

Title:	Manual POC Test Result Entry via Enter/Edit in Epic		
Department/Service Line:	Laboratory		
Approver(s):	CLIA Director		
Location/Region/Division:	Baylor Scott & White Health		
Document Number:	BSWH.LAB.POC.002.R_V3		
Last Review/Revision Date:	See Signatures	Origination Date:	5/2019

SCOPE

This document applies to personnel manually resulting POC test results via Enter/Edit in Epic 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.

POC – Point of Care

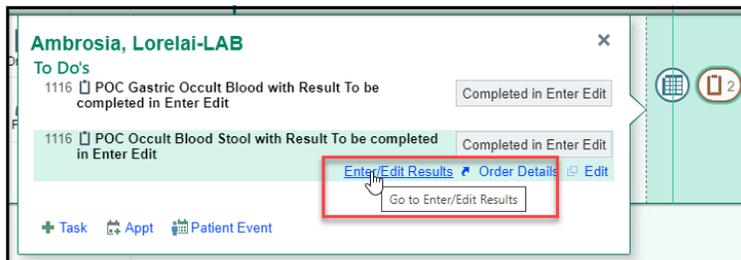
METHOD/UTILITY

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

PROCEDURE

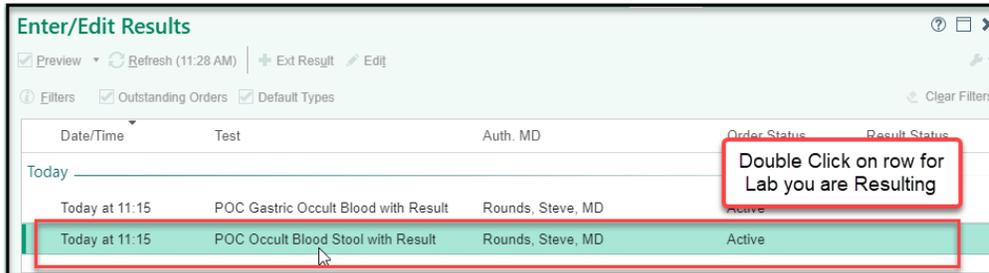
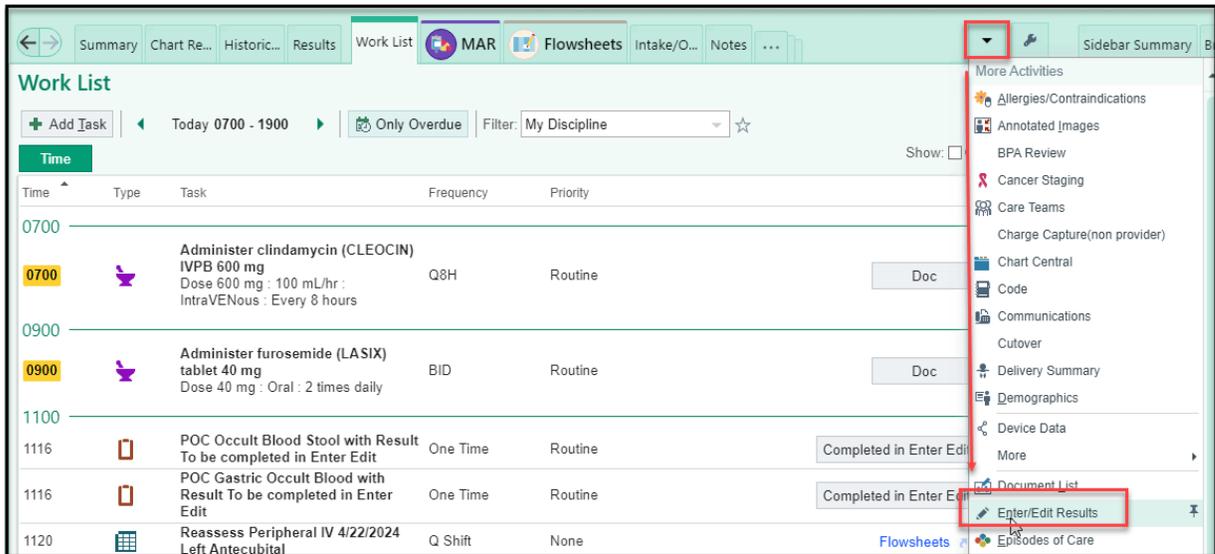
Enter or Edit Results for Inpatient Documentation

