	DOCUMENT TYPE: Procedure	ORIGIN DATE 03/11/2020
CLIA Lab Director: Dr. Gregory Pomper	LAB DEPARTMENT: Central Processing Lab	CONTACT: Central Processing Lab

APPLICABLE LABORATORY(S):

- North Carolina Baptist Hospital (NCBH)
- Lexington Medical Center (LMC)
- Davie Medical Center (DMC)
- Wilkes Medical Center (WMC)
- High Point Medical Center (HPMC)
- Westchester
- Clemmons

PURPOSE

The purpose of add-on tests is to save patients from having to be recollected for labs when an acceptable sample already exists in the laboratory. This procedure provides guidelines to Central Processing staff for adding on tests to samples that are in the laboratory.

SCOPE

This procedure applies to Central Processing and Client Services team members.

DEFINITIONS

- A. Procedure: A process or method for accomplishing a specific task or objective.
- B. WFBH Lab System: Wake Forest Baptist Lab System is a health system that includes Wake Forest Baptist Medical Center and all affiliated organizations including Wake Forest University Health Sciences (WFUHS), North Carolina Baptist Hospital (NCBH), Lexington Medical Center (LMC), Davie Medical Center (DMC), Wilkes Medical Center (WMC), High Point Medical Center (HPMC), Lab at Westchester and Lab at Clemmons.
- C. MRN: Medical Record Number

SUPPLIES/MATERIALS

Beaker labels

PROCEDURE GUIDELINES

A. Procedure

1. Inpatient providers and providers of Wake-owned clinics may place add-on orders in WakeOne. The add-on orders appear in the Add-On In Basket of Central Processing and Client Services staff.

2. Completing Basic Add-Ons from In Basket

- a) Click on the In Basket. Click on an add-on request from the list and view available specimens. Refer to section 3 for verifying specimen type and stability.
- b) If an acceptable specimen is in WC Lab, click the Select hyperlink to add the test to the specimen. A Beaker label will print. Deliver add-on labels to the appropriate testing bench add-on bins, or give labels to Spin person to deliver.
- c) Check that the accession number is a Winston Campus accession (for example, a 21W number). Add-ons for pediatric patients might route to the wrong campus; these will need to be sent for redraw, then collected from Order Inquiry using the original sample's collection date and time.

3. Checking Acceptable Specimen Type and Test Stability

- a) The Procedure Catalog in Beaker lists acceptable specimen types for lab tests. Open the Procedure Catalog and search for the requested add-on test.
- b) Refer to the WC Lab container types that are acceptable for the add-on test.
- c) To find sample stability for a test or panel, refer to Attachment A: Stability Reference or search for the test's procedure in Title 21.

4. Cancer Center Lab Add-Ons

- a) The Cancer Center Lab is open from 7:30am to 5:00pm Monday-Friday.
- b) Cancer Center Lab employees will complete their add-ons during operating hours. After hours, Central Processing will complete add-ons for Cancer Center samples.
- c) See Attachment B for steps to complete add-ons for Cancer Center samples after hours.

5. Add-Ons to Samples in Family Practice Lab or Hematology Oncology Labs

- a) Determine if sample type and stability are acceptable for suggested specimen. See Attachment A: Stability Reference.
- b) Call the practice or lab to ask them to send the sample for the add-on. See Table 1 for contact information.

Lab or Practice Name	Contact Number	Alternate Contact
Family Practice Lab (21F samples)	6-5680	In-basket to Pool "PPI FAM MED LAB STAFF"
Statesville Hematology Oncology (21SO samples)	704-872-3630 Ask to speak to someone in the lab	In-basket to Pool "STATESVILLE HEMONC CLINICAL"
Elkin Hematology Oncology (21E samples)	336-835-9589	
Lexington Hematology Oncology (21LO samples)	3-0054	
Mount Airy Hematology Oncology (21MO samples)	336-786-8880 Ask to speak to someone in the lab	

Table 1. Outside Practices/Labs Contact Information

6. Sendout/Referral Test Add-On Requests

- a) Referral tests must be on a separate accession number. Do not use the Select function in the Add-On In Basket for referral tests.
- b) See Attachment C: Referral Testing Add-Ons for steps to complete these Add-On requests.

7. Special Hematology Test Add-On Requests

- a) When a special hematology test is requested to be added to a coag sample, check the Stability Reference to see if the sample is still acceptable for testing.
- b) If the sample is acceptable, add the test in the Add-On In Basket. Place on a packing list to Special Hematology. Leave the label and a note at the coag bench to bring the sample to Central Processing.
- c) If coag testing is still in progress, write "Share" on the label and include a note with the label to return the sample and label to Central Processing when coag testing is completed. When sample comes to Central Processing, place on a packing list to Special Hematology.

