

<b>Title:</b>	Manual POC Test Result Entry in Epic for the Inpatient Setting		
<b>Department/Service Line:</b>	Laboratory		
<b>Approver(s):</b>	CLIA Director		
<b>Location/Region/Division:</b>	Baylor Scott & White Health		
<b>Document Number:</b>	BSWH.LAB.POC.002.R_V2		
<b>Last Review/Revision Date:</b>	See Signatures	<b>Origination Date:</b>	5/2019

## SCOPE

This document applies to personnel manually resulting POC test results into the HIS in the Inpatient setting within Baylor Scott & White Health.

## DEFINITIONS

When used in this document with initial capital letter(s), the following word(s)/phrase(s) have the meaning(s) set forth below unless a different meaning is required by context. Additional defined terms may be found in the BSWH P&P Definitions document.

**HIS** – Hospital Information System

**POC** – Point of Care

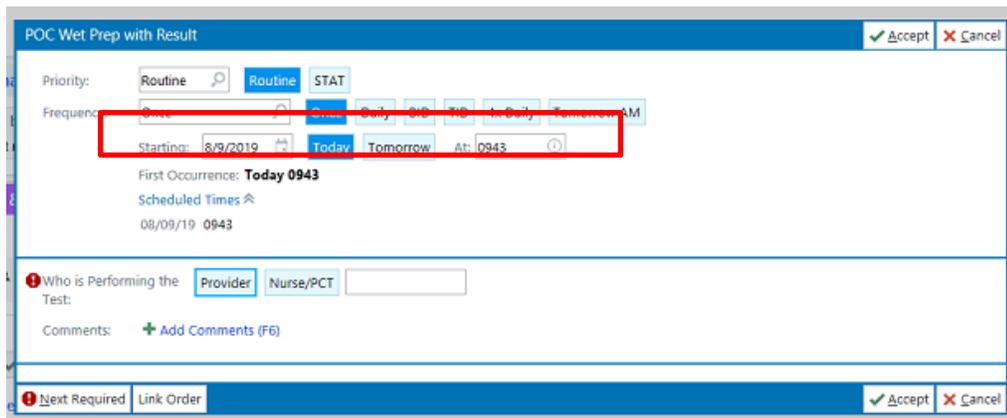
## METHOD/UTILITY

The purpose of this procedure is to describe the proper process for manually resulting POC tests within Epic in the inpatient setting.

## PROCEDURE

### Provider Performed Point of Care Test

1. Order the appropriate POC test in Epic.
2. Enter correct collection date and time by updating the info in the red box below.



POC Wet Prep with Result

Priority: Routine Routine STAT

Frequency: Once Daily QD TWI 1x Daily Tomorrow AM

Starting: 8/9/2019 Today Tomorrow At: 0943

First Occurrence: Today 0943

Scheduled Times

08/09/19 0943

Who is Performing the Test: Provider Nurse/PCT

Comments: + Add Comments (F6)

Next Required Link Order

- 3. Document who performed the test by selecting Provider.

The screenshot shows the 'POC Wet Prep with Result' form. At the top, there are buttons for 'Accept' and 'Cancel'. Below that, the form is divided into sections. The 'Priority' section has 'Routine' and 'STAT' buttons. The 'Frequency' section has 'Once', 'Daily', 'BID', 'TID', '4x Daily', and 'Tomorrow AM' buttons. The 'Starting' section has a date field set to '8/9/2019' and buttons for 'Today' and 'Tomorrow', along with an 'At:' field set to '0943'. The 'First Occurrence' is 'Today 0943'. Below that, 'Scheduled Times' are listed as '08/09/19 0943'. The 'Who is Performing the Test' section has a red box around it, containing a 'Provider' button and a 'Nurse/PCT' text field. At the bottom, there are 'Next Required' and 'Link Order' buttons, and 'Accept' and 'Cancel' buttons.

- 4. If applicable to the test, select "Valid" for Control. (Contact Laboratory if internal QC failed. Do not result test.)
- 5. Choose appropriate source and test result(s). Enter Lot Number and Expiration Date as applicable.

