

Beaumont

SoftLab/Mic

ORDER ENTRY

Part 2 of 2

Beaumont[®] Laboratory

Topic Overview

- Order a test using AAOE
- Adding Comments
- How to perform an Add-On
- Cancellations
- Edit Collection times/Modify Order

Definitions / Abbreviations

- **AAOE: Ask at Order Entry question**
 - Information input at time of order that is crucial for test resulting
 - AAOE example: Date and time a 24 hour urine started and ended collection.

Order a test with an AAOE

- Place an Order for a Urine, Sodium 24hr.
- Collect and receive specimen.
- A pop-up box appears.
- Enter the date and time the collection began.
- Then enter the date and time the collection ended.

Questions	Value	Comment
1 Begin collection date YYYYMMDD		
2 Begin collection time HHMM		
3 End collection date YYYYMMDD		
4 End collection time HHMM		

Questions	Value	Comment
1 Begin collection date YYYYMMDD	20151013	
2 Begin collection time HHMM	0700	
3 End collection date YYYYMMDD	20151014	
4 End collection time HHMM	0700	

***Note: If you have difficulty with Order Entry, please revisit the CBT for Order Entry - Part 1.**

Order a Test With an AAOE

- Click OK 
- Continue Order Entry Process, print a label (if available), or write down Order # to save for a later exercise

Adding Comments

- Comment boxes can be used as a way to communicate information regarding a specimen or patient
- There are multiple types of comment options
 - Patient
 - Stay
 - Order
 - Specimen
 - Call
- **Patient, Specimen** and **Call** comment examples will shown in this lesson

Adding Comments

- Comments remain in the patients' chart for a varying lengths of time:

Comment Type	Duration of Comment
Patient	Lifetime of the MRN#
Stay	Current admission only
Order	Current order only
Specimen	Current specimen type only
Call	Current Specimen type only

Adding Comments

- Open Order Entry Screen to place a new order on a patient
- Purpose: view comment functions

Order Entry - [New Order - Edit Mode]

File Edit View Orders Results Specimens Tests Tools Window Help

Patient
Last name: DEMOSOFT first: ROMIPADULT middle:
DOB: 01/15/1945 Age: 66 Deceased: DOD: / / MRN: 4001655 Sex: male MPI: 000000000_3r Patient Comm
SSN: 000-00-0000 ESO: Sp:

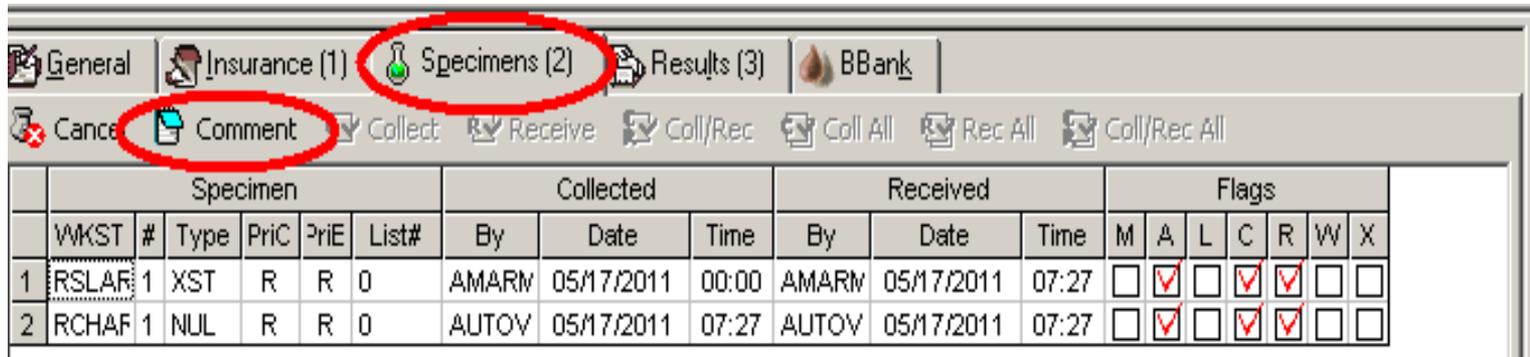
Stay Comment

Stay
Att. Dr: 2703 ABBAS, AMR E Billing: 40016552001
Adm Dn: 06/16/2010 By: 2703 Dis Date: / / Stay Comm
Ward: R3CT2 3 CENTRAL TOWER (HEART_VASCULAR SSU) R Room: 3702 Bed:
ISD:
Order
Order: At: 07:27 05/17/2011 By: AMARM Active Depot: R1 **Order Comment**
Report To:
Reg. by: 2703 ABBAS, AMR E Call Order Comm
Orig ward: R3CT2 3 CENTRAL TOWER (HEART_VASCULAR SSU) R
Priority: Routine Order Collect time: Env: 00