8. Handling requests for CMEP to be added to BMEP

- a) See Attachment D for instructions on adding additional tests to a BMEP without adding duplicate tests.
- b) See Attachment E for Beaker panels and their included tests.

9. Handling requests for CBCD to be added to CBC

- a) See Attachment G: Adding Differential Only to CBC

10. Handling requests for DIC panel to be added to existing coag sample

- a) See Attachment H: Adding DIC Panel Tests

11. Finding your completed Add-Ons when a label didn't print

- a) If a label does not print and you need to find which add-ons you performed:
 - i. In the In Basket screen, click on Completed Work (link at the bottom left corner)
 - ii. Click Add-Ons
 - iii. Completed Add-Ons will appear in a list. To re-print a label, you will need to open Specimen Inquiry by Patient – click on the accession you added to – and click on Labels – Print Labels.

12. Forwarding Add-Ons to Other Labs

- a) If the original sample is not in WC Lab, there are other locations that the Add-On request can be forwarded to for completing.
- b) Add-On In Basket (Pool) Locations:

Sample Location	Pool Name
Clemmons Medical Center Lab	Clemmons Lab Add-Ons
Cornerstone Westchester Lab	Cornerstone Lab Westchester Add-Ons
Davie Medical Center Lab	DMC Lab Add-Ons
High Point Medical Center Lab	HPMC Lab Add-Ons
Lexington Medical Center Lab	LMC Lab Add-Ons
Wilkes Medical Center Lab	Wilkes Hospital Lab Add-Ons

- c) Refer to Attachment F: Forwarding Add-Ons for instructions on forwarding.

13. Outreach Add-On Requests

- a) Outreach locations (X locations) will complete the top section of an Outreach Add On Request Form. See Attachment. Completed Forms will be faxed to the Client Services fax machine.
- b) Look up the patient in Beaker by name/DOB and X location. Determine if an acceptable specimen is available to add the requested test(s).
- c) Click on the intended specimen and click on Specimen Update.
 - i. Alternately, click on the Requisition hyperlink (RQXXXXX) and then click on Requisition Entry. Proceed to step e.
- d) Click on Add-ons drop down and select New Orders.

- e) Add the diagnosis code if it is not already listed (find this information on the Outreach Add On Request Form). Click on the last diagnosis code listed and a box will open below. Enter the new diagnosis code.

Code	Description
1 C84.48	Peripheral t-cell lymphoma, not classified, lymph nodes of multiple sites (HCC) [ICD-10-CM]
2	

- f) In the Procedure list, scroll down to the next available row. Type the test to be added. Select the correct test from the Order Search window and click Accept.
- g) Click in the Comments box and type in the billing type (Insurance Bill, Client Bill, or Patient Bill) as an Order Comment (find this information on the Outreach Add On Request Form):

Adding to specimen 21W-172MD0006

Submitter: XDENT Requisition number: RQ15473 Patient: BEAKERAPTWENTY, PATIENT

DOB: 6/1/2002

SUBMITTER PATIENT ID: XDENT-CE001016

Diagnoses:

Code	Description
1 C84.48	Peripheral t-cell lymphoma, not classified, ly

Procedure [6]

1	T-CELL CLONALITY TCRG [LAB3210]
2	CBC [LAB294]
3	

Order comments: Insurance Bill

Laboratory order comments:

Status	Specimen Type	Priority	Specimen Source	Dx	Q	C	H
Canceled	Other	Routine	Tissue	1			
	Blood	Routine		1			

- h) In the Dx box (by the Comment box) – enter the row number associated with the correct diagnosis code.

Dx	Q	C	H	L
1	?			
1				

- i) Click Create Specimens and Receive. Click Accept. The add-on is completed.
- j) Fill out the bottom section of the Outreach Add On Request Form:
 - Date original specimen was collected (DOS)
 - Original accession number (accession being added to)
 - Time and Date add-on completed
 - Initials of person completing the request

- k) If the specimen stability is exceeded or any other problem that prevents the add-on from being completed, note the problem on the Add On Request Form. Document who was notified that the add-on could not be completed.

