

TRAINING UPDATE

Lab Location: SGAH and WAH **Date Implemented:** 6.3.2014
Department: Blood Bank **Due Date:** 6.8.2014

DESCRIPTION OF PROCEDURE REVISION

Name of procedure:

Order Entry, Entering Orders in the GUI System

Description of change(s):

1. Changed the "Lookup by" mode FROM FIN TO MRN. Sunquest automatically defaults to MRN regardless of which is used to search.
2. Added instructions to match FIN before selecting the encounter.
3. Added instructions for entering the collection priority into the modifier field.

Non-Technical SOP

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

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Form revised 3/31/00

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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

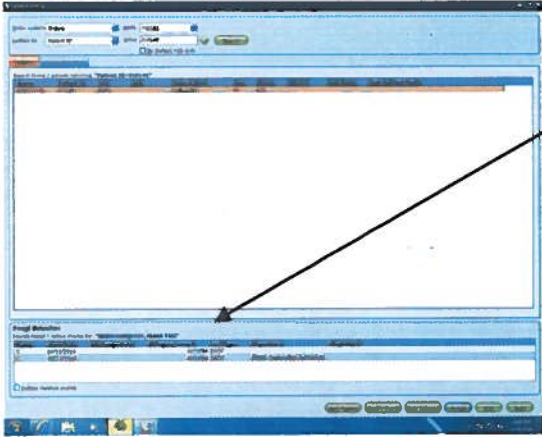
N/A

5. PROCEDURE

Step	Action
1	Access Sunquest GUI and select option, “Order Entry.”
2	At the “Lookup by” prompt, select “Patient ID” from the dropdown menu.
3	At the “Value” prompt, type the patient’s medical record number and click the “Search” button.

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Step	Action
4	<p>All patients with the medical record number issued will appear on the screen. Highlight the correct patient. Compare the billing number at the bottom of the screen. Select the encounter for the billing number that matches the patient's FIN. Click the "select" button.</p>  <p>Failure to select the correct billing account number may result in incorrect charges and difficulty viewing the lab results in the HIS.</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 (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) C. Received Date (press the "tab" key to default the current date) D. Received Time (press the "tab" key to default the current time) E. Ordering physician code 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

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Step	Action
6	<p>In the "Modifier" field, enter the collection priority if the sample has not been collected.</p> <ul style="list-style-type: none"> A. ARN = ASAP, RN collect B. ASAP = ASAP, lab collect C. NEXTAM = Morning draw, lab collect D. NRN = Morning draw, RN collect E. RRN = Routine drawn, RN collect F. S = STAT, lab collect G. SRN = STAT, RN collect H. T = Timed draw, lab collect I. TRMRN = Timed draw, RN collect <p>Comments may also be entered in the modifier area. Type a semi-colon ";" followed by the comment then press the "tab" key to accept.</p>
7	<p>Verify all information on the screen and edit fields if necessary. Click the "Save" button to place the order.</p>

6. RELATED DOCUMENTS

N/A

7. REFERENCES

None

8. REVISION HISTORY

Version	Date	Reason for Revision	Revised By	Approved By
000	5.29.14	Section 5: Added instructions to lookup by MRN and verify FIN; added instructions to indicate the collection priority. Footer: version # leading zero's dropped due to new EDCS in use as of 10/7/13.	SCodina	NCacciabeve

9. ADDENDA AND APPENDICES

None

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