Type	ID	Priority	Cycled	Name
G	AMYF			Amylase, Fluid

Adding Comments

- To find Specimen Comment area, click on the Specimens Tab.



The screenshot shows a software interface with a tabbed menu at the top. The tabs are 'General', 'Insurance (1)', 'Specimens (2)', 'Results (3)', and 'BBank'. The 'Specimens (2)' tab is selected and circled in red. Below the tabs is a toolbar with buttons for 'Cancel', 'Comment', 'Collect', 'Receive', 'Coll/Rec', 'Coll All', 'Rec All', and 'Coll/Rec All'. The 'Comment' button is also circled in red. Below the toolbar is a table with columns for 'Specimen', 'Collected', 'Received', and 'Flags'.

	Specimen						Collected			Received			Flags							
	WKST	#	Type	PriC	PriE	List#	By	Date	Time	By	Date	Time	M	A	L	C	R	W	X	
1	RSLAR	1	XST	R	R	0	AMARM	05/17/2011	00:00	AMARM	05/17/2011	07:27	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	RCHAF	1	NUL	R	R	0	AUTOV	05/17/2011	07:27	AUTOV	05/17/2011	07:27	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Adding Comments

- Comments are generated as follows:
 - Free-texting from the keyboard
 - Press <F5> and select a canned comment
- *Note: For comments to be kept within SOFT and suppressed from the printed reports, preface each comment with a (?).
- Examples:
 - ?Patient was combative and uncooperative.
 - ?Difficult draw; try to use left arm.

??? REPORT COMMENTS

Report requests:

- If another physician requests results to be called, perform a doctor search to insert the physician's coordinates
- Click on **Report To** drop-down arrow
- Doctor Search Screen appears
- Enter as much or as little information in the search box
- Press **Find**
- Highlight the doctor and press **[ENTER]**

Order: Order: At: 07:05 05/18/2011 By: AMARM Active Depot: R1

Report To: [Dropdown Arrow]

Reg by: 2703 ABBAS, AMR E

Orig Doctor Search Screen

Doctor ID NPI# Bridge to Setup

Last Name: [Red Underline] First Name:

Secondary ID UPIN#

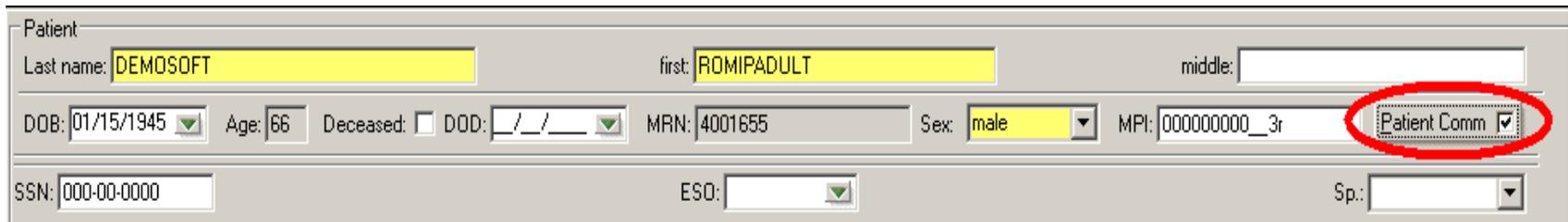
Clinic ID Third ID Type:

#	Doctor ID	Last Name	First Name	Middle	Address	City	Clinic ID	Secondary ID	Thir
1	1000	WATER	PATRICK	JOSEPH	17877 W 14 Mile Rd	Beverly Hills	1000		
2	1001	RIFAT	SAMI	F	3121 University Dr #140	Auburn Hills	1001		
3	1006	ATALLAH	PIERRE		610 Main St	Rochester	1006		
4	1010	ACAPURWA	INDRUIT		20010 D...	Warren	1010		

Find OK Cancel

Total 200 Selected 1

Adding Comments



The screenshot shows a patient demographic form with the following fields:

- Last name: DEMOSOFT
- first: ROMIPADULT
- middle: (empty)
- DOB: 01/15/1945
- Age: 66
- Deceased:
- DOD: (empty)
- MRN: 4001655
- Sex: male
- MPI: 000000000_3r
- SSN: 000-00-0000
- ESD: (empty)
- Sp.: (empty)

The 'Patient Comm' dropdown menu is highlighted with a red circle, indicating it is the focus of the slide.