LITERATURE REFERENCES

None

RELATED PROCEDURES/POLICIES IN NAVEX

None

ATTACHMENTS/LINKED DOCUMENTS IN TITLE 21

Attachment A: Stability Reference – See Title 21

Attachment B: Cancer Center Add-Ons

Attachment C: Referral Testing Add-Ons

Attachment D: CMEP requested to add to BMEP

Attachment E: Beaker Panels and Included Tests

Attachment F: Forwarding Add-Ons

Attachment G: Adding Differential Only to CBC

Attachment H: Adding DIC Panel Tests

Attachment I: Outreach Add On Request Form - See Title 21

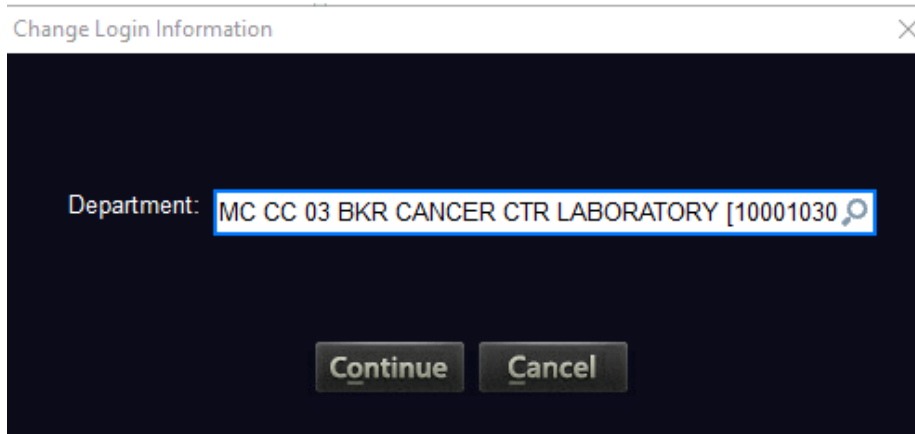
REVISION DATES: REVIEW CHANGE SUMMARY AS REPRESENTED IN TITLE 21.

Attachment B: Cancer Center Add-Ons

1. Change Context in Beaker to the Cancer Center Lab:

- a) Change Context either by clicking the drop down arrow next to Log Out (at top right of window), or by searching Change Context in the search function.
- b) **MC CC 03 BKR CANCER CTR LABORATORY** is the correct context for the CC Lab. You can search using “cancer lab” to find and select this context.

Search			
Recent			
cancer lab			
%	External Name	Department	Specialty
	Lab Services - 3rd fl Cancer Center	MC CC 03 BKR CANCER CTR LABORATORY	Lab



2. Open the Add-On In Basket and check that you are signed into the WC Cancer Center Lab Add-Ons pool:

- a) Click on Edit Pools. Make sure the box is checked for WC CANCER CENTER LAB ADD-ONS.

In Basket

New Msg
 New Patient Msg
 Refresh
 Edit Pools
 Preferences

↑ My Messages

Canceled Ord

My Open Charts

> **Add-ons** 7 unread, 12 total

08/12	1535	Iron Profile
? Suggested Specimen: In lab WC LAB		

Pool

<input checked="" type="checkbox"/>	WC CANCER CENTER LAB ADD-ONS
<input checked="" type="checkbox"/>	WC LAB ADD-ONS

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CP-SOP-0011: 4.0 (EFFECTIVE May 7 2022 1:00AM) Printed On: May 11 2022 3:28PM

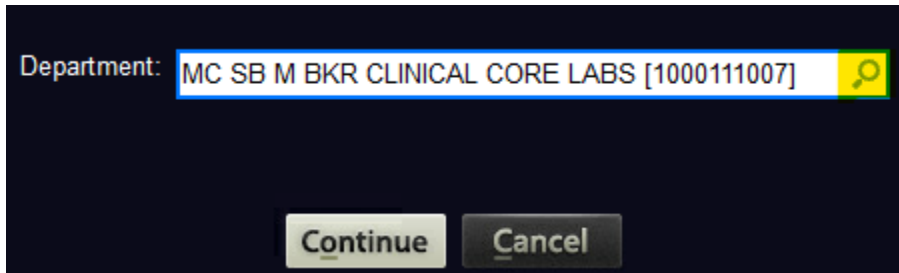
3. Complete add-ons by clicking the Select hyperlink for the intended specimen. A label will print.

Select a specimen to add TSH, 3rd Generation

Select ✓ Suggested to provider
 2m old 8/12/2021 1604 21CC-224C0001
 No specimen source In lab WC CANCER CENTER LAB
 CMP

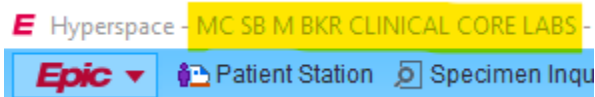
[Send for New Collection](#)

4. Change Context in Beaker back to the core lab context:
MC SB M BKR CLINICAL CORE LABS is the correct core lab context. You can also click the spyglass, and click on the Recent tab to find your recent context.



Search Recent	
External Name	Department
Lab Services	MC SB M BKR CLINICAL CORE LABS
Lab Services - 3rd fl Cancer Center	MC CC 03 BKR CANCER CTR LABORATORY

5. Verify you are back in the Core Labs context by looking at the top left of the window. It should list **MC SB M BKR CLINICAL CORE LABS**.



