



UnityPoint Health

METHODIST
REFERENCE LAB

LABORATORY

Page 1 of 4

Section: UPM RL

Policy #: 25

Approved by: see signature block at end of document

Date: 2/12/18

Review by: 2/12/20

Supersedes: NEW

Date Revised:

Primary Responsible Parties: Peggy Bennett

Secondary Responsible Parties: Deb Deeb

CAP Standard: NA

SUBJECT: AMERICAN RED CROSS SUNQUEST ORDER ENTRY

I. PURPOSE

- A. To ensure all lab staff properly identify American Red Cross specimens.
- B. Outlines the proper process required to ensure patients are entered correctly in Sunquest Lab LIS and that results are able to be released with proper information listed that is required by the client.

II. GENERAL INFORMATION

Proper registration and ordering of tests for American Red Cross specimens on the appropriate account is critical to ensuring appropriate results are received and testing is billed correctly.

III. POLICY SCOPE

Applies to all staff that process American Red Cross orders in Sunquest Lab.

IV. PROCEDURE

- A. Ordering an American Red Cross Order

Example

2296
American Red Cross
85 W John Gwynn Jr
Peoria, IL 61605
309) 636-4317

UnityPoint Health - Methodist
(309)672-4911/(800)540-8601 Fax: (309)672-4164
Elizabeth A. Bauer-Marsh, MD
Laboratory Medical Director

Bill To:
 Sunquest Encounter Account

Patient ID: PMARC74689

Last Name: ARCPLT

First Name: W2234567892234A K1234567
DIN Code Product Code
Example: W12345678912345A J1234567

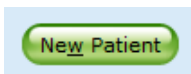
DIN Barcode ← Red cross will place Barcode here.

01/01/1900 Unk 199995 - Provider not in system
PT DOB Sex Ordering Physician

Collection Date: 2/1/18 Time: 10:15

Requested Testing:
 Bacterial ID (VCBID)
 Gram Stain (VCGRAM)
 Other

1. Launch Sunquest Order Entry>Select New patient.



2. In the Patient ID field type the Patient ID on the requisition. In this example, it would be PMARC74689. Then click Create. Note: Each ARC requisition has a unique patient ID.

Demographics

PEORIA METHODIST MEDICAL

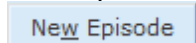
Hospital ID

Patient ID

3. Fill out the following fields:
 - a. Last name, enter ARCPLT.
 - b. First name, enter the DIN code and the Product code supplied on the requisition. There is a single space in-between the two numbers.
 - c. DOB, Enter 01/01/1990

Last name	ARCPLT
First name	W2234567892234A K...
Middle name	
Suffix	
Date of birth/Age	01/01/1990
Sex	UNKNOWN
Race	<input type="text"/>

- d. Sex enter UNK.
- e. In the pane on the right, click New Episode.



4. In the Location field, enter 2296 for American Red Cross, then hit tab. The fields below will now allow values.
5. Account #, enter 2296
6. Attending Phys 1 enter 199995
7. Financial Class enter CBC
8. Then Save.

Event detail

Location

Options

Modify

Special Modify

Discharge

New Episode

Cancel Changes

Account #	2296
Event type	OP ~ OUTPATIENT
Start/admit date	02/01/2018
Attending phys 1	199995 ~ PROVIDER,NOT IN SYSTEM
Financial class	CBC ~ CLIENT BILL NON-UPC
Admitting diagnosis	<input type="text"/>
Event status	Active

9. A new window will appear for the specimen and order information. Starting with the left side, enter the following fields.
 - a. Collection date and time
 - b. Workload code is VNON
 - c. IMPORTANT: in the Order Comment field, starting with a ; enter the patients first name again, (DIN and Product code. Must have 1 space in-between each) (i.e. ;W2234567892234A K1234567)

The screenshot shows a software window titled "PMARC74689 ARCPLT,W223...". On the left, there is a "Patient Select" button and a "General information" section with a list of fields: Order account # (2296), Order location (2296 ~ AMERIC...), Financial class (CBC ~ CLIENT ...), Collect date (02/01/2018), Collect time (10:15), Receive date (02/01/2018), Receive time (13:55), Order physician (199995 ~ PROV...), Workload code (VNON ~ PREM NO...), Order comment (;W22345678922...), Bill to, Copy to phys 1, Copy to phys 2, Phlebotomist code, Number of collections (1), and STREET ADDRESS 1. On the right, there is a "Rule Messages" section and a table of "Order Codes". The table has columns for "Order Code", "Order Description", and "Modifier". Two rows are visible: VCBID (BACTERIA, DEFIN ID QC/V/Y) with modifier RT ~ ROUTINE, and VCGRAM (GRAM SMEAR QC/V/Y) with modifier RT ~ ROUTINE.

10. Enter the testing being requested in the Right side and then click save.
11. Route with the containers being requested. Take printed labels and specimen (if with orders) to Micro.

The screenshot shows a dialog box titled "Container and Specimen Entry". It contains a "Container-Specimen List" section with "Container" and "Specimen" input fields and "Add" and "Remove" buttons. Below this is a table for "Select container/specimen" with columns "Container" and "Specimen", containing two rows: SB and SPEC. There are also "Foreign CID" and "Assign" buttons. At the bottom, there is a "SPOTS" section with "Start SPOT" (PRM) and "Receipt SPOT" (VCP) dropdown menus, and "Route" and "Cancel" buttons.

MMCI Laboratory is a CAP accredited facility, as of 7/1/11 the responsibility of new and/or substantially revised policies and procedures will be restricted the Laboratory Director whose name appears on the CLIA certificate, whose signature appears below. The biennial review will be completed by the Administrative Director.

POLICY CREATION :

Author: Deb Deeb

Date: 2/12/18

Medical Director: Dr. Elizabeth Bauer-Marsh *Elizabeth A. Bauer-Marsh*

Date: 2/12/18

MEDICAL DIRECTOR		
DATE	NAME	SIGNATURE
February 18, 2018	<i>Elizabeth Bauer-Marsh, MD</i>	<i>Elizabeth A. Bauer-Marsh MD</i>
SECTION ADMINISTRATIVE DIRECTOR		
February 18, 2018	<i>Dana A. Spears, BS, HTL (ASCP)</i>	<i>Dana A. Spears</i>

REVISION HISTORY (began tracking 2011)			
Rev	Description of Change	Author	Effective Date
1	Initial release	J. Turpin	2/12/18

REVIEWED BY

Lead	Date	Coordinator/ Manager	Date	Administrative Director	Date
J. Turpin	2/12/18	<i>Deb Deeb</i>	2/12/18	<i>Dana A. Spears</i>	2/12/18