Patient Comments

- Open OE screen
- Patient Comments are found at the upper portion of patient Demographics
- If there is an existing patient comment, there will be a Check mark in the Patient Comm box

Adding Comments

- To view comment, click on **Patient Comm** box
- You may choose to add comment, if not, click OK

The screenshot shows a software interface for adding patient comments. At the top, there are input fields for patient information: 'first: ROMIPADULT', 'middle:', 'MRN: 4001655', 'Sex: male', and 'MPI: 000000000_3r'. A red circle highlights the 'Patient Comm' checkbox, which is checked. Below this is a dialog box titled 'Patient Comments (ROMIPADULT DEMOSOFT)*'. The dialog box has tabs for 'Comment', 'History', and 'Tags'. The 'Comment' tab is active, showing a text area with the text 'This is a patient comment'. The 'Tech:' field is set to '05/18/2011 08:52 AMARM'. At the bottom of the dialog box, there are buttons for 'CanMesg (F5)', 'Date (F6)', 'Time (^F6)', 'Spell (F11)', 'OK', and 'Cancel'.

Adding Comments

Call Comments

- While OE screen is open go to the **General** Tab
- Click on **Call Box**
- ***Note: DO NOT place a check mark in the Called box when ordering the test.**
 - Box is checked after the call has been completed.
 - When the box is checked, the call is **removed** from the call list.

The screenshot displays the 'General' tab of the OE screen. The interface includes several sections: 'Stay' with fields for Att. Dr. (2703 ABBAS, AMR E), Billing (40016552001), Adm. On (06/16/2010), By (2703), Dis Date, and a checked 'Stay Comm' box; 'Ward' (R3CT2 3 CENTRAL TOWER (HEART_VASCULAR SSSU)R) and 'Room' (3702); 'Order' section with 'At' (07:05 05/18/2011), 'By' (AMARM), 'Active' checked, and 'Depot' (R1); 'Report To' section; 'Reg. by' (2703 ABBAS, AMR E) with a 'Call' checkbox circled in red and an 'Order Comm.' checkbox; 'Priority' (Routine Order), 'Collect time', and 'Eny' (00); 'Insyr' and 'Diag' sections; and 'Aux Order' and 'Venip' (none of the above) fields. An 'ABN' checkbox is visible at the bottom right.

Adding Comments

- Click on the **green drop-down arrow** to select comment
- If there is a ____ in the field, this is where you insert your information, deleting the remaining ____ when finished.
- Call comments are made after resulting

The screenshot shows a 'Call' form with the following fields and values:

- Doctor: 2703 (ABBAS, AMR E)
- Ward: R3CT2 (3 CENTRAL TOWER (HEART_VASCULAR SSU) R)
- Call comm: (empty)
- Called: (Ward: R3CT2)
- Person/Msg: (empty)
- By: AMARM
- Date: 05/18/2011
- Time: 07:08

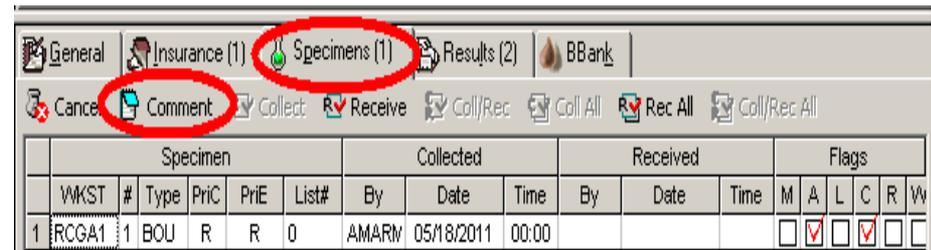
The dropdown menu is open, showing the following options:

