

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

<b>TITLE:</b>	LABORATORY P&P	<b>INDEX NO:</b>	09-515-01
<b>SECTION:</b>	LIS	<b>ORIGIN DATE:</b>	9/11
<b>SUBJECT:</b>	Non-Patient Accessioning for Endotoxin Testing and Dialysis Cultures	<b>REVISION DATE:</b>	6/17

## Non-Patient Accessioning for Endotoxin Testing and Dialysis Cultures

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**Purpose** To describe the procedure for Non-patient Accessioning for Reverse Osmosis Product water Dialysate for Endotoxin (LAL) Testing and Dialysis Cultures.

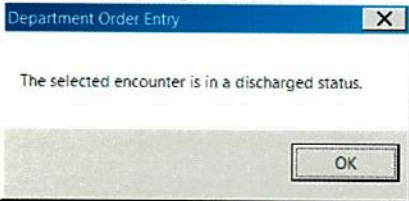
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**Workplace Safety** For equipment safety, proper body mechanics, sharp exposure, and other safety practices, refer to Laboratory Policy and Procedure Manual Safety Section (11).

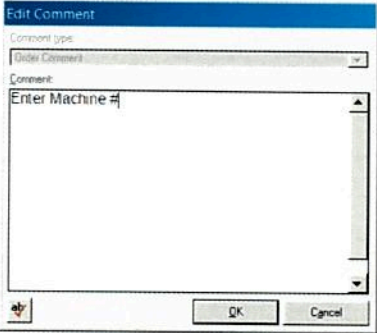
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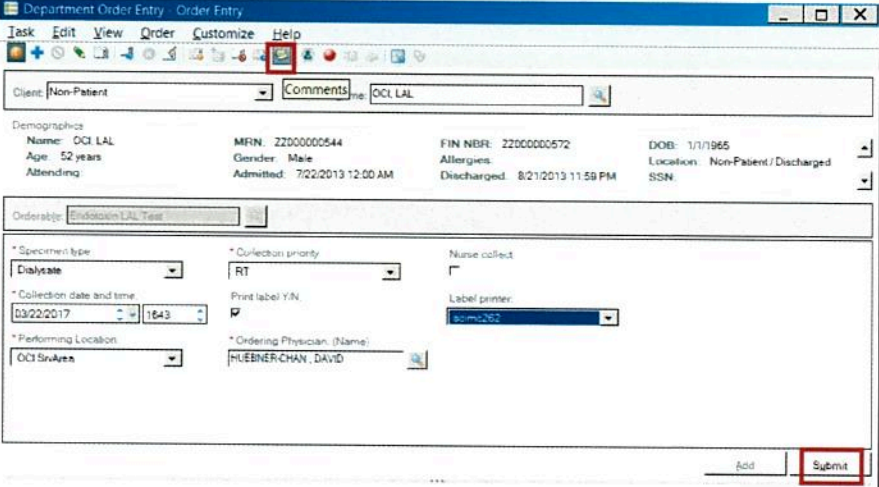
### Procedure

**Accessioning Endotoxin LAL Orders** Follow the steps below to accession Non-patient orders for Endotoxin LAL testing: Water or Dialysate.

Step	Action
1.	Go to <b>Department Order Entry (DOE)</b> in Cerner.
2.	In field Person Name: Search for <b>OCI, LAL</b> . Click <b>OK</b> when you see this pop-up window. 
3.	In the <b>Orderable</b> field, type <b>Endotoxin</b> , hit <b>Enter</b> . This will select the test Endotoxin LAL test.
4.	Select the <b>Specimen type</b> from the drop-down menu. Select <b>Collection priority- RT</b> . Enter <b>Collection date and time</b> from the form. Click on the box for <b>Print label</b> . Select <b>Label printer</b> . Select performing location as <b>OCI SrvArea</b> . Enter Ordering Physician: <b>Dr. Huebner-Chan</b> .

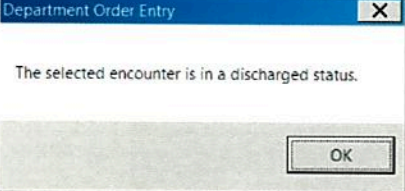
5. In **Order comment**, click **Edit**. Enter **Machine #**, click **OK**. Click **Close** to save.
 

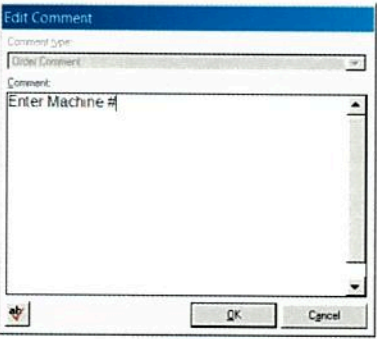
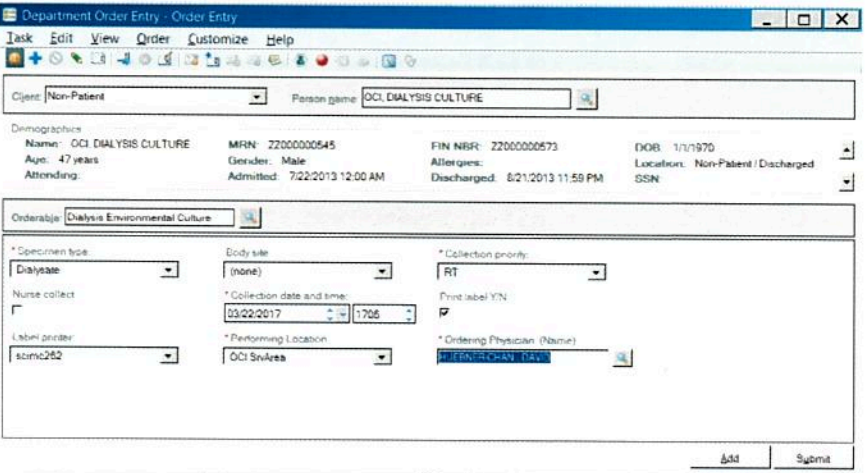



