

Module: SoftLab/SoftMic

Software Version: 4.0.8

Topic: Using **PANDE** ordering code

Issued On: 21Apr2020

Distribution: All Users

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Issued By: Chantelle Pollard, Territorial LIS Administrator

TOPIC/QUESTION:

As part of the Territorial COVID 19 pandemic planning, Laboratory Services has developed a phased approach to service reduction for the Territory. With this plan, service reduction phases are initiated by various triggers, i.e. transportation issues, reduction in menu offered by reference labs, insufficient lab personnel. See ournthssa.ca for up to date information and lab memos.

So, what do you do if you receive a requisition with one or more of the suspended tests requested? Do we order the tests? Do we scan the requisition in Soft Media?

ANSWER/TIP:

When test(s) on the requisition are suspended due to the pandemic, order **PANDE** and complete as follows.

Order Entry

1. Complete Order Entry for the requisition. In the Ordering Grid – order **PANDE** test code, **Save** Order.
2. Enter **Tests Cancelled:** List tests under value. If further space is needed, move to the comment section and continue to list tests not being performed.
3. Enter **Reason:** Using keypad, choose P – See Below
4. Click the **CanMesg** button
5. Select **@PAN**
6. Click **OK**
7. Canned Message will pop up. Click **OK**
8. Click **OK**
9. A message box asking **Do you want to save the changes you made to order?** will pop-up, click **Yes**.
10. Follow established procedures for labeling the requisition and scanning in Soft Media (even if all tests on the requisition are not being performed).

See the next page for pictures of the steps that need to be taken.

NWT LIS TIP OF THE WEEK

Ordered (1)

Insert Cancel Cancel order Formulary Cycle Keypad

Type	ID	Priority	Cycled	Name
G	PANDE			Pandemic - Test(s) Not Performed

Please enter required information

Questions	Value	Comment
1 Tests Cancelled:*	B12, TBIC	E2, TEST
2 Reason:*		

Comment CanMsg OK Cancel

Search Results

#	ID	Text
8	@4HR	Received > 4 hrs old - unable to process.
9	@72HR	Specimen received >72 hours old
10	@7DAY	Specimen received >7 days old
11	@BF	Specimen unsuitable for analysis - fluid too viscous for
12	@CFI	Sample for INR testing was received frozen. This is NOT
13	@CGFT	Green top tube collected, unable to perform FT4
14	@DUP	Tests indicated have been ordered by multiple practition...
15	@LBL	SPECIMENS MUST BE LABELLED WITH PATIENT'S...
16	@PAN	Due to the Pandemic and as part of the Territorial Lab S...
17	@TNP	Troponin not processed on routine outpatient
18	@UNL	Specimen received unlabelled

Total 18 Selected 1

Canned message

Due to the Pandemic and as part of the Territorial Lab Services reduction, a test(s) ordered for this patient has not been performed. Please refer the patient to the Lab with a new requisition when regular services resume for this test(s). For the list(s) of testing reductions, please refer to ournthssa.ca

OK