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.

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

Log into Antrim to begin any Data Entry

NOTE: The most significant difference between L4 and Antrim order entry is the navigation between fields. Antrim uses the "Enter" key to move to the next field. L4 uses the "Tab" key to navigate between fields

Maxi Log Procedure

Sign into Antrim. At the main menu, press 1 and then 2 to enter the "Maxi" screen. All orders should be typed in Maxi.

Manual Requisitions

1. **Line 1: Accession #**:
    a. Press the letter "S", then the Enter key to generate an accession number.

2. **Line 2:**
    a. **Client #:** This is a 1-4 digit number listed in the upper right hand corner of the requisition.
    b. You can list multiple clients by adding a forward slash (/) after the client number to send

multiple reports (CC).

3. **Line 3:Requisition #:**
   a. Scan the 2D barcode at the top of the req to generate the req #.If a 2D barcode is not present enter the blue/white sticker number from the req.

4. **Line 4: SS#:**
   a. Enter social security number without dashes. If not provided leave blank.

5. **Line 5: Patient Name**:
   a. Formatted as Last,First – do not enter a space after the comma.
   b. **NOTE**: Middle names, Jr., Sr., I, II, etc. or initials are entered after first name with a space in between. Use punctuation as indicated on requisition
   c. Information within quotations marks should be omitted. For example:
      i. Elizabeth "Betty" Jones would be entered as Betty,Elizabeth

6. **Line 6: Patient sex**:
   a. M for Male or F for Female
   b. For an animal, enter: sex, species. For example: F,CANINE, M,FELINE, OR F,EQUINE.
      i. **NOTE**: If no sex is listed, enter N for Not given.
      ii. **Reference ranges reported are based on sex and species so this is very important**!

7. **Line 7: Date of Birth**:
   a. The format is 8 digits – DDMMYYYY
   b. If no DOB is given or unsure of DOB then enter N for Not given.
      i. This ONLY works in Antrim. L4 requires a DOB

8. **Line 8: Date of Collection:**
   a. Listed as 8 digits – or T for today, Y for yesterday, N if no date is given.

9. **Line 9: Time of Collection**:in 24 hour format.
   a. HHMM = Hour (0,1,2) Hour (0,1,2) Minute (0-5) Minute (0- 9), i.e. 0259 hours.
   b. 12pm = 1200
   c. 6pm = 1800
   d. 12am = 0000
   e. 6am = 0600
   f. Leave blank if no time is of collection is submitted. Do not enter a "0".

10. **Line 10: Patient ID:**
    a. Enter the patient ID with any punctuation, if provided

11. **Line 11: Room #:**
    a. Enter the room number with any punctuation, if provided

12. **Line 12: Physician Name**:
    a. Last and first name when possible – if none, enter not given.

13. **Line 13:** See Line 13 and Line 14 Procedure if comments are needed.

14. **Line 14:** See Line 13 and Line 14 Procedure if comments are needed.

15. **Line 15: Test(s):**
    a. Enter **all** tests ordered on requisition.

16. **Line 16: Bill to:** Three options are available (MC for Medicare, P for Patient bill and C for Client bill),
    a. If this field automatically populates DO NOT change
    b. If no "Bill To" option populated, enter "MC, P or C" depending upon the information provided in the insurance section of the requisition
        i. Enter "MC" if Medicare is marked or a Medicare Number is provided.
        ii. Enter "P" if Patient is marked on the req or any other insurance information is provided
        iii. Enter "C" if Office is marked on the req or it is a hospital account. If unsure, ask a coordinator.
        iv.

17. **Hit enter until you reach the File "Y" prompt and hit enter.**

Web-Order Procedure ("Scanners")

Sign into Antrim. At the main menu, press 1 and then 2 to enter the "maxi" screen. All web-orders are typed in "maxi".

1. **Line 1: Accession #:**
    a. Hit "S" then enter to generate an accession number.

2. **Line 2:** Scan the 2D barcode
    a. It can be found the bottom left corner with the requisition. This will populate all fields needed in Antrim.
    b. Some client reqs are similar to web requisitions and will have a 2D barcode on the req as well.
    c. If there are "Copy to Client" notes "CC" you must also add those clients on line two by entering the first client number followed by a forwards slash (/) sign and the additional client number(s).

3. **Line 8: Date of Collection:**
    a. Listed as 8 digits – or T for today, Y for yesterday, N if no date is given

4. **Line 9: Time of Collection:** in 24 hour format.
    a. 12pm = 1200
    b. 6pm = 1800
    c. 12am = 0000
    d. 6am = 0600

5. **Line 13:** See Line 13 and Line 14 Procedure if comments are needed.
6. **Line 14:** See Line 13 and Line 14 Procedure if comments are needed.

7. **Line 15:** Verify that all tests populated correctly during the scan process. If test have been marked out or written in manually, correct the order.

8. **Press enter until the File "Y" prompt and hit enter.**

    a. **It is important to add any pertinent information handwritten on the requisition or any information which did not populate when scanned and enter in the appropriate fields**

Specimen Receipt Verification (Interface Orders)

Sign into Antrim. At the main menu, press 1 and then 7 to enter the "Specimen Receipt Verification" screen.

NOTE: DO NOT EVER change an interface order. These changes MUST come from the client side of the interface

1. **Line 1:** Press enter.

2. **Line 2:** Enter the requisition number off the barcode or the specimen ID number on the manifest.

3. **Line 3:** Date Collected: enter correct DOC off the requisition for a specimen verify or press enter on a manifest order.

4. **Line 4:** Time Collected: enter correct TOC off the requisition for a specimen verify or press enter on a manifest order.

5. **All Testing ordered on the accession will populate:** Press "**Y**" if the test is on the requisition/manifest or Press "**N**" if the test is not on the requisition/manifest.

6. At the **"File (Y)"** prompt – press enter to complete the verification process.

7. At the **"Print Labels for newly received UCs"** prompt enter "**N**" if barcodes are already in bag unless changes were made during verification process and "**Y**" if no barcodes are present.

REFERENCES: Line 13 and Line 14 Procedure, Navigate in Antrim Procedure.

RELATED DOCUMENTS: N/A

APPENDIXICES: N/A