The screenshot shows the 'POC Wet Prep with Result' form. At the top, there are buttons for 'Accept' and 'Cancel'. Below that, the form is divided into sections. The 'Priority' section has 'Routine' and 'STAT' buttons. The 'Frequency' section has 'Once', 'Daily', 'BID', 'TID', '4x Daily', and 'Tomorrow AM' buttons. The 'Starting' section has a date field set to '2/16/2022' and buttons for 'Today' and 'Tomorrow', along with an 'At:' field set to '0858'. The 'First Occurrence' is 'Today 0858'. Below that, 'Show Scheduled Times' is a link, and 'Scheduled Times' are listed as '02/16/22 0858'. The 'Who is Performing the Test' section has a 'Provider' button and a 'Nurse/PCT' text field. The 'Source' section has a red circle around it, with 'Vaginal Fluid' selected. Below that, the 'White Blood Cells Result' section has 'Absent' and 'Present' buttons. The 'Trichomonas Result' section has 'Absent' and 'Present' buttons. The 'Yeast Result' section has 'Absent' and 'Present' buttons. The 'Clue Cell Result' section has 'Absent' and 'Present' buttons. The 'Performed by (Required: Full Name in Comment Box if Other is Selected)' section has 'Ordering Provider' and 'Other' buttons. The 'Provider Performed Test' section has a 'Yes' button. At the bottom, there are 'Next Required' and 'Link Order' buttons, and 'Accept' and 'Cancel' buttons.

6. Select "Ordering Provider" to indicate Performed by.

The screenshot shows the 'POC Wet Prep with Result' form. At the top right, there are 'Accept' and 'Cancel' buttons. The form is divided into several sections. The first section contains scheduling information: Priority (Routine), Frequency (Once), Starting (2/16/2022), and At (0858). The second section is 'Who is Performing the Test?' with a dropdown menu set to 'Provider'. The third section contains result fields for Source (Vaginal Fluid), White Blood Cells Result, Trichomonas Result, Yeast Result, and Clue Cell Result, each with 'Absent' and 'Present' buttons. The fourth section is 'Performed by (Required: Full Name in Comment Box if Other is Selected)', with 'Ordering Provider' selected and highlighted by a red box. Below this is the 'Provider Performed Test' section with a 'Yes' button. At the bottom, there are 'Next Required' and 'Link Order' buttons on the left, and 'Accept' and 'Cancel' buttons on the right.

7. Answer Yes, to Provider Performed Test.

This screenshot is identical to the one above, but the 'Provider Performed Test' section is now highlighted with a red box, and the 'Yes' button is selected. The 'Performed by' field remains highlighted with a red box as well.

- 8. Choose Accept to complete the test/order.

POC Wet Prep with Result

Priority: Routine Routine STAT

Frequency: Once Once Daily BID TID 4x Daily Tomorrow AM

Starting: 2/16/2022 Today Tomorrow At: 0858

First Occurrence: **Today 0858**

Show Scheduled Times

02/16/22 0858

Who is Performing the Test:

Provider Nurse/PCT

Source: Vaginal Fluid

White Blood Cells Result: Absent Present

Trichomonas Result: Absent Present

Yeast Result: Absent Present

Clue Cell Result: Absent Present

Performed by (Required: Full Name in Comment Box if Other is Selected)

Ordering Provider Other

Provider Performed Test: Yes

Comments: + Add Comments

Next Required Link Order

Accept Cancel

- 9. The order can now be signed by selecting Sign Orders.
- 10. Results will file in Epic under the Labs tab in Chart Review.

### Nurse/PCT Performed Point of Care Test

- 1. Locate task from the Patient Worklist. Select Send Result to Lab.

Work List Tasks

Current Shift: 08/09/19 0701-1901 Start Date: 8/9/2019

Filters: My Discipline Default?