1. Order the appropriate POC test in Epic.
2. Look at the Brain or Work List to find the Task for the specific lab. Click on the hyperlink for **Enter/Edit Results**.

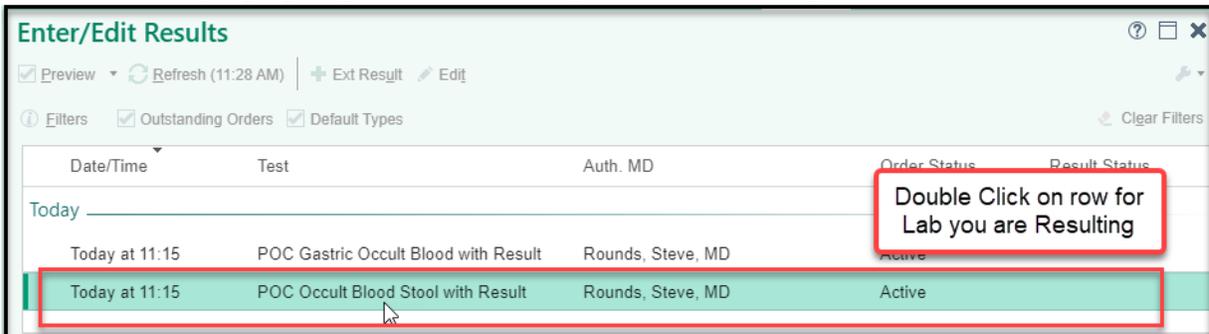



1116	POC Occult Blood Stool with Result To be completed in Enter Edit	One Time	Routine	Enter/Edit Results	Completed in Enter Edit
1116	POC Gastric Occult Blood with Result To be completed in Enter Edit	One Time	Routine		Completed in Enter Edit

