



TRAINING UPDATE

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

Date Distributed: 4/18/2013
Due Date: 5/19/2013

DESCRIPTION OF PROCEDURE REVISION

Name of procedure:
REI - Ordering Tests, Receiving Specimens, Reprinting Labels GEC.LIS19, SGAH.LIS20, WAH.LIS20 v001
Description of change(s):
Section 5: add process to define an Outside physician, add note to never use unknown physician Section 6: add LIS sops Section 9: process to create new episode moved to addenda Changes are shown in color on the attached SOP

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

Approved draft for training all sites (version 001)

Non-Technical SOP

Title	REI - Ordering Tests, Receiving Specimens, Reprinting Labels	
Prepared by	Leslie Barrett	Date: 5/26/2009
Owner	Marie Sabonis	Date: 5/26/2009

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

TABLE OF CONTENTS

1. PURPOSE.....	3
2. SCOPE.....	3
3. RESPONSIBILITY.....	3
4. DEFINITIONS.....	3
5. PROCEDURE.....	3
6. RELATED DOCUMENTS	8
7. REFERENCES	8
8. REVISION HISTORY.....	8
9. ADDENDA AND APPENDICES.....	8

1. PURPOSE

This procedure describes the use of function REI in the Sunquest/Flexilab system to enter laboratory orders, receive specimens and reprint accession labels.

2. SCOPE

This procedure applies to all Laboratory staff.

3. RESPONSIBILITY

Knowledge of this function is the responsibility of all Laboratory staff.

4. DEFINITIONS

LIS - Laboratory Information System

REI - Interfaced Requisition Entry function of Sunquest system

5. PROCEDURE

A. ENTER ORDERS:

1. At the function prompt, type in REI and press *enter*.
2. At the BATCH HOSPITAL ID prompt, type “ / ” and press *enter*. The Patient Access box appears with the Name: default field.
3. Press the **UP ARROW (↑)** to move to the Lookup Mode: field
4. Select the Home key, which will list five alternative Search Modes (Accession Number, Bill Account No, Hosp. No, Ins ID#, Name)
5. Depress the down arrow to highlight HOSP. NO: and press *enter*

6. At the Hosp. No. prompt, type in the patient **Medical Record number** and press *enter*. You can search for a patient by other options (name, billing account number) but Medical Record number is the preferred method. Refer to the procedure 'Patient Access Screen – Smart Term' for details on other search methods.
Note: Always verify the proper patient is selected before proceeding.
7. Episodes for this patient will now display. Use the **ARROW KEYS** to select the proper episode (use the admit date, account number, location, and physician prompts to select the proper episode) and press enter.
Note: if unable to locate the proper account (billing/FIN) number refer to the addendum to create a new episode.
8. Once you have selected the proper episode, press ENTER at the Accession location and Accession Account number. Proceed with entering in the Collect date/time and if applicable the Receive date/time.
9. At the Ordering phys: prompt enter in the physician that is ordering the test.
 - a. If you do not know the physician number, then type in I-physician last name AND select the appropriate physician.
 - b. If the physician name does not appear in the list, press *enter* to return to the Physician-1 prompt and type in O- **LAST NAME OF PHYSICIAN** and press *enter*. Select the physician if name appears. If the physician is not in the system, the system will prompt as shown in this example:

ORDERING PHYS: O-JONES ** NOT FOUND ** ADD?

Respond **Y** and enter Physician data (refer to *example* below for correct name format), address, phone and fax numbers.

- 1) Name: *JONES MD, JOHN J*
- 2) Address 1: *555 SIXTY SECOND STREET*
Address 2: *LINCOLN, NEBRASKA 44556*
Address 3:
- 3) Pri Phone: *455-999-6666*
Sec Phone:
Alt Phone:
Fax Phone: *14559990645*
Download:
Beeper:

ACCEPT, MODIFY, REJECT: **A** to accept after reviewing entry data

Note: NEVER use code **99999** for unknown physician. If you attempt to do this, the order will not process in Sunquest. A valid ordering physician **MUST** be entered.

