

TRAINING UPDATE

Lab Location:	SGAH & WAH	Date Distributed:	1/26/2015
Department:	Client Service, Processing	Due Date:	2/23/2015
		Implementation:	2/24/2015

DESCRIPTION OF PROCEDURE REVISION

Name of procedure:
Mobile Med Lab Orders SGAH.CS880 / WAH.CS877 v1
Description of change(s):
Section 5: add physician numbers and scheduled fax times for WAH
This revised SOP will be implemented on February 24, 2015

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

Approved draft for training (version 1)

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
<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 for placing lab orders for Mobile Med patients in the LIS after hospital registration has occurred. It also describes the process for providing lab results for these 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.

- 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.
- Ordering Physician:
Obtain Mobile Med office location from Mobile Med Lab Requisition by locating the checked box (see examples)

19735 Germantown Road, Suite 300
Germantown, MD 20874
301-634-9600
301-540-0305

At SGMC: Type in O9954 as the ordering physician
At WAH: Type in O11179 as the ordering physician

9309 Old Georgetown Road
Bethesda, MD 20814
301-493-2400
301-493-8553

At SGMC: Type in O6383 as the ordering physician
At WAH: Type in O6375 as the ordering physician

Order Entry

TEST-4 TEST, MARIE
Date of birth 05/15/1914 (100Y) Sex F
Hospital ID WAH
Att Phys 1
Att Phys 2

Patient Select **View Blood Bank Data (1)**

General Information

Collect date 06/04/2014
Collect time
Receive date
Receive time
Order physician
Copy to phys 1
Copy to phys 2
Copy to phys 3
Order comment
Order account # 99999999
Phlebotomist code
Workload code
Order location TEST ~ TESTING
Community Med Rec

Rule Messages

Order Codes **Schedule Orders**

Order entry

Order Code	Order Description	Modifier	DX Code
------------	-------------------	----------	---------

If 9309 Old Georgetown Road is checked, enter **O6383** for SGMC or **O6375** for WAH

If 19735 Germantown Road is checked, enter **O9954** for SGMC or **O11179** for WAH

Accession assignment

Dept	Specimen Comment	Acc #	HIS Orde...	Order Code
------	------------------	-------	-------------	------------

Review **Assign Acc** **Assign HIS** **Reassign Acc(2)**

Save **Clear** **Reprint Labels** **Retransmit Results** **Results** **Exit** **Help**

4. Lab Results via Scheduled faxing will occur as follows:

- 9309 Old Georgetown Road – 301-493-8553
SGMC: Mon-Fri at 0545
WAH: Mon-Fri at 0615
- 19735 Germantown Road – 301-540-0305
SGMC: Mon-Fri at 0600
WAH: Mon-Fri at 0630
- 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.

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, 301-943-7293

6. RELATED DOCUMENTS

N/A

7. REFERENCES

N/A

8. REVISION HISTORY

Version	Date	Reason for Revision	Revised By	Approved By
0	1/5/2015	Section 5: add physician numbers and scheduled fax times for WAH	M Sabonis	S Khandagale

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
K
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

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
T7
TESTOSTERONE,TOTAL
TRANSFERRIN
Vitamin B12