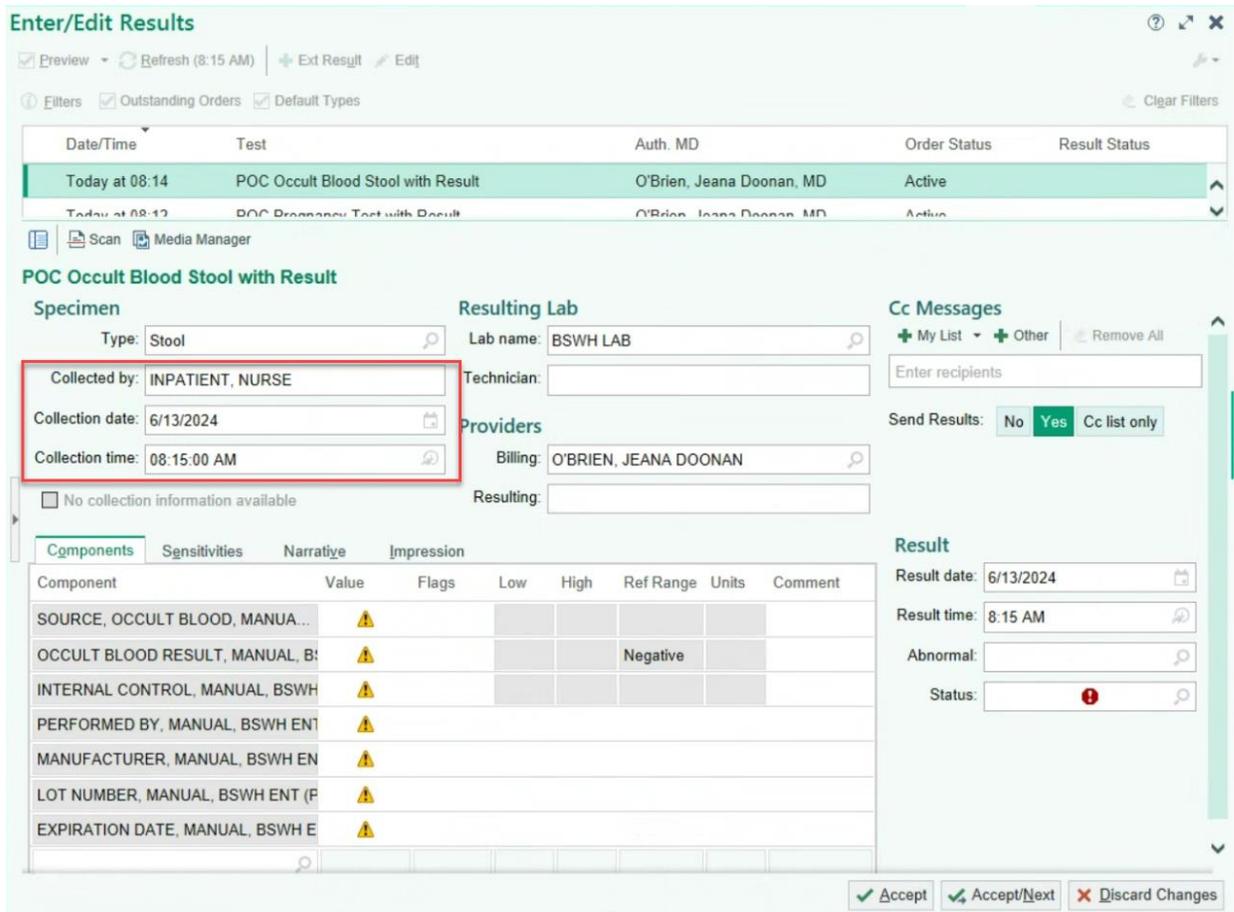
3. You can also use the Enter/Edit Results Activity to find the lab. Highlight the lab and double Click to open that Resulting tool. The process is the same from here as it is for utilizing the hyperlink.



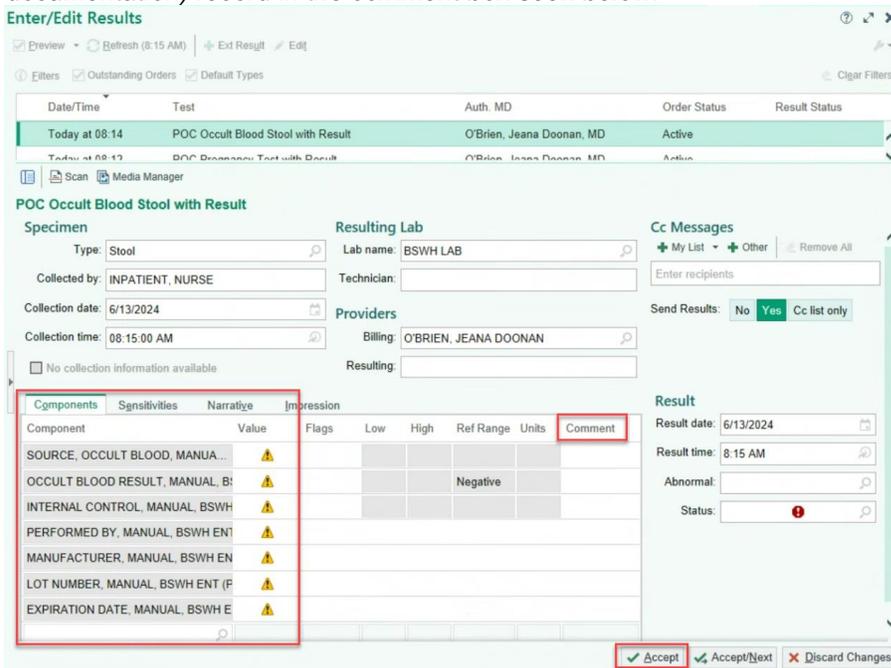
- 4. If there is *only one* lab to be resulted, Epic will default to that lab. If there is *more than one*, you will need to choose the lab by highlighting the row of the lab you are documenting.



