TRAINING UPDATE

Lab Location: Department:

SGAH & WAH Client Service & Processing Date Distributed:
Due Date:
Implementation:

7/11/2014 8/11/2014 **8/12/2014**

DESCRIPTION OF PROCEDURE

Name of procedure:

Mobile Med Lab Orders SGAH.CS880, WAH.CS877 v0

Description of change(s):

This is a new procedure that describes how to place orders on Mobile Med patients.

By using the **proper code** for 'ordering physician' the results will automatically qualify for the fax scheduler and be transmitted to the appropriate office.

This SOP will be implemented on August 12, 2014

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

Approved draft for training all sites (version 0)

Non-Technical SOP

Title	Mobile Med Lab Orders	
Prepared by	Marie Sabonis	Date: 6/27/2014
Owner	Samson Khandagale	Date: 6/27/2014

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

Review:		
Print Name	Signature	Date
	+	

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1. PURPOSE

To describe the steps for placing lab orders in the LIS after hospital registration has occurred. Also to describe the process for providing Lab Results for Mobile Med patients.

2. SCOPE

Mobile Med has two locations:

- 19735 Germantown Rd, Suite 300, Up County; fax 301-540-0305
- 9309 Old Georgetown Rd, Down County; fax 301-493-8553

Lab results are faxed to the two locations via the Sunquest print scheduler. Faxing to either location is based on the ordering physician when placing orders.

3. RESPONSIBILITY

Field Ops staff performs this procedure.

4. **DEFINITIONS**

FIN - Financial Information Number, also called billing or account number

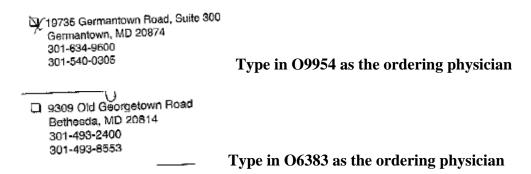
5. PROCEDURE

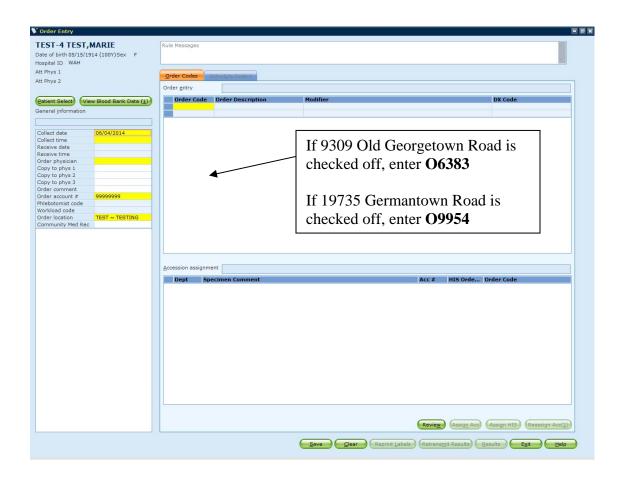
A. Placing Orders

- 1. In Function Order Entry, access the patient in Sunquest using the FIN number located on the patient's registration paperwork.
- 2. When you have located the patient in Sunquest, confirm you have the correct FIN number. Follow the standard process for ordering tests until the prompt for Ordering Physician displays.

3. Ordering Physician:

Obtain Mobile Med office location from Mobile Med Lab Requisition by locating the checked box (see examples)





- 4. Lab Results via Scheduled faxing will occur as follows:
 - 9309 Old Georgetown Road Mon-Fri to 301-493-8553 at 0545
 - 19735 Germantown Road Mon-Fri to 301-540-0305 at 0600
 - If notified by Mobile Medical Care staff that results did not print, first verify that the order was placed with correct ordering physician and the correct fax number used. If unable to resolve, notify Kathy Luton at 301-281-7073.

Quest Diagnostics Nichols Institute Title: Mobile Med Lab Orders

Site: SGAH & WAH

B. Critical Values

Call all critical values to:

- Kathy Luton, RN, MSN, CRNP, Clinical Director, Mobile Medical Care, Inc. at 301-281-7073 (cell)
- Back up phone number if Kathy's line is busy is Joan Fisher, RN, 301-943-

6. RELATED DOCUMENTS

N/A

7. **REFERENCES**

N/A

8. **REVISION HISTORY**

Version	Date	Reason for Revision	Revised By	Approved By

9. ADDENDA AND APPENDICES

Approved Test List for Mobile Med

Approved Test List for Mobile Med

On Site Tests

Albumin Alk Phos ALT(SGPT) AST(SGOT) Bili, Tot. BUN C Difficile Calcium Carbamazepine CBC CBC Comprehensive Profile CPK Creatinine Creatinine Clearance Digoxin Electrolyte Panel ESR Glucose HCG, Qual. UR HCG, Quant. LDH Lipid Panel Lithium Liver Panel Phenytoin Κ Pregnancy Test, Qual PT PTT Renal Panel Sodium Stool WBC T. Protein T4 Free Triglyceride TSH, 3rd Generation **URINALYSIS** Urine Protein, 24 Hr Urine TP Random Valproic Acid

Reference Lab Tests

Reference Lab Tests
ACA27.29
ACUTE HEPATITIS PANEL
AFB culture
Anti-Nuclear Ab[ANA/FANA]
ASSAY OF URINE/URIC ACID
CA 19-9
CATECHOLAMINES, FRACT. PLSM
CATECHOLAMINES, FRACT. URNE
CRYPTOSPORIDIUM
CULTURE, BLOOD
Culture, Fungus
Culture, Misc
CULTURE, RESPIRATORY
CULTURE, STOOL
CULTURE, THROAT
Culture, Urine
Cyclospora
ESTRADIOL
ESTROGEN, TOTAL
Ferritin
FOLIC ACID
FSH
GIARDIA AG-EIA
H.Pylori Antigen Stool
Hep A AB with reflex to IGM
HEP B Surface AB
HEPATITIS B SURFACE AG
HEPATITIS C ANTIBODY
HEPATITS B CORE IGG, M AB
Hgb A1C
Iron & TIBC
LUTEINIZING HORMONE
LYME DISEASE, PROGRESSIVE
METANEPHRINES
MICROALBUMIN QUANTITATIVE
Ova & Parasites
PAP (Prostatic Acid Phos)
PROLACTIN
PSA
RPR
T3 Uptake
T3, Total T4, TOTAL
T4. TOTAL
T7
TESTOSTERONE,TOTAL
TRANSFERRIN
Vitamin B12