10. At the Physician-2 prompt, either repeat the above for a second physician or press *enter*.

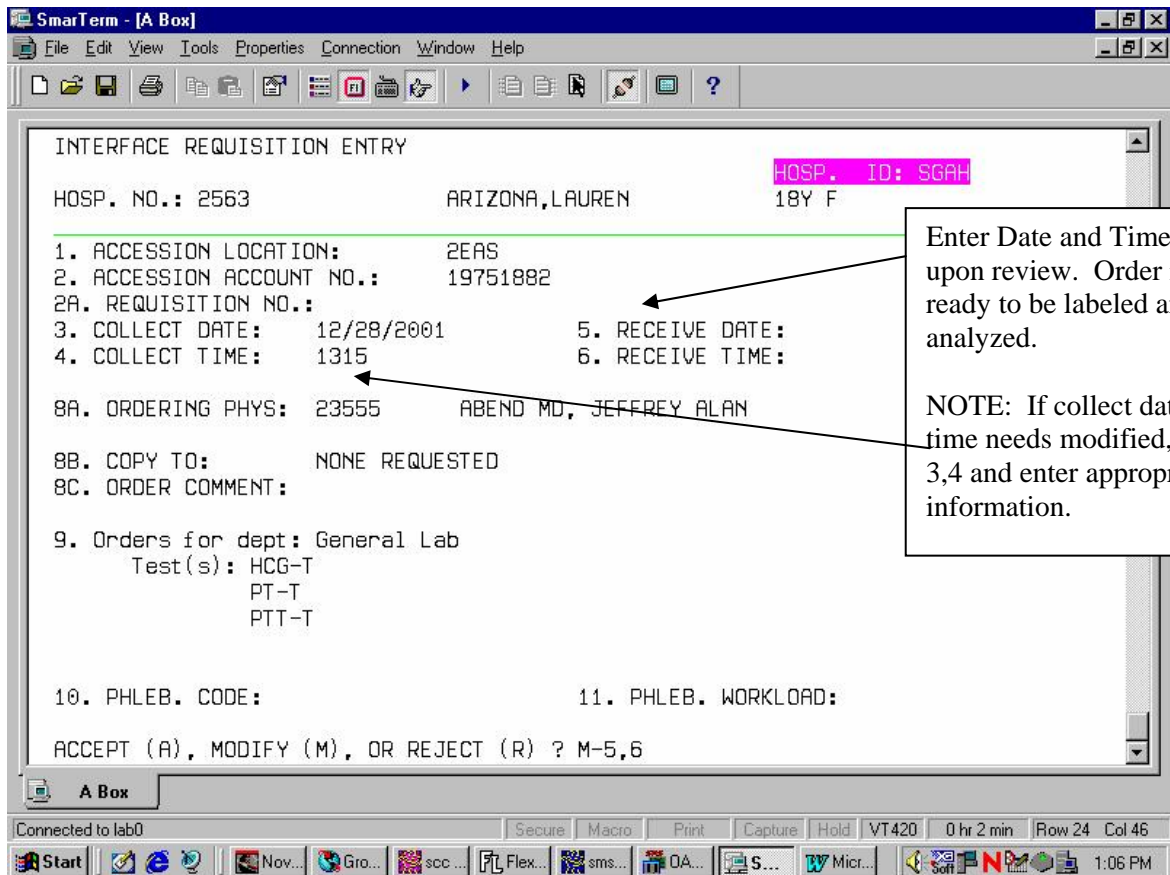
11. At the Comment prompt, press *enter*.
12. At the Collect time prompt, type in **COLLECT TIME** and press *enter*. You may also use **-5** for five minutes ago, or **N** for now.
13. If a collect time in the past was entered, the system will display the **Receive date** prompt; either press *enter* for today.
14. If a collect time in the past was entered, the system will display the **Receive time** prompt; either press *enter* for the current time or type the actual received time.
15. At the Test-1 prompt, type in the **TEST CODE** of the requested test and press *enter*.
 - a. To look up a test code:
 - i) At the Test-1 prompt type in “=” **plus A FEW LETTERS OF TEST NAME** and press *enter*.
 - ii) A list of test names will appear on the left, with corresponding test codes on the right. Press *enter* to continue the search or **Q** to quit the search; type in the **TEST CODE** at the Test-1 prompt and press *enter*.
 - iii) Choose the highlighted test(s).
 - b. To attach a priority code to the test(s), at the Test-1 prompt type in the **PRIORITY CODE** and press *enter*. This will allow all the tests that are ordered to be flagged as that particular priority code. Then type in the test code.