- 5. Collected by and Collection date and time will default to the current Epic user and current date and time. Update to actual collector and actual collection date and time.

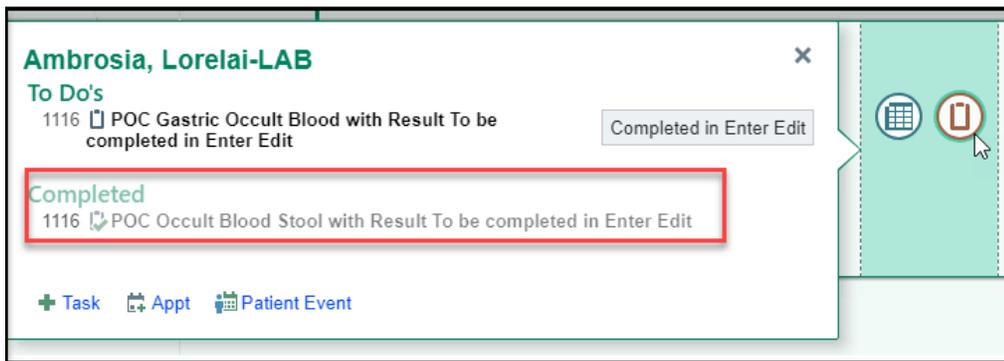
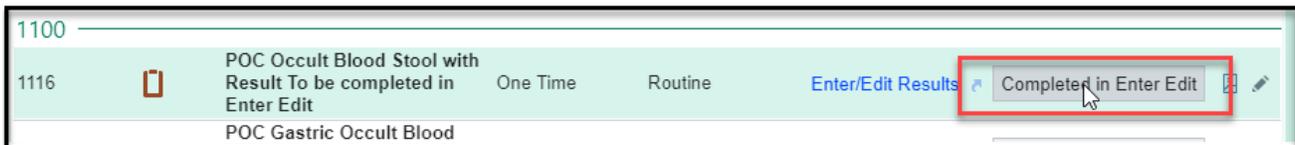
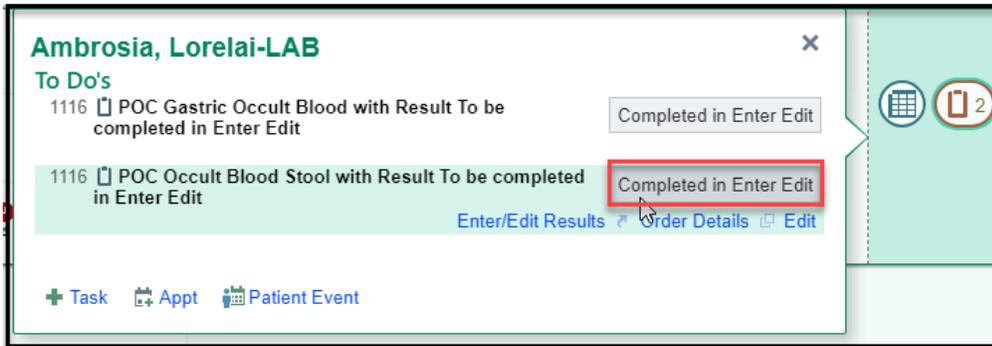


- Enter values for all result components. The Status will normally be **Final result**. If resulting on behalf of a provider, ensure that information is recorded correctly in the performed by component. Click **Accept** once completed.
Note: If comments are needed to document further action (such as critical value communication documentation) record in the comment box seen below.



- Go back to the Brain or Work List and click **Completed in Enter Edit**. This documents the Task

as **Completed**.