Show: Completed Discontinued

Time	Task	Priority	Actions
1400	POC Pregnancy Test with Result	Routine	Done
1426	Collect and Result POC Pregnancy Test with Result	STAT	Send Result to Lab
Unscheduled			
✗	Unscheduled User Task: Bed Ready	None	Done
✗	Unscheduled User Task: Bed Ready	None	Done
✗	Unscheduled User Task: Physician Acceptance	None	Done
✗	Unscheduled User Task: Financial Approval	None	Done

2. Enter collection date and time.

Asapntvandromeda, Ninetwofourone #860028662 - Collect and Result POC Pregnancy Test with Result

### POC Pregnancy Test with Result [POC7] (Order 10420666)

Point of Care Testing  
Date: 8/9/2019 Department: Dsh Bumc Ed Released By/Authorizing: Kneten, Craig Charles, MD (auto-released)

**Original Order**  
Ordered On: 8/9/2019 2:25 PM Ordered By: Kneten, Craig Charles, MD

**Order Questions**  
Question: Who is Performing the Test: Answer: Nurse/PCT Comment:

**Additional Information**  
Associated Reports  
View Encounter  
Priority and Order Details  
Collection Information

Lab: Resulting Agency: SOFTLAB (NTX) Collection Date: 8/9/2019 Collection Time: 1431

Collected By: INPATIENT, NURSE

Who is Performing the Test: Provider: Nurse/PCT Comments:

Control(Must be a Valid Control): Valid

Lot Number:

Expiration Date

Performed by (Required: Full Name in Comment Box if Other is Selected)  
Ordering Provider Other

Send Result to Lab Cancel

3. Collected By will default to current user. This can be edited if needed.
4. Who is Performing the Test will default to Nurse/PCT.
5. If applicable to the test, select "Valid" for Control. (Contact Laboratory if internal QC failed. Do not result test.)

Lab: Resulting Agency: SOFTLAB (NTX) Collection Date: 8/9/2019 Collection Time: 1431

Collected By: INPATIENT, NURSE

Who is Performing the Test: Provider: Nurse/PCT Comments:

Control(Must be a Valid Control): Valid

Result: Positive Negative

Lot Number:

Expiration Date

Performed by (Required: Full Name in Comment Box if Other is Selected)  
Ordering Provider Other

Send Result to Lab Cancel

6. Choose appropriate test result(s). Enter Lot Number and Expiration Date as applicable.

Lab: Resulting Agency: SOFTLAB (NTX) Collection Date: 8/9/2019 Collection Time: 1431  
Collected By: INPATIENT, NURSE  
Who is Performing the Test: Provider Nurse/PCT  
Control(Must be a Valid Control): Valid  
Result: Positive Negative  
Lot Number: xYZ123777  
Expiration Date: 9/27/2021  
Performed by (Required: Full Name in Comment Box if Other is Selected)  
Ordering Provider Other

7. For Performed By, Choose Other. First and last name are required.

Lab: Resulting Agency: SOFTLAB (NTX) Collection Date: 8/9/2019 Collection Time: 1431  
Collected By: INPATIENT, NURSE  
Who is Performing the Test: Provider Nurse/PCT  
Control(Must be a Valid Control): Valid  
Result: Positive Negative  
Lot Number: xYZ123777  
Expiration Date: 9/27/2021  
Performed by (Required: Full Name in Comment Box if Other is Selected)  
Ordering Provider Other Pippy Longstocking

8. Select Send Result to Lab to complete resulting.

Lab: Resulting Agency: SOFTLAB (NTX) Collection Date: 8/9/2019 Collection Time: 1431  
Collected By: INPATIENT, NURSE  
Who is Performing the Test: Provider Nurse/PCT  
Control(Must be a Valid Control): Valid  
Result: Positive Negative  
Lot Number: xYZ123777  
Expiration Date: 9/27/2021  
Performed by (Required: Full Name in Comment Box if Other is Selected)  
Ordering Provider Other Pippy Longstocking

## ATTACHMENTS

None.

## RELATED DOCUMENTS

- [Manual POC Test Result Entry in Epic for the Outpatient Setting \(BSWH.LAB.POC.003.R\)](#)
- [Correcting a Manually Reported POC Test Resulted in Epic \(BSWH.LAB.LIS.SOF.0101.R\)](#)
- [POC Quality Management Policy \(BSWH.LAB.POC.001.P\)](#)
- [Provider Performed Testing Program \(BSWH.LAB.PPT.001.P\)](#)

## REFERENCES

None.

## REVISION HISTORY

Version #	Effective Date	Description of Change	Revised By	Removed Date
2	See Signatures	Updated for reporting of Source.	R. Steward	NA