

TRAINING UPDATE

Lab Location:
Department:

GEC, SGMC & WAH
LIS & Field Ops mgmt

Date Distributed:

7/8/2015

Due Date:

7/22/2015

Implementation:

7/22/2015

DESCRIPTION OF PROCEDURE REVISION

Name of procedure:
Miscellaneous Test Ordering SGAH.S16, WAH.S15, GEC.S07 v2
Description of change(s):
<p>Section 5: add billing process</p> <p>This revised SOP will be implemented on July 22, 2015</p>

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

Approved draft for training (version 2)

Non-Technical SOP

Title	Miscellaneous Test Ordering	
Prepared by	Leslie Barrett	Date: 7/22/2009
Owner	Samson Khandagale	Date: 7/22/2009

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

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1. PURPOSE

This procedure outlines the process for ordering a miscellaneous test that is not defined in the LIS.

2. SCOPE

This procedure applies to any test that is not defined in the LIS database.

3. RESPONSIBILITY

All non-technical staff may have the need to order a Miscellaneous test.

4. DEFINITIONS

LIS – Laboratory Information System

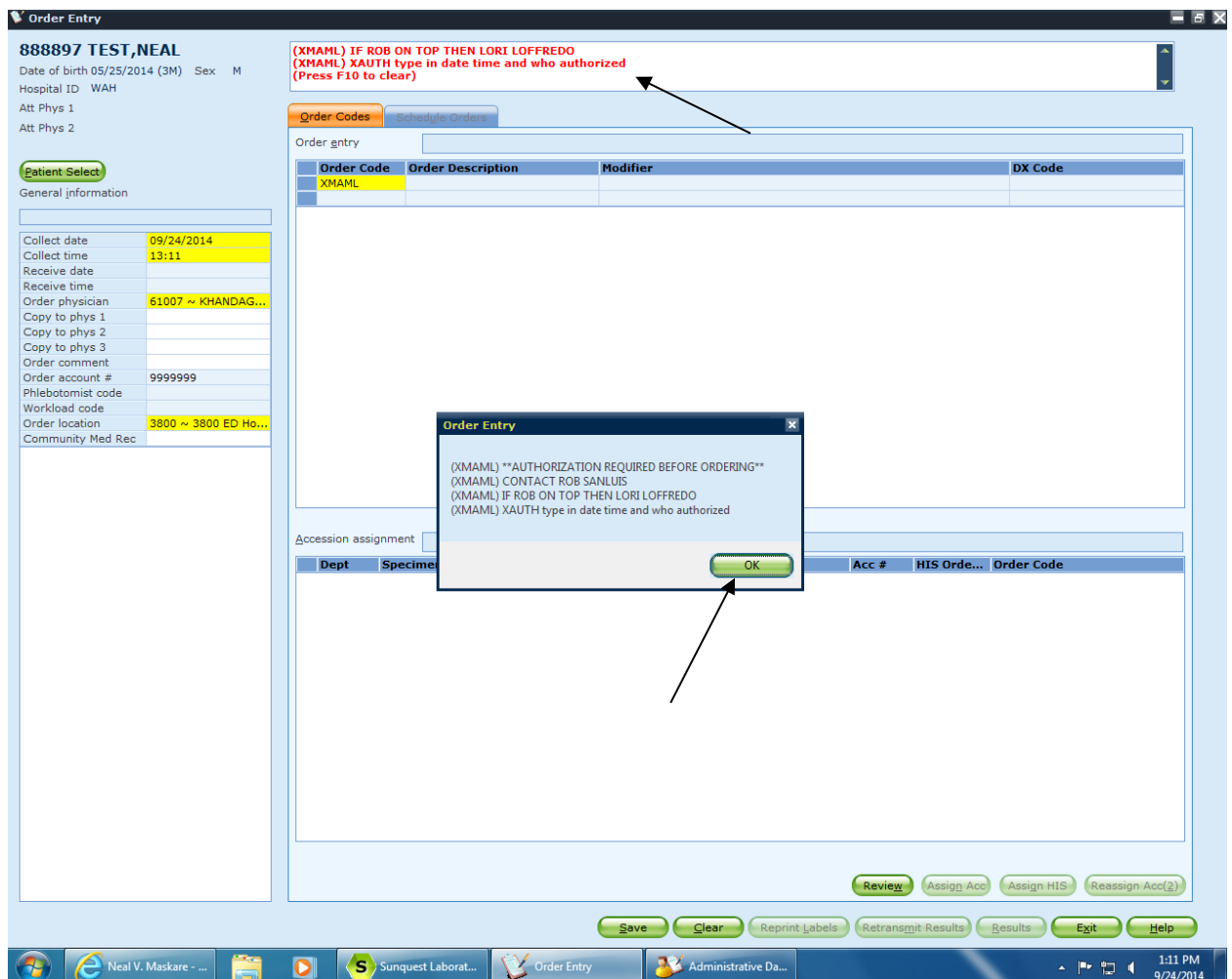
GUI Order Entry – Sunquest function used to place a new order