8. Documentation can be viewed on the Results activity.

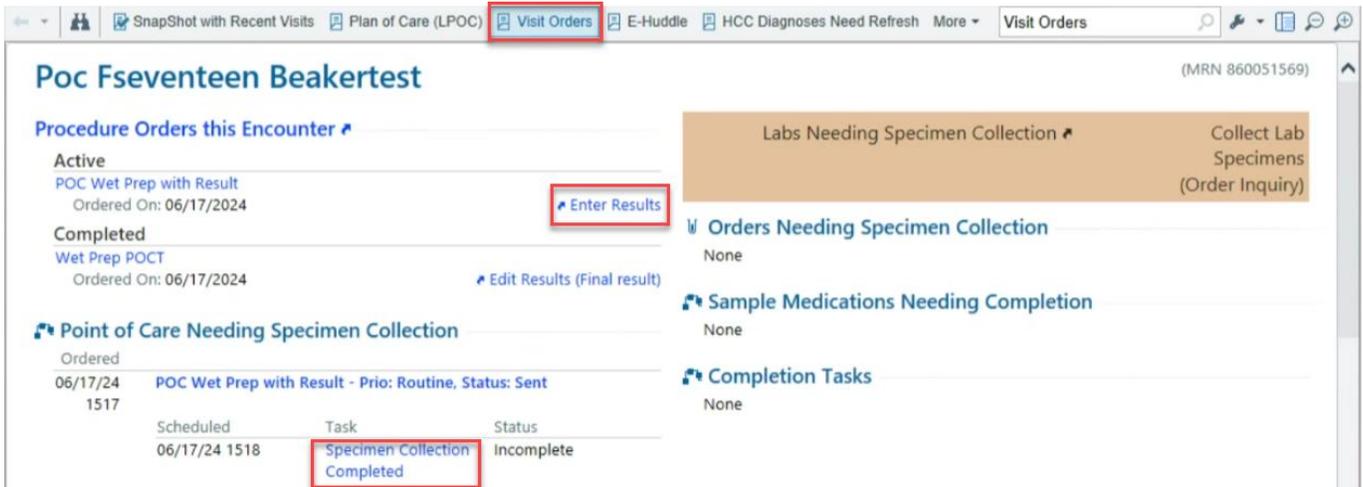
2024 4/10/24 10:20	
MICROBIOLOGY	
MYCOBACTERIUM TUBERCULOSI...	
REFERENCE LAB (S...	
Cysticercosis Ab IgG	
IMMUNOLOGY (AFTER)	
HIV, Antigen and Antibodies	
MICROBIOLOGY	
MYCOBACTERIUM TUBERCULOSI...	
Others	
Bands Present (Ext)	
Human Immunodeficiency Virus (H...	
Human Immunodeficiency Virus (H...	
Mitogen minus Nil Result (Ext)	
Mycobacterium tuberculosis (Ext)	
Mycobacterium tuberculosis Sour...	
NIL Result (Ext)	
Occult Blood Result (POC)	Positive !