6. Double scan the add-on label to receive the add-on into WC Lab.

Attachment C: Referral Testing Add-Ons

1. If an acceptable sample is available in WC Lab, open Specimen Inquiry for that sample. You can click on the accession hyperlink in the Add-On In Basket to open Specimen Inquiry.

Select a specimen to add Lipase

Select ✓ Suggested to provider
41m old 8/13/2021 1747 21W-225CH3232
No specimen source In lab WC LAB
CMP

2. Print a label for the specimen. Record the collection date/time on the label. You will need this later.

3. From Specimen Inquiry window, click on Patient Inquiry.

Specimen Inquiry: 21W-225CH2943

Specimen Update Documents Labels Patient Inquiry Requisition Entry

4. In Patient Inquiry window, click on the Order Inquiry tab. Find the referral test that is being requested as an Add-On. The Lab Status column will read “Pending Add-On.”

Lab Status
Pending Add-On

5. Highlight the referral test in Order Inquiry and click Collect Specimens. At the pop-up box, click Continue collection.

Specimen Collection ×

! **The following orders have been flagged for add-on:**
Comprehensive Metabolic Panel [601138201]

Would you like to continue collecting specimens?

Continue collection Stay here

6. Print Labels. Enter collection date/time that you recorded in step 2. Receive.

7. On the referral test label, write “refer to” and the container ID from the original specimen (for example, refer to 7012130010). Discard the original container label printed in step 2.

8. Place the label in the Add-Ons bin at the appropriate bench where the original sample is located.

Attachment D: CMEP Requested to add to BMEP

1. When there is a BMEP sample in the lab, and a provider requests a CMEP as an add-on, this contains duplicate tests.

a) If the BMEP is not resulted yet:

- Add on the CMEP
- Cancel the BMEP with the reason “Floor duplicate order”
- Add comment: “Part of CMEP”

b) If the BMEP is resulted:

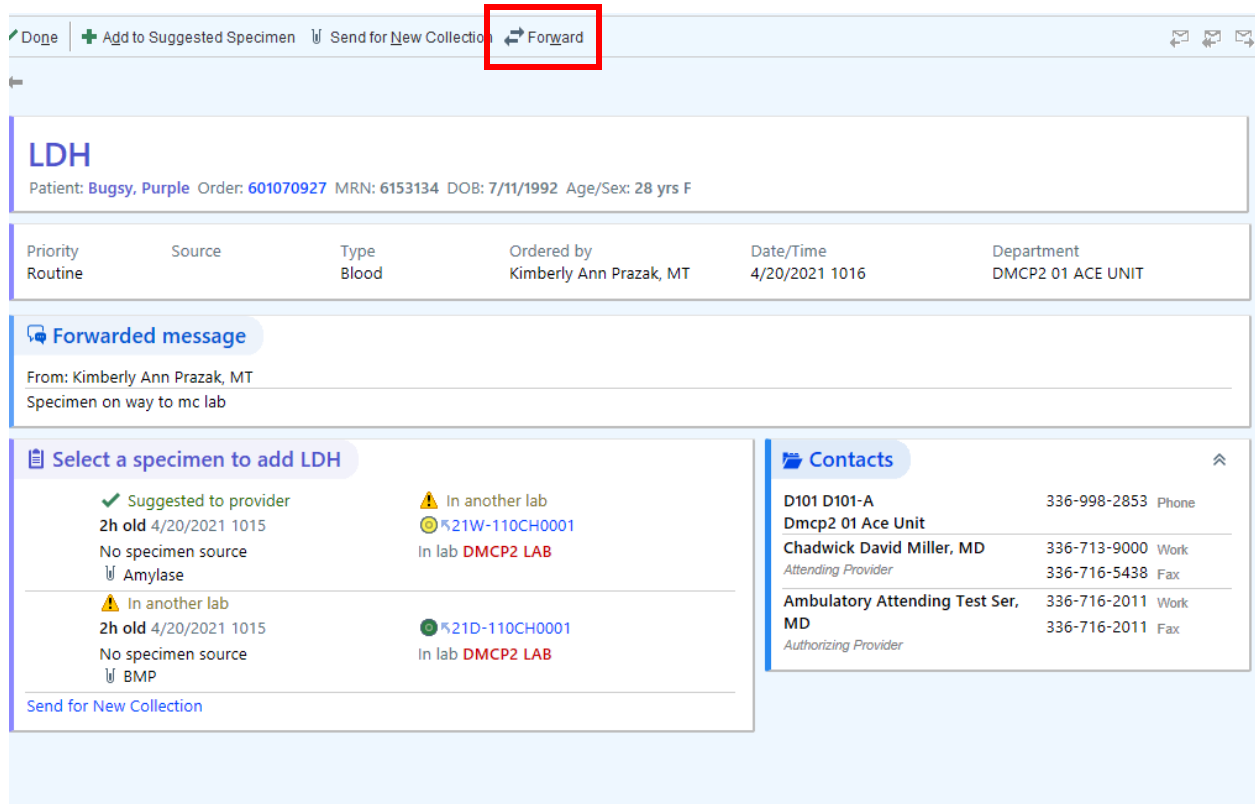
- Contact the patient care unit/provider to determine if all tests are needed as a new collection, or if they just need the additional tests in a CMEP.
- If all tests are needed as a new collection, send the CMEP for new collection.
- If only the additional tests are needed, ask the provider/floor to order a Hepatic Function Panel (LAB20) as an add-on to the BMEP.
- Notify the provider/floor that the Hepatic Function Panel includes a **direct bilirubin** in addition to the tests in a CMEP.
- If the direct bilirubin is not wanted, they will need to order tests individually: Albumin, Alkaline Phosphatase, Total Bilirubin, Total Protein, SGOT, and SGPT.
- If the floor requests that lab enters the additional orders, obtain the requesting person’s name AND the provider’s name. Enter the order using order mode “Telephone with Read Back” and enter the ordering provider’s name.
- Cancel the CMEP add-on order using reason “Floor duplicate order” and add the comment “Added HFP to BMEP.”