- 1 - Notification waived per policy.
- 2 - Critical _ called to _. Repeated by recipient.
- 3 - ___ result(s) called to ___.
- 4 - Doctor ___ did not return call.
- 5 - Doctor ___ did not return page.
- 6 - Answering service accepted message for Dr. ___.
- 7 - Answering service will not accept message for Dr. ___.
- 8 - Result(s) sent to printer, repeated by ___.
- 9 - Result(s) faxed to office, repeated by ___.
- 10 - Result(s) faxed to ___ per ___.
- 11 - CALL TIME RESTRICTION 11pm to 7am. Call to follow at 7am

Adding Comments

Specimen Comments

- Place an Order for PT
- Go to Specimens Tab
- Click on the **Comment** button
- Note: If you have not already done so, you must Collect specimen before adding a comment



Adding Comments

- Once opened, you may then insert a comment in the comment box (Free text or Canned message)
- The example below utilizes a canned message

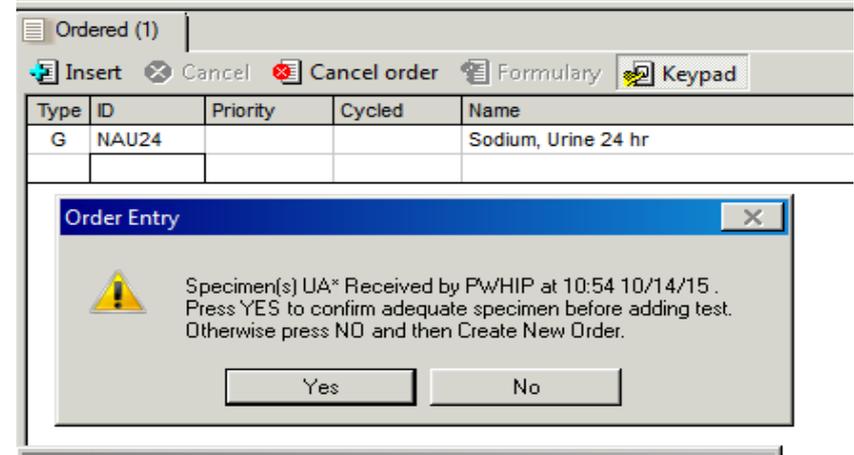
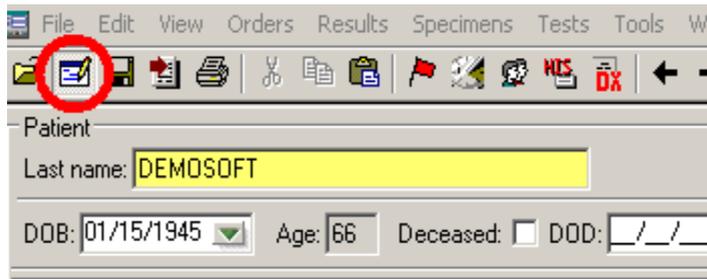
The screenshot displays a laboratory information system interface. At the top, a menu bar includes options like 'Cancel', 'Comment', 'Collect', 'Receive', 'Coll/Rec', 'Coll All', 'Rec All', and 'Coll/Rec All'. Below the menu bar is a table with columns for 'Specimen', 'Collected', 'Received', and 'Flags'. The 'Specimen' column includes 'WKST', '#', 'Type', 'PriC', 'PriE', and 'List#'. The 'Collected' column includes 'By', 'Date', and 'Time'. The 'Received' column includes 'By', 'Date', and 'Time'. The 'Flags' column includes 'M', 'A', 'L', 'C', 'R', and 'W'. A 'Specimen Comments' dialog box is open, showing a 'Comment' field with the text 'Tech: 05/18/2011 08:42 AMARM'. Below the comment field are buttons for 'CanMesg (F5)', 'Date (F6)', 'Time (^F6)', and 'Spell (F11)'. A 'Search Results' window is also open, displaying a list of canned messages. The list has columns for '#', 'ID', and 'Text'. The sixth item, '#006 Microtainer blood collection', is selected and circled in red. The 'OK' button in the 'Search Results' window is also circled in red. The 'Search Results' window also shows 'Total 6' and 'Selected 1' at the bottom.

