PURPOSE:

To outline the procedure for order entry in L4 (Lablink)

SCOPE:

Processing

RESPONSIBILITY:

It is the responsibility of all Processing personnel to read, understand, and competently perform this procedure.

PROCEDURE:

1) From the BBPL Website, open and log into Lablink.

2) Go to Staff, Lab Ordering, then Order Entry (L4)

3) Use the "tab" key to navigate between fields. Do not hit "enter" until ready to file the accession.

4) If requisition can be scanned (i.e. web order), scan the appropriate barcode
   a. The majority of the requisitions that are to be scanned will have a 2D "motheaten" barcode near the bottom
      i. Some requisitions from Patient Service Centers will have tests partially done elsewhere and L4 will inform the user with a pop-up indicating that "testing already exists". These have a reprinted 2D barcode label over the original.
         1. Click the "Cancel" tab and the remaining tests will populate.
      ii. Remove any testing that is crossed through by the client or PSC

   b. **Verify that all the tests are present** and if any additional tests or codes are handwritten then see Step 13 to enter
      i. **NOTE: If a client has a "client-specific" unit code ordered, a pop-up will indicate that it is a restricted unit code. Click "OK".**
         1. **If "OK" is not clicked, the testing after that unit code will not be included in the order.**
   c. Add additional demographic information provided (change in time, date, written in fax information, etc.)
      i. Any requisition requiring changes must be stamped with a "Re-Maxi" stamp

5) At the bottom of the order entry area, there are the specimen types that should be present.
   a. Scrolling over the blue oval "i" button (see arrow in image below), will give additional acceptable and unacceptable specimens.

6) After all information that is needed has been entered, scroll over to "File" and click.
    a. Hitting "Enter" may be substituted, but if "Enter" is done prior to all orders entered then it will create the accession
    b. Label specimens as appropriate.

7) If the requisition (req) is a verify (Interfaced client) see Specimen Verification in Antrim SOP under 1 (Order Entry), 7 (Specimen Receipt Verification)

8) If the specimen has a Toxicology Requisition, see the Toxicology Processing SOP

9) Manual Order Entry
    a. Skip the Accession line by hitting tab or clicking the box via the mouse. L4 generates its own accession.
    b. Fill in client #, click on correct drop down.
        i. This ensures that the additional information provided by L4 entry is input into the system
    c. "Copy to #'s ", send a copy of the results to this number as well, if applicable.
    d. Scan the requisition barcode of the manual requisition.
        i. If no requisition number is present, type "NA "or "N ".
    e. If the "Enter" key is pressed, all required information is highlighted in pink.
        i. Type in patient name, Last First Middle.
        ii. No dashes in SSN or slashes in DOB.
        iii. " NA " or " N " currently doesn't work in the DOB box. Currently there is no way around not listing a DOB.
            1. An exception must be created for a manual order that does not have a birth date unless it is an animal. For animals, the generic date of 010101 may be used.

    f. Choose the appropriate drop-down for sex and species
    g. Enter the Patient ID, if given
    h. **ALL information on a manual requisition must be typed as part of the manual order**

10) Ordering Provider searches by last name as typed and will produce a drop down list.
    a. Select the correct provider and hitting tab once the box has selections.
    b. **Make sure that the provider first and last name match**

11) Date of collection can be typed or as in Antrim (T = today, Y = yesterday, etc.).

a. No slashes or symbols.
b. Time of Collection is on a 24 hour clock.

12) Remarks are notes like Antrim where the client can see (Line # 13).

13) Notes are Internal for BBPL, Line #14.

14) Bill to has the options of C = Client, P = Patient and MC = Medicare
   a. The correct billing option must be selected so that BBPL is paid for the testing

15) Currently we are leaving "Phlebotomist", "InterfaceId" and "Case#" blank

16) Requisition Field
   a. By choosing the underlined selections beginning with "Cyto, Dermpath…" a requisition type will appear in a pop up panel.
   b. Clicking on the boxes by tests on this panel will cause L4 to add that test.
      i. The Molecular Immunohistochemical requisition will not populate because these tests are collectively ordered as "IHC"
   c. Ordering via this method is also required for certain requisitions such as toxicology or Hemepath.

17) Add Tests Field.
   a. Typing in the test code will bring a drop down menu. Click the correct test and hit the **TAB** key. The use of the mouse button can also be used to add more tests.
   b. Hitting the Enter key may cause the requisition to be filed before all tests are ordered.
      i. Tests cannot be added in L4 from this point and will need to be done in Antrim.
      ii. See Appendix for Troubleshooting.

   c. If there is a CT/NG or other tests, the user may be prompted to state the "Media/Source".
      i. T= ThinPrep
      ii. S = SurePath
      iii. U for urine (raw, non preserved)
      iv. A for Aptima

   d. Additional specimens may be sent (Aptima), but currently we use the labeled green Aptima, but apply barcode label and save the extras as such or for additional tests done by a different instrument.

18) Search reference lab codes.
   a. Clicking this tab will allow the used to search for tests by the first letters of the name.
   b. Click the correct test from the drop down screen.
   c. If not clicked, then a pop up will read "Wrong UC "

19) Below the File and Reset button, there is a box that will supply additional information as the entry proceeds.

20) Once all information is entered, then hit the file button.
   a. The reset button will clear the fields.
   b. The appropriate labels will be printed from the Zebra printers.
      i. Sometimes extra labels will need to be created.
      ii. In Lablink, go to Staff, Utilities, Reprint barcodes.
      iii. If department specific barcodes are needed, in Antrim 1,20 and follow prompts

21) If the requisition is an interface client, then Antrim is the only current way to order and needs to be verified.

Appendix : Trouble Shooting a missed order entry.

1) If the Enter key was hit or the file requisition was filed before all tests are added, then the can add the test in L4.
   a. Type in the accession number and click the correct entry from the drop down list.
   b. Enter this missing test in the "Add test" box and click tab.
   c. Click "File"
   d. New labels will print with the additional testing.

2) If the Enter key was hit or the requisition was filed with a test ordered in error, then the user must go through Antrim.
   a. Normal process for logging into and adding a test to a requisition
      i. Selection 1,2
      ii. Enter or /15, to line #15 and delete the test(s) that are incorrect
      iii. Enter or /21 to file
      iv. Y = yes to file.
   b. Back out by typing " // "
      i. Select 20, to reprint labels.
      ii. Type accession and follow any additional prompts.
      iii. The labels may not update to reflect added test(s)
      iv. Then label accordingly