Attachment E: Beaker Panels and Included Tests

Panel	Included Tests
CMEP: Comprehensive Metabolic Panel, LAB17	Na, K, Cl, CO2, BUN, GLU, CRT, CA, PROT, ALB, TBIL, ALP, AST, ALT
BMEP: Basic Metabolic Panel, LAB15	Na, K, Cl, CO2, BUN, GLU, CRT, CA
HFP: Hepatic Function Panel, LAB20	PROT, ALB, TBIL, DBIL, ALP, AST, ALT
RFP: Renal Function Panel, LAB19	Na, K, Cl, CO2, BUN, GLU, CA, PHOS, ALB, CRT
Electrolyte Panel, LAB16	Na, K, Cl
Lipid Profile/Panel, LAB2960	CHOL, TRIG, HDL, LDLD
Iron Profile, LAB2939	Transferrin Iron Ferritin UIBC
Thyroid Panel, LAB4023	TSH Total T4 T3 Uptake Free Thyroxine Index
Hepatitis Panel, LAB3309	Hep B Surface Antibody Hep B Surface Antigen Hep B Core Antibody Hep C Antibody Hep A Antibody
Dialysis Panel, LAB3175	Hep B Surface Antibody Hep B Surface Antigen Hep B Core Antibody Hep C Antibody
UDS: Urine Drug Screen, LAB2751	AMPH BARB BENZ COC OP2 THC
UDS Comprehensive, LAB4801	UALC AMPH METH BARB OP2 BENZ OXY BUP THC COC UCRT
DIC Panel, LAB3080	D-Dimer PT-INR PTT Fibrinogen
PT/aPTT, LAB3145	PT-INR PTT Fibrinogen

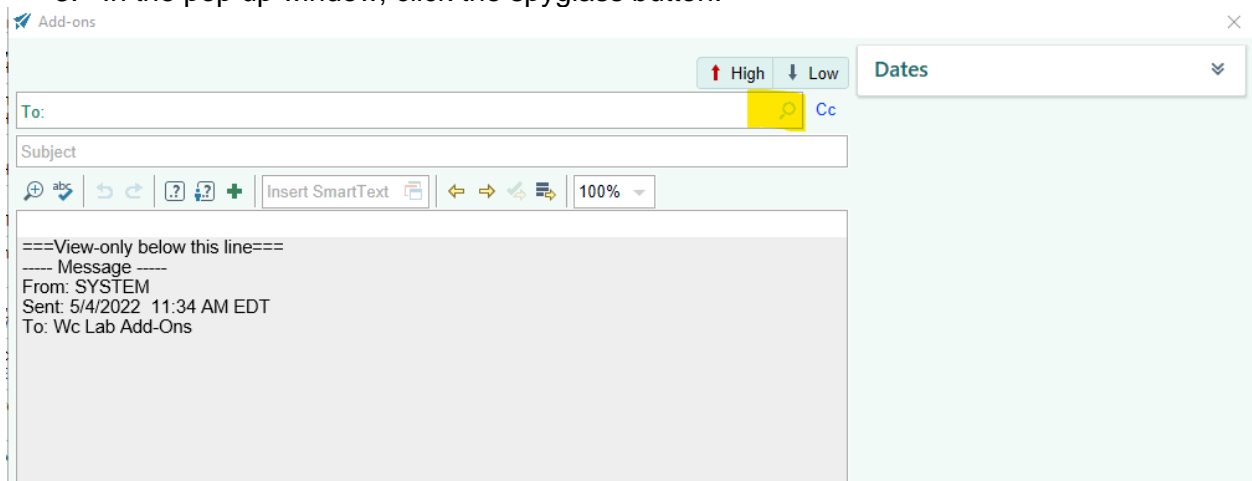
Attachment F: Forwarding Add-Ons

1. Highlight the Add-On request on the list. The Suggested Specimen will be in another lab. For example, "Suggested Specimen: In DMCP2 Lab."
2. Click the Forward button on the top right of the window:



The screenshot shows a software interface for lab management. At the top, there is a navigation bar with buttons: "Done", "+ Add to Suggested Specimen", "Send for New Collection", and "Forward" (highlighted with a red box). Below this is a patient information section for "LDH" with details: Patient: Bugsy, Purple, Order: 601070927, MRN: 6153134, DOB: 7/11/1992, Age/Sex: 28 yrs F. A table below lists specimen details: Priority (Routine), Source, Type (Blood), Ordered by (Kimberly Ann Prazak, MT), Date/Time (4/20/2021 1016), and Department (DMCP2 01 ACE UNIT). A "Forwarded message" section shows the sender as Kimberly Ann Prazak, MT, with the message "Specimen on way to mc lab". On the left, a "Select a specimen to add LDH" section lists two items, both marked as "Suggested to provider" and "In another lab", with details like "2h old 4/20/2021 1015", "No specimen source", and "Amylase" or "BMP". On the right, a "Contacts" section lists "D101 D101-A" (336-998-2853 Phone), "Dmcp2 01 Ace Unit", "Chadwick David Miller, MD" (336-713-9000 Work, 336-716-5438 Fax), and "Ambulatory Attending Test Ser, MD" (336-716-2011 Work, 336-716-2011 Fax).

3. In the pop up window, click the spyglass button:



The screenshot shows a pop-up window titled "Add-ons". At the top right, there are "High" and "Low" priority buttons and a "Dates" dropdown menu. Below these is a "To:" field with a yellow spyglass icon and a "Cc" field. A "Subject" field is also present. A toolbar contains icons for undo, redo, help, and other functions, along with an "Insert SmartText" button and a "100%" zoom level. The main content area displays a message body starting with "===View-only below this line===", followed by "----- Message -----", "From: SYSTEM", "Sent: 5/4/2022 11:34 AM EDT", and "To: Wc Lab Add-Ons".

4. Search for the appropriate Pool: click in the Pool box, type "Add" and click the spyglass icon:

In Basket Recipients



Individual Recipients

Pools

add

Classes

Search Results

% Registry Name	Registry ID
PEDIATRIC PREMIER ADD	12405
PEDIATRIC WESTCHESTER ADD	12406
CLEMMONS LAB ADD-ONS	12137
CORNERSTONE LAB WEST ADD-ONS	12409
CORNERSTONE LAB WESTCHESTER ADD-ONS	12410
DMC LAB ADD-ONS	11695
HPMC HAYWORTH CC ADD-ONS	13534

+ Add 'To' + Add 'Cc'

To Recipients

Remove 'To'

Cc Recipients

Remove 'Cc'

Restore Accept Cancel

5. Select correct location and click Add To, then Accept:

In Basket Recipients



Individual Recipients

Pools

add

Classes

Search Results

% Registry Name	Registry ID
PEDIATRIC WESTCHESTER ADD	12406
CLEMMONS LAB ADD-ONS	12137
CORNERSTONE LAB WEST ADD-ONS	12409
CORNERSTONE LAB WESTCHESTER ADD-ONS	12410
DMC LAB ADD-ONS	11695
HPMC HAYWORTH CC ADD-ONS	13534

+ Add 'To' + Add 'Cc'