#	ID	Text
1	##001	Slightly hemolyzed
2	##002	Grossly hemolyzed
3	##003	Specimen clotted
4	##004	Drawn from a-line
5	##005	Sample in lab.
6	##006	Microtainer blood collection

Add-Ons

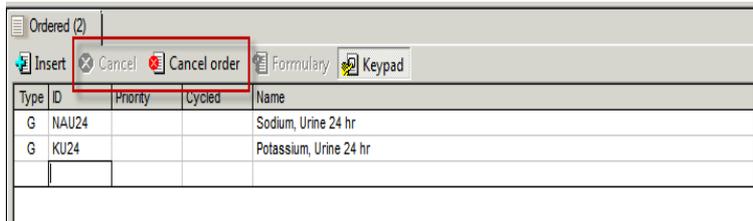
- Recall last order number for Urine, Sodium 24hr.
- Open OE screen, search for **Order Number**.

Add-Ons



- Once OE screen opens, click the **Edit** button on toolbar
- Place a cursor in Test ID box and place order for Potassium, Urine 24hr
- A pop-up box will appear asking you to make sure you have adequate specimen for add-on (Image at right)
- Click **Yes**
- Continue Order through completion

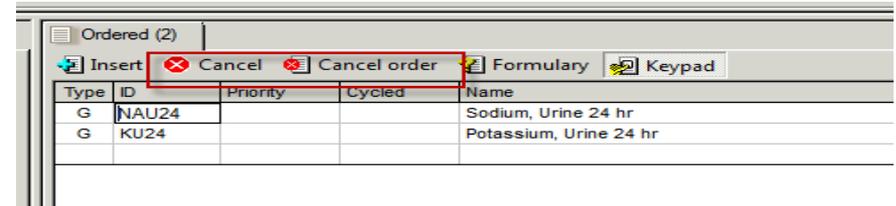
Cancellations



Ordered (2)

Insert Cancel **Cancel order** Formulary Keypad

Type	ID	Priority	Cycled	Name
G	NAU24			Sodium, Urine 24 hr
G	KU24			Potassium, Urine 24 hr



Ordered (2)

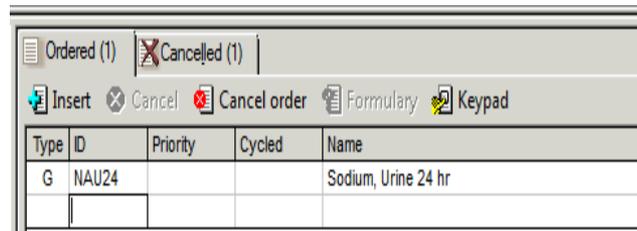
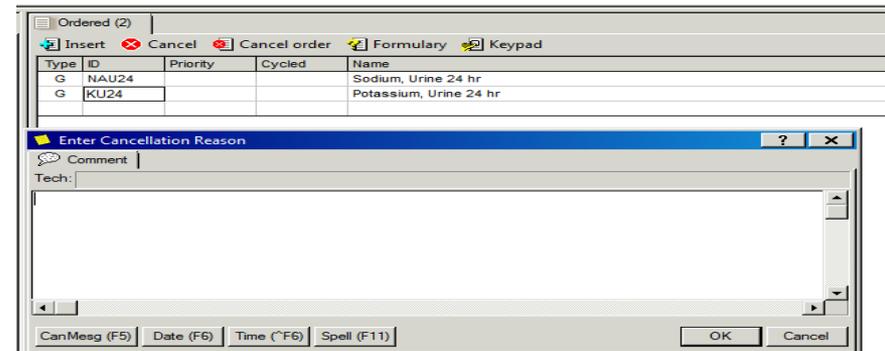
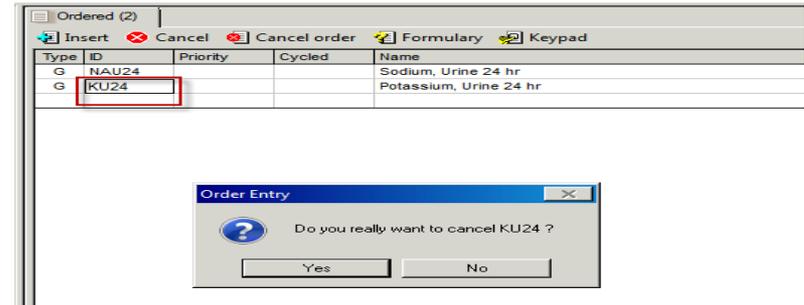
Insert **Cancel** **Cancel order** Formulary Keypad

