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| **Ordering Tests Manually in IH-Com** |
| **Purpose** | This procedure provides instructions to ensure that tests to be performed on the IH-500 and IH-Reader 24 are ordered correctly when entered manually in IH-COM |
| **Procedure** |  |
|  | **Step** | Action |
| Manual Request with Patient Data for new patients | 1 | In the ‘Patients’ tab in IH-Com, select ‘New Patient’ to create a request for a patient unknown to IH-Com |
|  | 2 | The ‘New Request’ window will open. Enter the required information (i.e.: Patient data, sample number, etc.). |
|  | 3 | Select the test or test group to be ordered. |
|  | 4 | Print any number of sample labels showing the sample number, first and last names, date of birth and a barcode. Select the required number under Sample Labels. |
|  | 5 | Select ‘Save’ |
|  | 6 | The order is created and will appear in the Work list. |
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|  | **Step** | Action |
| Manual Request with Patient data for Known Patients | 1 | In the ‘Patients’ tab in IH-Com, select the known patient from the patient list. A search may be performed using the Search field. |
|  | 2 | Select the ‘New Request for [Last name], [First Name]’ button |
|  | 3 | The patient data will be populated in the ‘New Request’ window |
|  | 4 | Select the test or test group to be ordered |
|  | 5 | Print any number of sample labels showing the sample number, first and last names, date of birth and a barcode. Select the required number under Sample Labels. |
|  | 6 | Select ‘Save’ |
|  | 7 | The order is created and will appear in the Work List |
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|  | **Step** | Action |
| Manual Request without Patient Data | 1 | Select the ‘Work list’ tab |
|  | 2 | Select the ‘Quick Request’ button. |
|  | 3 | Select the test or test group to be ordered. |
|  | 4 | Scan the sample barcode for each sample. A sample number may also be manually entered but must be confirmed with the ‘Order Now’ button. |
|  | 5 | When all samples are entered, select the ‘Close’ button to close the window. |
|  | 6 | The order is created and will appear in the Work list. |
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| **Limitations** | 1. A warning message will appear if the sample number has been assigned to a patient within the last 24 hours.
2. To assign donor units, refer to TS 24.18 or TS 24.19 depending on what system is being used.
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| **References** | 1. IH-Com User Manual NA V1.2-02/2021, Chapter C Section 4.4
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| **Approval****Workflow** | Transfusion Service/Lab Director |
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| **Historical Record** | **Version** | **Written/Revised by:** | **Effective Date:** | **Summary of Revisions** |
| 1 | S. Cassidy | 02/17/2003 | Initial Version |