Priority codes are:
S = Stat
T = Time
 - c. To attach a comment to the test code:
 - i) Text code - at the Test-1 prompt, type **TEST CODE-TEXT CODE** and press *enter*. (ex. GLU-ADD for Glucose, specimen ADD ON)
 - ii) Free text - at the Test-1 prompt, type **TEST CODE-; FREE TEXT** and press *enter*. (ex. GLU-; PLEASE CALL RESULT TO FLOOR)
 - iii) To add a call and the priority code STAT to a test(s), at the Test-1 prompt type **CALL-S**. This will place the test results on the CALLBACK list.
 - iv) To have results FAXED to a physician, after the test(s) is ordered, type **FAX**. A fax number does not need to be entered because it is already assigned in the LIS.
16. At the Test-2 prompt, continue ordering or press *enter*.
17. Press *enter* until the **Accept, Modify, or Reject** prompt displays.
18. At the **Accept, Modify, or Reject** prompt, review the orders and either:
 - a. **Accept:** Type **A** and press *enter* to accept the orders.

- b. Modify: Type **M-INDEX NUMBER** and press *enter* to modify a specific time.
 - c. Reject: Type **R** and press *enter* to reject the order.
19. At the Accession number prompt, press *enter* to have the system assign an accession number, then press *enter* again to complete the order and return to the REI main screen.
20. If additional information is required (ex. Microbiology, Blood Bank, fluid orders or Result at Order Entry) the system will prompt for that information:
- a. **Micro orders:**
 - i) At the SDES prompt, either press *enter* to accept the default type (if a code appears) or **TYPE THE PROPER SPECIMEN DESCRIPTION CODE** and press *enter*.
To look up a source code SDES:
Type “[part of description]” to obtain a list of Micro source codes
Example: type **[nas** to find the code for nasal
 - ii) At the SREQ prompt, either press *enter* or type in “;**SPECIAL REQUESTS**” (as free text) and press *enter*.
 - b. **Blood Bank orders:**
 - i) Press *enter* at the RN (armband number) prompt. BB Staff will result.
 - c. **Fluid orders** (Results are Order Entry)
 - i) At the fluid type prompt, **TYPE THE PROPER SPECIMEN DESCRIPTION CODE** and press *enter*
 - ii) At the Accept, Modify, or Reject prompt, type in proper letter.
 - d. **Results at Order Entry**
 - i) If you do not know the code translation, type “=”, then proceed to result with free text using “;” (semicolon) in front of the result.

B. RECEIVING SPECIMENS

1. Function: **REI**
2. Batch Hosp ID: / (slash)
3. Lookup Mode defaults to ‘Name’
4. Enter an ‘up arrow’ (↑) to move cursor to lookup field, enter ‘A’ to change to **Accession #**
5. Input acc # with barcode reader or manual entry
6. Accept, Modify, Reject: **M**
7. Input collection date/time from specimen, press *enter* to default current receive date/time.



8. Enter phlebotomist code or code 850 if collected by nurse/IV Therapy.
9. Accept, Modify, Reject: **A**

C. REPRINTING LABELS

1. If the accession number to be reprinted is known, proceed to step 2. If the accession number is not known, look it up using function **I**:
 - a. At the Function prompt, type in **I** and press *enter*.
 The Patient Access box will appear. At this point, to change to another look up option, press the up arrow key to change. Then press the HOME key another box will appear with the other options.
 ACCESSION NUMBER:
 HOSP. NO:
 INS ID#:
 NAME:
 - b. At the Hospital number prompt, type in **PATIENT Medical Record Number** and press *enter*
 - c. At the Date/days/event prompt, type in **DATE OF ORDER**
2. At the Function prompt, type in **REI** and press *enter*. Choose the Accession Number and press *enter*. Enter the **NUMBER OF DAYS TO GO BACK** and press *enter*, or

press *enter* to see a list of all events. If events were chosen, arrow to the proper event and press *enter*.

- a. At the Test-1 prompt, type in O- to see the list of orders and press *enter*.
- b. Find the proper accession number.