To Recipients

P PEDIATRIC WESTCHESTER A... 12406

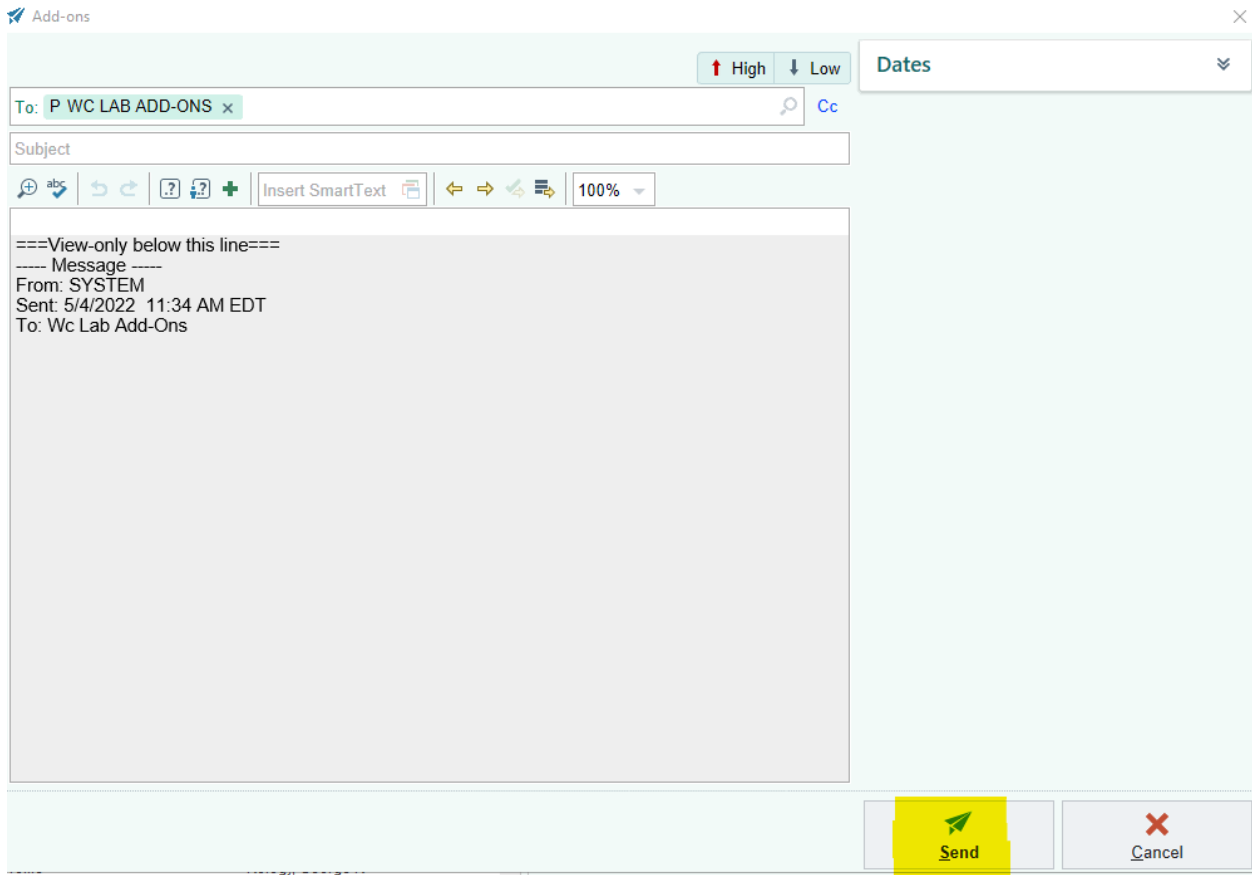
Remove 'To'

Cc Recipients

Remove 'Cc'

Restore Accept Cancel

6. Click Send in the next window:



7. Add on has now been forwarded to the correct In Basket.

Attachment G: Adding Differential Only to CBC

1. When there is a CBC sample in the lab, and the provider requests a CBCD add-on, this contains duplicate tests. We can add a Differential Only (DIFF ONLY) to the CBC sample.
2. Jot down the authorizing provider for the CBCD add-on. You will need this later.
3. Click on the link to the CBC sample from the add-on screen:

Select ✔ Suggested to provider
5h old 9/24/2021 0833 21W-267HM0670
 No specimen source In lab WC LAB
✔ CBC ✔ HbA1c

4. In the Specimen Inquiry screen, click on Specimen Update:

Specimen Inquiry: 21W-267HM0001

Specimen Update
Documents
Labels
Patient Inquiry
Requisition Entry

21W-267HM0001

Beaker, Taquito (MRN 6150800)

M, 46 yrs, 1/1/1975

Coll. Dept: LABCLINCORES

🔍 Specimen Tracking

● 21W-267HM0001.1
Lab 3.0 - CBC

09/24/2021		Detail
1250	Received	Received into WC LAB
1250	Order Sent To Instrument	Tests CBC
1250	Collection Updated	Date/Time: 9/24/2021 12
1250	Specimen Created	From Hyperspace

5. In Specimen Update, click the Add-Ons drop down and select New Orders:

Edit Specimen Information (21W-267HM0670)

✔ Accept
✖ Clear Changes
Add-ons
↻ Redraw
✖ Cancel
📄 CC Results

	Procedure	Priority	Status
1	CBC	Routine	Verified
2	HEMOGLOBIN A1C	Routine	Verified

6. In the Orders window, type Diff only and search. Select DIFF ONLY from the Procedures list.

Order Search

diff only

Panels (No results found)

Medications (No results found)

Procedures

Name	Frequency	Type	Pref List	Cost to Org	Px Code
DIFF ONLY		Lab	AMB FACILITY LABS		LAB3081

7. Change order status to Normal. Click on the order at the bottom right window. Click Normal in the Status row. Click Accept.

