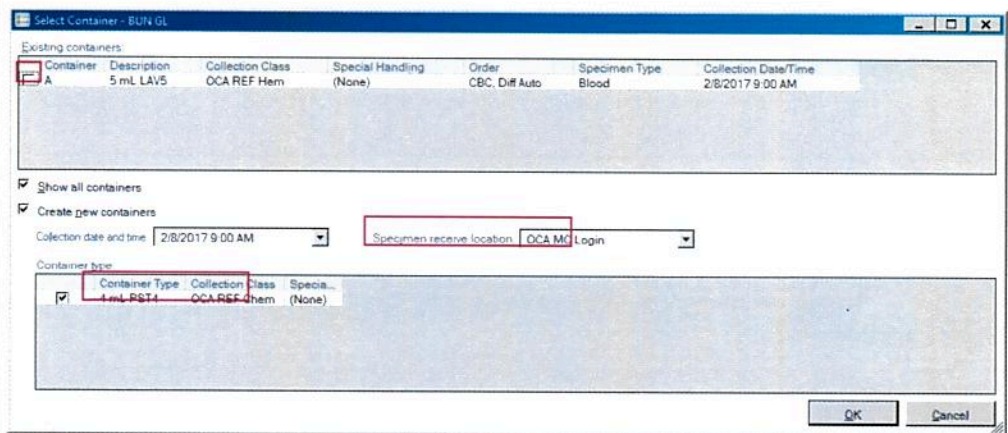
Create new containers

Buttons: OK, Cancel

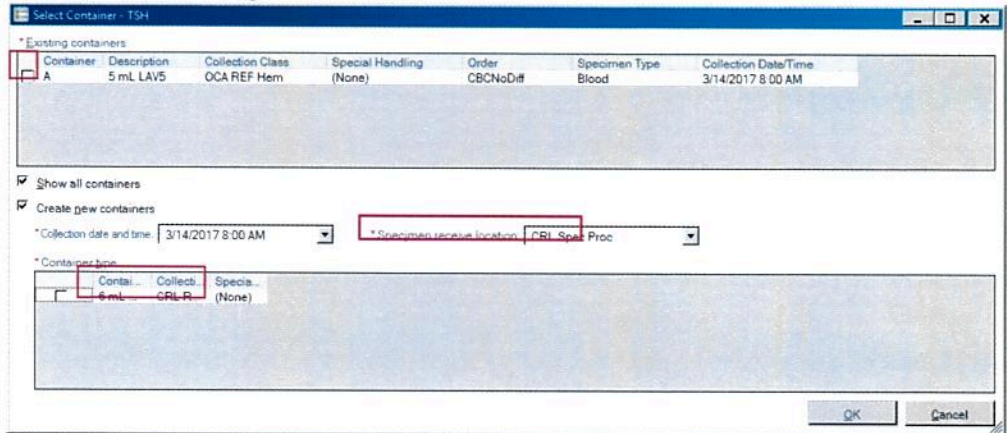
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18. This window will display. Select the **Specimen Receive Location** (performing location) based on the **Collection Class** below (i.e. OCA Ref Chem, OCA MC Login). **Uncheck** the box next to the original container if different specimen container type and/or **Specimen Receive loc.**; leave check mark if the same (e.g. Lytes and BUN).

Example for adding BUN to CBC:



Example for adding TSH to CBC:



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19. Check off **the Container Type** of the next orderable (in this case BUN)
Click OK

20. Select "Add Order to Scratch Pad". Order will display in the bottom window.

21. Continue steps 13 to 20 for all added tests. After all tests have been added, proceed to **"Submit Orders"** from Task Menu.

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22. Go to **ORV** to display all tests ordered. Notice that since the first test was logged in, the specimen status is In-Lab. No need to Log in specimens again. **Print labels.**

PathNet General Lab Order Result Viewer [Order List]

TEST, KAISER TESTER
 MRN: 12345 Ordering Provider: UNKNOWN, RMS-SENT Hx name: TEST, KAISER TESTER
 Birth Date: 1/1/2009 Age: 4 months Gender: Unknown ABORh.
 Order comment: RMS A... Facility: OC Anaheim Area Location:

Orders for Accession 2-17-039-047085

Collect Date	Accession	Order	Col.	Specimen	Status	C.	Order Date	Order Personnel ID	Order Alias
2/8/2017 1:34 PM	2-17-039-047085	Dif Auto	RT	Blood	In-Lab		2/8/2017 1:36	SYSTEM	493948306
2/8/2017 9:00 AM	2-17-039-047085	BUN GL	RT	Blood	Collected		2/9/2017 11:48...	Paraiso-Nguyen, Celeste	
2/8/2017 9:00 AM	2-17-039-047085	Prolactin GL	RT	Blood	Collected		2/9/2017 12:11...	Paraiso-Nguyen, Celeste	
2/8/2017 9:00 AM	2-17-039-047085	T3	RT	Blood	Collected		2/9/2017 12:10...	Paraiso-Nguyen, Celeste	
2/8/2017 9:00 AM	2-17-039-047085	TSH	RT	Blood	Collected		2/9/2017 12:03...	Paraiso-Nguyen, Celeste	
2/8/2017 9:00 AM	2-17-039-047085	CBC	RT	Blood	In-Lab		2/8/2017 1:34 ...	Contributor_system, LIS...	493948379

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23. Go to **Container Details** and notice how each test is designated a container **all within one accession number.**

[TEST, KAISER TESTER; 4044844] - PathNet Collections: Container Inquiry

TEST, KAISER TESTER
 12345 Test site: OCA Remisol... OC Anaheim Area / Kaiser Permanente SCAL Region
 4 months Unknown UNKNOWN, RMS-SENT

Container List Accession number: 2-17-039-047085 Retrieve 0 minutes ago

Comment	Container	Orders	Orders Not Collected	Lab Handling
	A 5 mL LAV5	CBC (RT) Dif Auto (RT)		
	B 4 mL PST4	BUN GL (RT)		
	C 6 mL GLD6	TSH (RT) T3 (RT)		
	D 6 mL GLD6	Prolactin GL (RT)		

Event List:

Event	Date/Time	User	Location	Detail	Update Date/Time	Update User	Event S
Collected	2/8/2017 9:00 AM	RNC	OCA MC Login		2/8/2017 1:36 PM	I332232	000000
Received	2/8/2017 1:35 PM	I332232	OCA MC Login		2/8/2017 1:36 PM	I332232	000000
Dispatched	2/8/2017 1:35 PM	SYSTEM			2/8/2017 1:35 PM	SYSTEM	000000
Orders Added	2/8/2017 1:36 PM	SYSTEM	OCA MC Login		2/8/2017 1:36 PM	SYSTEM	000000

Ready PRODSC | I332232 | 12:15 PM

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**Results printing for
Outpatient
Manually ordered
Tests**

Anaheim and affiliated MOBs: Results are printed automatically in OCA printer "SCOCA135/CSAMCLABS-15". The front office lab assistant will then fax or mail printed results to the ordering private physician.

Irvine and affiliated MOBs: Results are printed automatically in IMC printer "I149". The supervisor or designee will then fax or mail printed results to the ordering private physician and will be logged in the Contracted and Non-KP Physicians Log Book.