Enter or Edit Results for Ambulatory Documentation

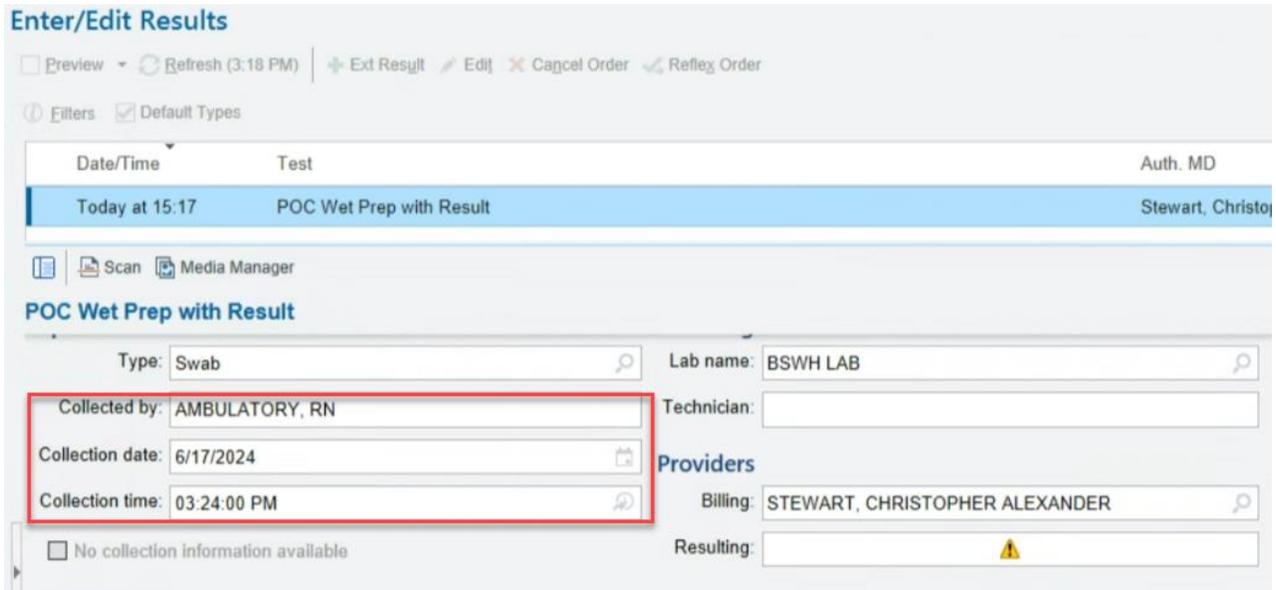
1. Order the appropriate POC test in Epic.
2. Navigate to the Visit Orders Report from the Schedule.
3. Complete Specimen Collection task under the Point of Care Needing Specimen Collection header.
Note: Some tests can be resultd via interfaced instrument or via Enter/Edit. For those tests, the task to complete will require collection date/collection time and "Will this be an Interfaced Result?". If the wrong

selection is made in this step the user will need to cancel the test and reorder.

- 4. Click on the hyperlink for **Enter Results**.



- 5. Collected by and Collection date and time will default to the current Epic user and current date and time. Update to actual collector and actual collection date and time.



- 6. Enter values for all result components. The Status will normally be **Final result**. If resulting on behalf of a provider, ensure that information is recorded correctly in the performed by component. Click **Accept** once completed.
Note: If comments are needed to document further action (such as critical value communication documentation) record in the comment box seen below.

Enter/Edit Results

Preview Refresh (3:18 PM) Ext Result Edit Cancel Order Refleg Order

Filters Default Types Clear Filters

Date/Time	Test	Auth. MD	Order Status	Result Status
Today at 15:17	POC Wet Prep with Result	Stewart, Christopher Alexander, MD	Active	

Scan Media Manager

POC Wet Prep with Result

Type: Swab Lab name: BSWH LAB

Collected by: AMBULATORY, RN Technician:

Collection date: 6/17/2024

Collection time: 03:24:00 PM

Providers: Billing: STEWART, CHRISTOPHER ALEXANDER

Resulting: ⚠

Send Results: No Yes Cc list only

Result

Result date: 6/17/2024

Result time: 3:24 PM

Abnormal: Abnormal

Status: Final

Component	Value	Flags	Low	High	Ref Range	Units	Comment
WHITE BLOOD CELL, WET PREP, M...	Absent				Absent		
CLUE CELL, WET PREP, MANUAL, ...	Present	Abnormal			Absent		
FUNGAL ELEMENTS, WET PREP, M...	Absent				Absent		
TRICHOMONAS, WET PREP, MANU...	Absent				Absent		
WET PREP COMMENT, MANUAL, BSW							
PERFORMED BY, MANUAL, BSWH ENT	A. Smith						
SOURCE, FERN TEST, MANUAL, BS...	Vaginal F...						

Accept Accept/Next Discard Changes

ATTACHMENTS

None.

RELATED DOCUMENTS

- [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
3	See Signatures	Updated for Beaker	R. Steward	NA