6. Click **Submit**. Label will print on the designated printer. Affix on the sample.
7. Repeat steps 1-6 for all machines and sources.

**Accessioning  
Dialysis Culture  
Orders**

Follow the steps below to accession Non-patient orders for Dialysis Cultures: Water or Dialysate.

Step	Action
1.	Go to <b>Department Order Entry (DOE)</b> in Cerner.
2.	In field Person Name: Search for <b>OCI, DIALYSIS CULTURE</b> . Click <b>OK</b> when you see this pop-up window. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;">  </div>

3.	In the <b>Orderable</b> field, type <b>Dialysis</b> , hit <b>Enter</b> . This will select the test Endotoxin LAL test.
4.	Select the <b>Specimen type</b> from the drop-down menu. Select <b>Collection priority- RT</b> . Enter <b>Collection date and time</b> from the form. Click on the box for <b>Print label</b> . Select <b>Label printer</b> . Select performing location as <b>OCI SrvArea</b> . Enter Ordering Physician: <b>Dr. Huebner-Chan</b> .
5.	<p>In <b>Order comment</b>, click <b>Edit</b>. Enter <b>Machine #</b>, click <b>OK</b>. Click <b>Close</b> to save.</p>  
6.	Click <b>Submit</b> . Label will print on the designated printer. Affix on the sample.
7.	Repeat steps 1-6 for all machines and sources.

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**Transport  
Instructions**

Follow the steps below for the Transport Instructions

<b>Step</b>	<b>Action</b>
1.	Send accessioned tubes and completed <b>Non-Patient Sample Accessioning Request Form[s]</b> to the Regional Reference Laboratories [Sherman Way] immediately for delivery to the Virology Department for testing. See attached sample of the form. Make a copy of the completed form and file it in the Environmental Culture Binder.
2.	Refer to Cerner procedure – Transfer Specimens to track samples in Cerner.

**Results  
Distribution  
Instructions**

Follow the steps below for the Results Distribution Instructions.

<b>Step</b>	<b>Action</b>
1.	<ul style="list-style-type: none"> <li>• Results will automatically print to the designated Non-Patient chart printer once the results are verified.</li> <li>• Scan the results and email it to the Dialysis department and Biomed department or send it via inter-office mail.</li> </ul>

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## Attachment A- Sample Order Form

Kaiser Permanente Southern California Medical Group  
SCPMG Laboratory Systems

Irvine Medical Center - OCI  
6640 Alton Parkway Irvine, CA 92618

Place Patient sticker here

### NON-PATIENT SAMPLE ACCESSIONING REQUEST FORM

<b>TEST: Endotoxin LAL Test</b> [for testing REVERSE OSMOSIS PRODUCT WATER and DIALYSATE]	<b>TEST: Dialysis Environmental Culture</b>
Specimen Type [check appropriate box]: <input type="checkbox"/> Water <input type="checkbox"/> Dialysate	Specimen Type [check appropriate box]: <input type="checkbox"/> Water <input type="checkbox"/> Dialysate
Coll Date: _ _ / _ _ / _ _ _ _ Time: _ : _ M M D D Y Y Y Y            H H M M	Coll Date: _ _ / _ _ / _ _ _ _ Time: _ : _ M M D D Y Y Y Y            H H M M
Collected By:	Collected By:
Ordering Location: OCI- Irvine Medical Center	Ordering Location: OCI- Irvine Medical Center
Ordering Provider:	Ordering Provider:

**\*\*\*IMPORTANT\*\*\***

Pack tubes in sealed Zip-lock bag(s) along with this NON-PATIENT SAMPLE ACCESSIONING REQUEST FORM for delivery [on ice packs] to your local laboratory for accessioning and transport to the Regional Reference Laboratories. Testing will be performed in the Virology and/or Bacteriology Department.

#### Information for Medical Center Laboratory

##### Accessioning and Transport Instructions:

- Must use **NON-PATIENT ACCESSIONING** in Cerner via Department Order Entry (DOE)  
(Refer to Non-Patient Accessioning SOP on LabNet)
- Accession and specify Specimen Type for each tube separately
- If applicable, document machine number in **Order Comment**
- Search and select Cerner orderable (i.e. **Endotoxin LAL Test, Dialysis Environmental Culture**)
- Follow current SOP for transferring/tracking specimens to Regional Reference Laboratories. Must send refrigerated.

Place Label Here

Place Label Here

Place Label Here

Place Label Here

#### Information for Regional Reference Laboratories' Specimen Processing Department

- Deliver Endotoxin LAL samples to the Virology Department and Dialysis Environmental Culture samples to the Bacteriology Department according to the established delivery schedule.

