Atrium Health Wake Forest Baptist	**DOCUMENT TYPE:** Procedure	**ORIGIN DATE** **10/1/2020**
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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

Stem Cell Transplant and Cellular Therapy (SCTCT) Lab technologists order SCTCT tests in Soft Computer Systems (SCC) the laboratory computer system and in EPIC, the hospital computer system.

SCOPE

This procedure applies to all testing ordered by SCTCT Lab technologists.

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. SCC: Soft Computer Systems, Blood Bank Computer Software
D. EPIC/WakeOne: Hospital Electronic Medical Record
E. EMR: Electronic Medical Record
F. BMP: Bone Marrow Protocol
G. NMDP: National Marrow Donor Program
H. IRR: Irradiated Products

SECTIONS

I. Logging In To And Ordering In EPIC
II. Logging In to and Ordering In SCC
III. Adding Bone Marrow Protocol and Irradiated Products to a Patient Record in SCC
IV. BMT Processing Laboratory Ordering Chart

SUPPLIES/MATERIALS
Computer connected to medical center network

PROCEDURE GUIDELINES

A. LOGGING INTO AND ORDERING IN EPIC

1. Click the EPIC/WakeOne icon on the desktop.
2. Enter User ID and Password and Click Login.

3. Verify Department and Click OK.
4. In upper left corner, click EPIC.

5. Select Patient Station from the drop down box.
6. Enter Patient MR# in the Patient Lookup box, Click Enter.
7. Verify patient name and Click Select.

8. Highlight current appointment under Encounter.
    8.1 Current appointments available for ordering will be green.
    8.2 If no current appointment is available, Click "One Click" button at top and create an
        appointment.

9. Click Open Chart then Manage Orders Tab.

10. At flashing cursor over Place New Order, enter test code, then click New.
        10.1 Enter appropriate Test Code, Refer to Ordering Chart, Section D.

11. Click New, then Accept, then Sign.
        11.1 Enter Written, Verbal or Telephone Readback in the Order Mode.
        11.2 Enter physician name under Ordering Provider.
        11.3 Click Accept.
        11.4 Enter Indication Code OTHER if prompted.
        11.5 Free Text "Stem Cell Donor/Recipient" in the indication descriptor.
        11.6 A label should print.

12. Click Order Inquiry at the left of the screen.

13. Highlight the line corresponding to the Test Code just entered.
        13.1 The Laboratory Status will be "Needs to Be Collected".

14. Click Collect Specimens
.
15. Click Print Labels, Collect All. (For Blood Bank Tests, Receive the test as well by clicking Receive).
        15.1 If ordered correctly, a label will print in the SCTCT Lab on Specimen Label
           Printer, NC2NTBMTBRA209 (in the Specimen Receipt Room).
        15.2 Enter collector's name and time of collection.

EXPECTED OUTCOME RESULTS: Orders should be entered in the computer and
                              stickers should print in the blood bank.
ACCEPTABLE RANGES: N/A

B. LOGGING ON TO AND ORDERING IN SCC

1. Click on the Softscape Icon on the desktop.
      1.1 Double click LIVE, Site W, then Softbank

2. Login to SCC.
      2.1 Enter User ID and Password, Click OK.

3. If charges only, Click Patient, Order, New Add.
      3.1 Search pane will appear
      3.2 In search pane, enter Patient MR#, click Enter.
      3.3 Verify correct patient name/MR#, click Next.

4. Click on correct Patient Stay from list, click Finish.
      4.1 Order Entry Pane appears.
      4.2 Under the Blood Bank tab, enter BMTPT.
      4.3 Click Save button to create a billing episode.
      4.4 Close New Add screen by clicking Quit.

5. Click Patient, Order, Modify.
6. Enter Patient MR#, hit Enter.

7. Double click on correct Patient Stay from list.
8. Review Patient Caution Window, if prompted.

9. Double Click the desired order.

10. Enter Received Date and Time under the drop down box Rec. to BB.

11. Press F12 and click Yes to Save Changes.

12. Click Patient, Orders, Actions.

13. Enter Patient Medical Record Number, Click Enter.

14. Review Patient Caution Window, if prompted.

15. Double Click the desired order.

16. Change Status drop down box to Confirm.

17. Click F12 to Save.

EXPECTED OUTCOME RESULTS: Orders should be entered in the computer and
                        stickers should print in the blood bank.
ACCEPTABLE RANGES: N/A

C. ADDING BMP AND IRRADIATED PRODUCTS TO A PATIENT RECORD IN SCC

1. Open SCC.
    1.1 Click on the Softscape Icon on the desktop.
    1.2 Double click LIVE, Site W, then Softbank -25.5.2.0.24

