

TRAINING UPDATE

Lab Location: SGAH and WAH **Date Implemented:** 8.2.2013
Department: Blood Bank **Due Date:** 8.16.2013

DESCRIPTION OF PROCEDURE REVISION

Name of procedure:
Order Entry, Entering Orders in the GUI System
Description of change(s):
<p>The current procedure outlines how to order samples in SmarTerm. However, blood bank staff members routinely use the GUI system for testing and resulting. The updated procedure provides instructions for ordering samples in the GUI system.</p> <p>Clarification:</p> <ol style="list-style-type: none">1. Sunquest owned our computer system, sold it to Mysis for a short period of time, and then bought it back.2. Our version of Sunquest was created when the system was owned by Mysis. This is why we have Mysis branding. However, Mysis no longer exists.3. We have 2 versions of Sunquest:<ol style="list-style-type: none">a. SmarTerm which is the older, black-and-white version sometimes called roll-and-scroll.b. GUI which is the newer, Windows-based version that we use in blood bank. <p>Sunquest is in the process of converting the system to GUI (graphic user interface). We will use GUI functions as they become available.</p>

Non-Technical SOP

Title	Order Entry, Entering Orders in the GUI System	
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Owner	Stephanie Codina	Date: 7.23.2013

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

TABLE OF CONTENTS

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

1. PURPOSE

This procedure describes the steps that will be taken to order laboratory testing in the Sunquest GUI system.

2. SCOPE

This procedure applies to any laboratory test that is ordered in the Sunquest system. Orders may be received on manual requisition forms (including during downtime), via hospital protocols, or via telephone order per procedure “Blood Bank Verbal Product Orders.” This procedure does not apply to individual tests that are added on to previously ordered testing batteries per blood bank procedures.

3. RESPONSIBILITY

All blood bank staff members must understand and adhere to this procedure for ordering testing in the laboratory system.

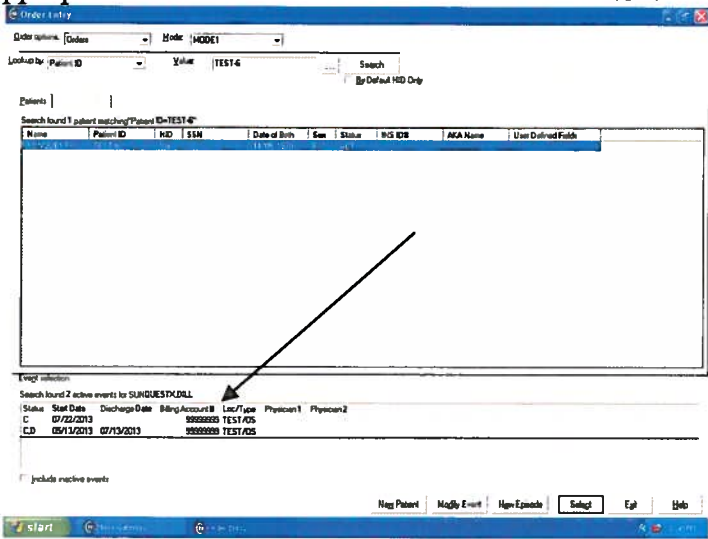
4. DEFINITIONS

N/A

5. PROCEDURE

Step	Action
1	Access Sunquest GUI and select option, “Order Entry.”
2	At the “Lookup by” prompt, select “Billing Account Number” from the dropdown menu. When the patient’s FIN number is not available, “Patient ID” may be used, but the FIN number MUST be verified prior to selecting the patient encounter.

Form revised 3/3/00

Step	Action
3	<p>At the “Value” prompt, type the patient’s FIN number and click the “Search” button.</p> <p>If “Patient ID” was selected as the lookup mode, type the patient’s medical record number here.</p>
4	<p>The patient and specimen information associated with the accession number will appear on the screen. Review the information and select the appropriate patient encounter. If the search was performed using patient ID, you must select the encounter that matches the correct account number from the bottom of the screen.</p> <p>Select the appropriate encounter then click the “Select” button.</p> 
5	<p>The order entry sample data will appear. Complete each of the following fields. Press the “Tab” button to advance to the next field.</p> <ul style="list-style-type: none"> A. Collect Date B. Collect Time <p>(Note: if the sample is being ordered for collection, type “N” in this field and leave the received date/time and phlebotomist code fields blank)</p> <ul style="list-style-type: none"> C. Received Date D. Received Time E. Ordering physician F. Phlebotomist Code; enter the unique code of the lab phlebotomist or a generic hospital code: <ul style="list-style-type: none"> a. 850—RNC—nurse collect b. 860—EDC—emergency room collect c. 870—MDC—physician collect G. Order Code <p>Click the “Save” button when all information has been completed.</p>

6. RELATED DOCUMENTS

N/A

7. REFERENCES

None

8. REVISION HISTORY

Version	Date	Reason for Revision	Revised By	Approved By

9. ADDENDA AND APPENDICES

None