3. At the Hospital ID prompt, type in /
4. Press the **UP ARROW** and then the **HOME key** to access the lookup window. Type in **A** for accession number and press *enter*
5. Type in **L-ACCESSION NUMBER** in the information window and press *enter*. The accession number information will display.
6. At the ACCEPT LABEL REQUEST (Y/N/D)? prompt; respond as required:
 - a. Y = Yes - Type in **Y** and press *enter* to have all labels reprint.
 - b. N = No - Type in **N** and press *enter* to reject the reprint.
 - c. D = Detail - Type in **D** and press *enter* to have each label type display individually.
 - i) To print the label for the tube type listed, press *enter* with the cursor flashing under the tube type.
 - ii) To not print the label for the tube type listed, type in - (HYPHEN) and press *enter* with the cursor flashing under the tube type.
 - d. After scrolling through all the tube types for the accession number, type in **Y** and press *enter* to accept the reprint.

6. RELATED DOCUMENTS

[PHYMA - Physician Maintenance, LIS procedure](#)
[Patient Access Screen – Smart Term, LIS procedure](#)

7. REFERENCES

SunQuest Systems Functions Training Manual, 7/30/01

8. REVISION HISTORY

Version	Date	Reason for Revision	Revised By	Approved By
		Supersedes SOP LIS017.001		
000	4/8/2013	Section 5: add process to define an Outside physician, add note to never use unknown physician Section 6: add LIS sops Section 9: process to create new episode moved to addenda	L Barrett	M Sabonis

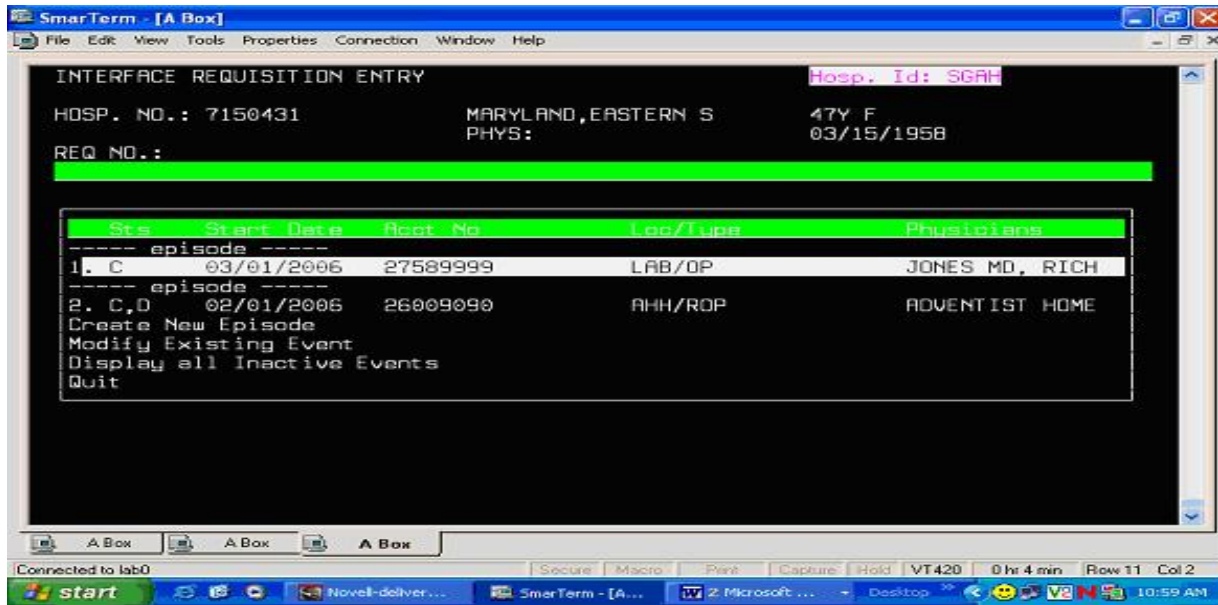
9. ADDENDA AND APPENDICES

Creating a New Episode

Form revised 3/31/00

Creating a New Episode

1. Search and select the patient as described in steps A.1 through 6 of the procedure.
2. Type in C to create a new episode and press enter: If it is a new patient, create a new event and follow the next steps. The screen will look like the below figure.



3. After above patient information is correct, proceed with the following steps if you need to create an episode.
4. At the Location prompt, type in **PATIENT LOCATION** and press *enter*.
5. At the Account number prompt, type in the account number and press *enter*.
6. At the Physician-1 prompt, refer back to step A.9 of the procedure and continue with the order.