 Processing SOP Manual	Title: Antrim Navigation Basics	
	SOP: Processing Department	Version: 1.0
	Effective Date: 04/01/2017	Page 5 of 8

PURPOSE:

Central Processing is responsible for generating accession numbers on requisitions received at BBPL. This is a unique accession number which is linked to a specific requisition. When an accession is created in Antrim, barcodes are generated to label all requisition pages; as well as label specimens.

L4 Order Entry is the primary method of generating accessions. However, Antrim order entry is the backup method and necessary to fulfill some function. Navigating Antrim is not intuitive and requires a different approach than a windows based system.

SCOPE:

Processing Department

RESPONSIBILITY:

All processors are responsible for reading, understanding, and competently performing this procedure.

EQUIPMENT:

General computer equipment plus barcode reader and Zebra barcode sprinter.

SUPPLIES:

Barcode roll within the Zebra barcode printer.

PROCEDURE: Order Entry Procedures

PROCEDURE: Navigate in ANTRIM

All commands in Antrim are typed in CAPS Lock

- A) At opening screen, type in: LAB**
 - 1. YOUR ID: Type in your user initials and enter.
 - 2. PASSWORD: Type in your password and enter.


- B) To MAXI order:**
 - 1. Type 1 (ORDER ENTRY)
 - 2. Type 2 (MAXI LOG)
 - 3. Follow the Antrim Order Entry Procedure SOP

- C) To inquire about patient history:**
 - 1. Type 5 (INQUIRY)
 - 2. Type 2 (PATIENT INQUIRY OPTIONS)
 - 3. Type 1 (PATIENT INQUIRY)
 - 4. Type in one of the following:
 - a. Accession Number
 - b. Requisition Number

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Location: Company, Technical, Processing, Procedures, SOP Manual

 Processing SOP Manual	Title: Antrim Navigation Basics	
	SOP: Processing Department	Version: 1.0
	Effective Date: 04/01/2017	Page 6 of 8

c. Patient Name (last,first – no spaces)

5. Return past the Client, Date, and Unit Code prompts for a complete list OR enter the client number and/or date to narrow your search.
6. From the patient list, choose the number of the correct order and hit enter to retrieve the patient information.

D) To inquire about specimen requirements:

1. Type 5 (INQUIRY)
2. Type 4 (EXPANDED SPECIMEN REQUIREMENT ENTRY)
3. Type in a portion of the test name, the unit code, or “X” and the test code. Choose the appropriate test and enter to retrieve the requested specimen requirements and information.

E) To retrieve Client information:

1. Type 5 (INQUIRY)
2. Type 1 (CLIENT INQUIRY)
3. Type the Client Name or Client # and enter to retrieve the requested client information.

F) To read email:

1. Type 5 (INQUIRY)
2. Type 12 (MAILBOX)
3. Type 2 (READ MAIL)
4. If you have new mail, a message will read “You have X new messages – Continue <Y>”
 - a. Type NEW to read the new messages
 - b. Hit enter to read all messages
 - c. Type D to display a list of all of your messages

G) System shortcuts and programmable keys:

1. T for Today: used at date of collection or date of birth prompt
2. Y for Yesterday: used at DOC or DOB prompt
3. T-2 for 2 days ago: used at DOC or DOB prompt
4. /(#) where # symbol represents the line you wish to return to on the screen
5. // use this prompt to back out of the screen you are on
6. ^ use this prompt to delete information from the current field
7. * this prompt can be used by entering a portion of a client or test name and retrieving a list of all client or tests that begin in that same manner
8. ?L use to get a list of options for that particular line
9. ?? use this prompt at any menu line to get a list of options for a variety of information
10. #OC use this prompt when changing a maxi order and prompts for a reason to change


H) To enter an Inquiry note:

1. The purposes of Inquiry Notes are to leave documentation in the computer system concerning any changes or correspondence having to do with a particular patient’s orders. Inquiry notes include, but are not limited to: clarification of test orders, critical values called to client, change in patient information, test TAT clarification or delay, test cancellations called to a client, and any additional information or change concerning the patient’s orders.

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 Processing SOP Manual	Title: Antrim Navigation Basics	
	SOP: Processing Department	Version: 1.0
	Effective Date: 04/01/2017	Page 7 of 8

- Inquiry Notes should include person spoken with, their location, and brief description of action(s) that took place.

To enter Inquiry Notes utilize prompts:

5-Inquiry

2-Patient Inquiry Options

1- Patient Inquiry, enter the accession.

- Once in an accession type “E” and return to enter Inquiry Notes, continue to enter until the note is filed. To Display a previous inquiry note type “D” and press enter

REFERENCES: N/A

RELATED DOCUMENTS: N/A

APPENDIXES: N/A