Dx Association Edit Multiple Estimate Options

After Visit

DIFF ONLY

Lab Collect

Select a pharmacy

3 PEND SIGN ORDERS (1)

DIFF ONLY

Status: Normal Standing Future

Priority: Routine Routine STAT

Class: Lab Collect Lab Collect Clinic Collect External

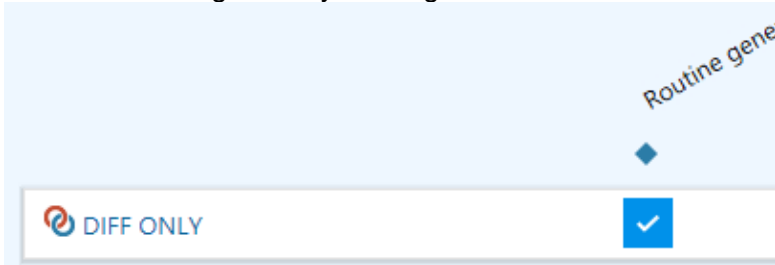
Comments: + Add Comments (F6)

Reference Links: 1. Baptist Phlebotomy Times

Process Inst.: Purple/Lavender Top

A Differential Count must be ordered in conjunction with a CBC or WBC.

8. Associate diagnosis by clicking the check box.



9. Enter the Authorizing Provider (from Step 2). Click Accept.

10. Click Accept in Specimen Update. A label will print and the add-on is complete.

Edit Specimen Information (21W-267HM0001)

Accept Clear Changes Add-ons ▾

	Procedure	Priority	Status
1	CBC	Routine	On Test
2	DIFF ONLY	Routine	On Test

Attachment H: Adding DIC Panel Tests

1. When there is a PT/PTT or D-Dimer sample in the lab, and the provider requests a DIC Panel add-on, this contains duplicate tests. We can add individual tests to the existing coag sample.
2. Jot down the authorizing provider for the DIC Panel add-on. You will need this later.
3. Click on the link to the coag sample from the Add-On screen:

Select a specimen to add DIC Panel

Select ✔ Suggested to provider
56m old 9/28/2021 0910 21W-271HM0722
No specimen source In lab WC LAB
📄 PT/aPTT

[Send for New Collection](#)

Instructions

Process
INCLUDES PT, PTINR, FIBRINOGEN, PTT AND DIMER
2.7 ML BLUE TOP TUBE

4. In the Specimen Inquiry screen, click on Specimen Update:

Specimen Inquiry: 21W-271HM0722

📄 Specimen Update 📄 Documents 📄 Labels 📄 Patient Inquiry

← 📄 Specimen Inquiry

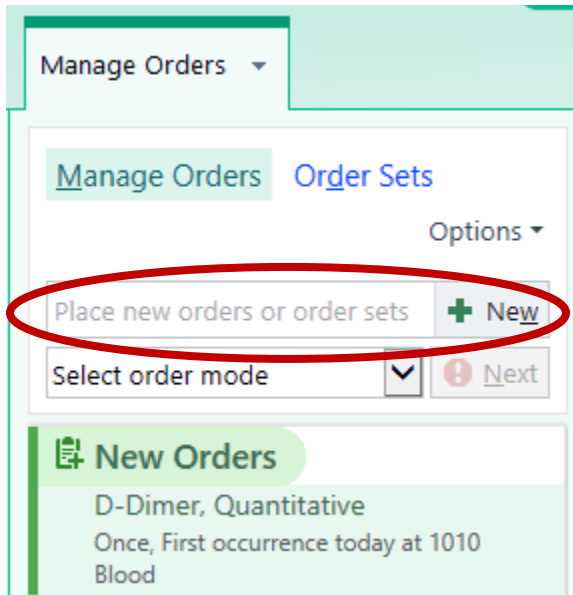
5. In Specimen Update, click the Add-Ons drop down and select New Orders:

Edit Specimen Information (21W-271HM0722)

✔ Accept ✖ Clear Change 📄 Add-ons 🔄 Redraw ✖ Cancel 📄 CC Results

Procedure
1 PT/PTT

6. In Manage Orders, type the test that is needed. In this example, a D-dimer is the only test needed to complete a DIC Panel.
See Attachment E for tests included in PT/PTT and DIC Panel.



7. Sign Order. A pop-up will prompt you to enter Order Mode (Written), Ordering and Authorizing Provider. Use the provider recorded in step 2.

Providers ×

Ordering Information Filter: Treatment team
 Nearby

Order mode

Ordering provider

Authorizing Providers

For procedures

Entry Information


Entered by

Comments

8. Back in the Specimen Update activity, click Accept. A label will print.

Edit Specimen Information (21W-271HM0722)

 Accept  Clear Changes  Add-ons  Redraw  Cancel  CC Results

	Procedure	Priority	Status
1	PT/PTT	STAT	On Test
2	D-DIMER, QUANTITATIVE	STAT 	On Test