2. Login to SCC.
    2.1 Enter User ID and Password, Click OK.

3. Click Patient, then Edit.

4. Click Messages.

5. Enter Patient Medical Record Number, hit F12.

6. Click Add New Special Message.

7. Select BMP from the Message Code drop down box.
    7.1 BMP is defined as Bone Marrow Protocol.

8. Hit F12 and Click Yes to Save changes.

9. Repeat steps 6-8 to add IRR code to the Patient.
    9.1 IRR is defined as Irradiated Products

10. Enter Patient Caution Window to ensure codes are attached to Patient Record.
    10.1 Click Patient, Display, Message.
    10.2 Enter Patient MR# and hit Enter.
    10.3 Verify Bone Marrow Protocol and Irradiated Products Only in window.

EXPECTED OUTCOME RESULTS: BMP and IRR codes should translate to Bone
                                              Marrow Protocol and Irradiated Products Only in the
                                              Patient File.
ACCEPTABLE RANGES: N/A

D. BMT PROCESSING LABORATORY ORDERING CHART

PATIENT TESTING

Collection Type	Epic Order	SCC NewAdd Order	SCC Modify Order	Accompanying Forms
Autologous, first collection	TSX	BMTPT	APCS, ANUC, MSTER x2	Request to confirm Group and Type
Autologous, all additional collections	GTX	BMTPT	APCS, ANUC, MSTER x2	Request to confirm Group and Type
Allogeneic, peripheral blood	TSX[1,4]	N/A	TPLCK	Request to confirm Group and Type
Allogeneic, peripheral blood	XMBM[2]	N/A	N/A	Crossmatch Donor with Recipient
Allogeneic, product sample	GTXBM	BMTPT	MPCS, MMASS, MNUC, MSTERx2[3]	Request to confirm Group and Type
Infusion of Cryopreserved Products	N/A	BMTPT	AMI – Autologous[5] MMI- Allogeneic [5]	N/A
OR Harvest of BM	N/A	BMTPT	MORPK, MNUC	N/A
Flow Cytometry	CD34Q,CD3A, CD4/8R	N/A	N/A	Request for Cell Surface Markers by Flow Cytometry
Microbiology	BMT Product Culture(Lab Use Only)	BMTPT	MSTER X 2	N/A
Microbiology	Gram Stain [7]	N/A	N/A	N/A
NMDP Outgoing	DIFF ONLY	N/A	N/A	Pathology Requisition
Donor/Recipient Titer	N/A	N/A	TBMTD (Donor) TBMTR (Recipient)	Request to Confirm Group/Type[1]

[1] Performed on donor sample from Apheresis or NMDP.
[2] Confirm a TSX has been ordered on the Recipient as part of the transplant admission process. This sample is used for the XM and must be completed before transplant.
[3] All four charges will only occur if the product is frozen. If Allogeneic products require Plasma or Red Cell depletions, additional charges MPDP or MRDP must be added.
[4] This order would only occur if an existing TSX does not exist during the review of a transplant checklist ahead of the collection date. Contact Hematology and/or Genetics in order to locate an existing sample within 3 days of collection. If no such sample exists, contact the BMT coordinators to arrange for a new sample.
[5] One charge for each product bag infused.
[6] Add on to current TSX or XMBM if available. SCTCT staff should confirm titers performed.
[7] Gram Stain is only required on products that have been in transit for greater than 24 hours.

STUDIES AND MISCELLANEOUS

Collection Type	Epic Order	SCC NewAdd Order	SCC Modify Order	Accompanying Forms
Handling Fee	N/A	BMTPT	MHAND	None
Ficoll Preparation	N/A	BMTPT	MPREP (charges a dollar amount) or MFPRS (no dollar amount is charged)	None
CAR-T Preparation, Novartis	N/A	BMTPT	CARTP	None
CAR-T Infusion, Novartis	N/A	BMTPT	CARTI	None

CHARGES FOR OUTSIDE INSTITUTIONS

Collection Type	Epic Order	SCC NewAdd Order	SCC Modify Order	Accompanying Forms
CD34 Testing for an Outside Institution	N/A	BMTPT	CCD34	N/A
7AAD Viability Testing for an Outside Institution	N/A	BMTPT	C7AAD	N/A

LITERATURE REFERENCES: NONE

RELATED PROCEDURES/POLICIES IN NAVEX: NONE

ATTACHMENTS/LINKED DOCUMENTS IN TITLE 21: LISTED IN TITLE21

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