



TRAINING UPDATE

Lab Location: GEC, SGAH & WAH
Department: Technical staff

Date Distributed: 2/13/2013
Due Date: 3/15/2013

DESCRIPTION OF PROCEDURE

Name of procedure:
Generating New Medical Record Numbers in the Sunquest TEST System GEC.LIS47, SGAH.LIS60, WAH.LIS58 v000
Description of change(s):
This is a new SOP that describes how to create a patient in the SQ TEST area by generating a new MR number.

Document your compliance with this training update by taking the quiz in the MTS system.

Approved draft for training all sites (version 000)

Non-Technical SOP

Title	Generating New Medical Record Numbers in the Sunquest TEST System	
Prepared by	Stephanie Codina	Date: 1.31.2013
Owner	Marie Sabonis	Date: 1.31.2013

Laboratory Approval		
Print Name and Title	Signature	Date
<i>Refer to the electronic signature page for approval and approval dates.</i>		
Local Issue Date:		Local Effective Date:

Review:		
Print Name	Signature	Date

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1. PURPOSE

To define the process for generating new medical record numbers (MRN) in the Sunquest test system.

2. SCOPE

The Sunquest TEST system is used for training, competency, validation, and mock testing. The system will automatically generate medical record numbers for test patients if this procedure is followed.

3. RESPONSIBILITY

All laboratory staff members who utilize the Sunquest TEST system must understand and adhere to the process for generating new medical record numbers on test patients.

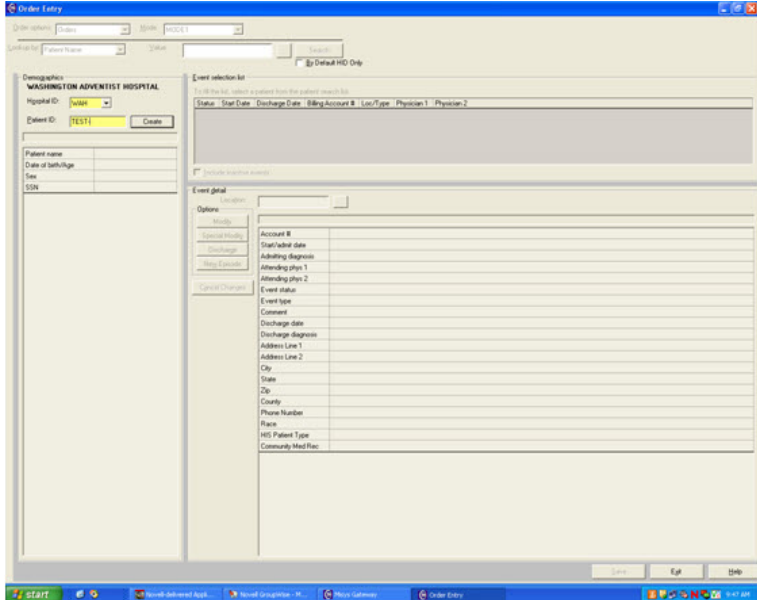
4. DEFINITIONS

N/A

5. PROCEDURE

Generating new MRNs using Sunquest GUI

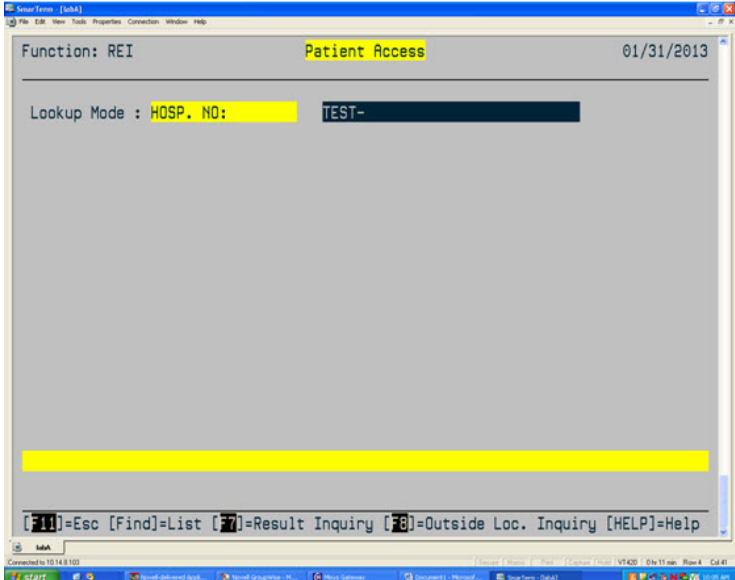
Step	Action
1	Access Sunquest function “Order Entry.”
2	When the lookup screen appear, click the “New Patient” box in the lower, right-hand corner of the screen.

Step	Action
3	<p>In the “Patient ID” field, type “TEST-“ then click the “Create” button.</p> 
4	<p>A new screen will open. Complete the following fields with the desired information. Press the “Tab” button after each entry.</p> <ul style="list-style-type: none"> A. Patient name <ul style="list-style-type: none"> a. Type the name using last name,first name format. b. Do not use actual names that can be misinterpreted as real patients. B. Date of birth C. Sex
5	<p>When all data has been entered, click the “Save” button on the lower, right-hand corner of the screen.</p>
6	<p>A new MRN will be generated and Sunquest will automatically default to the order entry screen.</p>

Generating new MRNs using Sunquest SmarTerm

Step	Action
1	Access Sunquest SmarTerm.
2	At the “Function” prompt, type “REI” and enter.
3	At the “BATCH HOSPITAL ID <SGAH/WAH/ARH>” prompt, type the slash button “/” then press the “Enter” key.

Form revised 3/31/00

Step	Action
4	At the “Lookup Mode: NAME:” prompt, change the lookup mode to lookup by hospital number. A. Type the up arrow “↑” key B. Type the letter “H” C. Press the “Enter” key.
5	At the “Lookup Mode: HOSP. NO:” prompt, type “TEST-“ and press the “Enter” button. 
6	The “New Patient” prompt should appear. Press the enter key.
7	At the “Hospital ID” prompt, type the mnemonic for the hospital to which the test patient will be registered. Then press the “Enter” key. A. Type “SGAH” for Shady Grove. B. Type “WAH” for Washington Adventist C. Type “ARH” for Adventist Rehab
8	At the “Patient Name” prompt, type the name of the test patient then press the “Enter” key. A. Type the name using last name,first name format. B. Do not use actual names that can be misinterpreted as real patients.
9	At the “Birthdate/Age” prompt, type the birthdate of the test patient. Then press the “Enter” key.
10	At the “Sex” prompt, select the sex of the patient then press the “Enter” key. A. Type “F” for female. B. Type “M” for male.

Step	Action
11	At the “AKA Name” prompt, press the “Enter” key.
12	At the “SSN” prompt, press the “Enter” key.
13	At the “ACCEPT (A), MODIFY (M), Reject (R), OR EVENT ENTRY (E)?” prompt, type “A” for accept then press the “Enter” key.
14	At the “Pre-registered patient, no events” prompt, highlight “Create New Episode” and press the “Enter” key.
15	Press the “Enter” key to bypass all of the prompts until you get to the “ACCEPT (A), MODIFY (M), OR Reject (R)?” prompt. Type “A” for accept, then press the “Enter” key.
16	Sunquest will automatically default to the order entry screen.

6. RELATED DOCUMENTS

SOP: REI - Ordering Tests, Receiving Specimens, Reprinting Labels

7. REFERENCES

None

8. REVISION HISTORY

Version	Date	Reason for Revision	Revised By	Approved By

9. ADDENDA AND APPENDICES

None