Type	ID	Priority	Cycled	Name
G	NAU24			Sodium, Urine 24 hr
G	KU24			Potassium, Urine 24 hr

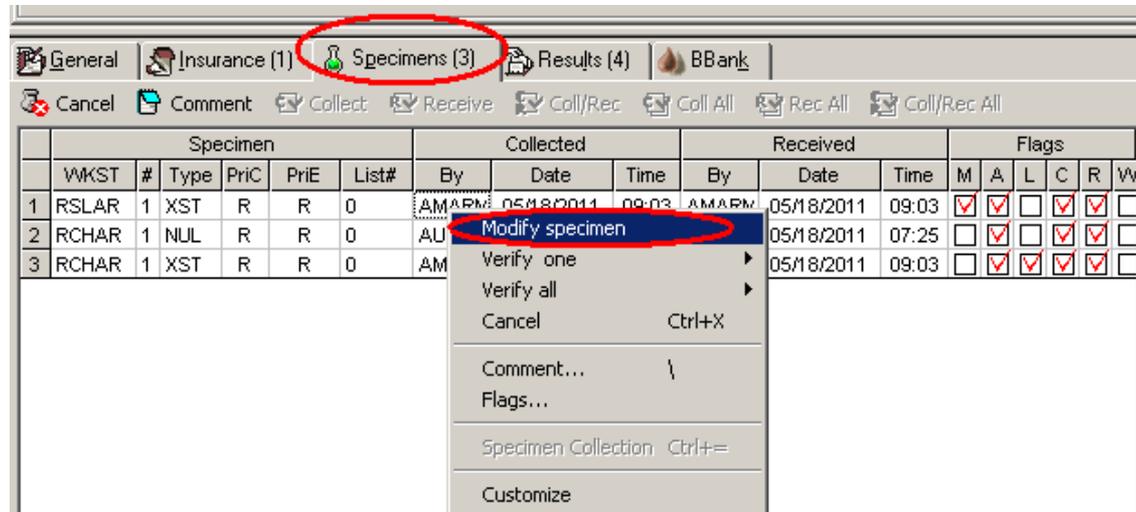
- Cancellations may be made to individual or entire orders
- Open order # from your last Order
- Click the **Edit** button
- On the Ordering side of the screen note the Cancellation Options available
- If you don't click on an individual test, the only option is to cancel entire order
- If you click on an individual test, you now have the option to cancel that order

Cancellations

- Cancel the KU24 test.
- A confirmation window will appear requiring you to input a reason for cancellation (canned Message or free text)
- Note that there is now a number in the **Cancelled** area
- Save Order



Edit Collection Times/Modify Order



- Open previous order
- Click on the **Edit** button
- Click on **Specimens** Tab
- Right click on a specimen
- Select **Modify Specimen**

Edit Collection Times/Modify Order

- **Priority change**
 - Change Collection priority

- **Collection/Receipt time change**
 - Change date using green drop down arrow
 - Change Time by placing cursor in field and using keyboard to enter new time

Tube Type - XST, Workstation - RSLAR

Collect Priority: Routine Tube Number: 1

Execute Priority: Routine List #: 0

Collected

By: AMARM At: 09:03 05/18/2011

Received

By: AMARM At: 09:03 05/18/2011

Flags

- Assigned to Phlebotomist
- Label Printed
- Collected
- Received
- Worksheeted
- Canceled

OK Cancel

Tube Type - XST, Workstation - RSLAR

Collect Priority: Routine Tube Number: 1

Execute Priority: Routine List #: 0

Collected

By: AMARM At: 09:03 05/18/2011

Received

By: AMARM At: 09:03 05/18/2011

Flags

- Assigned to Phlebotomist
- Label Printed
- Collected
- Received
- Worksheeted
- Canceled

OK Cancel

Summary

- Order a test using AAOE
- Adding Comments
- Perform an Add-On
- Cancellations
- Edit Collection times/Modify Order

Credits

- Questions on content and/or input or critique on required modifications should be addressed to:
 - Laboratory LIS Soft Support
LaboratoryLISSoftSupport@beaumont.edu