5. PROCEDURE

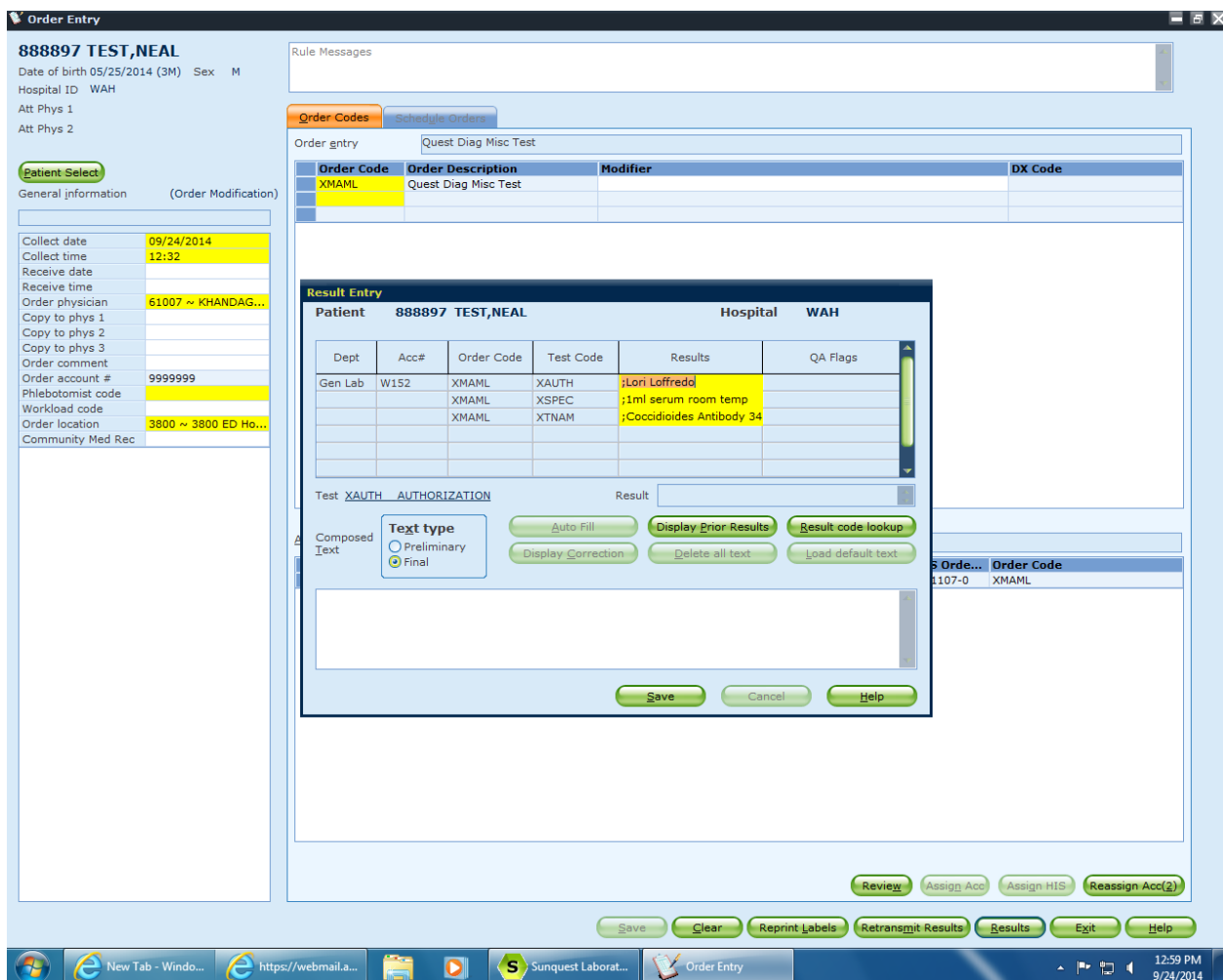
A. Overview

1. Ordering a Miscellaneous test correctly ensures the order and results are appropriately managed in the interface between Quest Chantilly and the Laboratory LIS.
2. When ordering a miscellaneous test, two pieces of important information ARE CRITICAL at Order Entry:
 - specimen requirements
 - test code
3. This information also provides information needed for the phlebotomist to collect the appropriate tubes.

4. All miscellaneous tests **MUST** be approved before the order is placed. The request must be approved by the Administrative Lab Director or the Medical Director.
- B. Test Ordering
1. Place the order in Order Entry
 2. Order comment: **Indicate the tube type and any special instructions**, for example, "Green top tube on ice". This information will print on the collection list.
 3. Test code: **XMAML**
 - a. An order entry message appears with instructions at the top of the screen in red. Click **OK** to acknowledge the message



- b. Result Entry box appears
- c. At the **XAUTH** prompt: type a semicolon(;) and the name of the person who gave approval
Example **;Dr Cacciabeve**
- d. At the **XSPEC** prompt: Enter a semicolon(;) and the specimen type
Example: **;Green top on ice or 1.0 ml serum, Frozen**
- e. At the **XNAM** prompt:
 - 1) Type a semicolon (;) followed by the Quest test code (this will be numeric) and the name of the test
Example: **;35167X T4 FREE AND DIRECT**
 - 2) Click on **Save**



C. Billing

1. A Crystal report of miscellaneous tests ordered is generated daily.
2. LIS staff review this report
 - a. Utilize Quest Diagnostics website to determine CPT code and document on report.
 - b. Use CPT code to search for charge description (CDM) on AHC intranet
 - 1) If CDM is found, record on report and manually post under batch charge in Cerner
 - 2) If no CDM is found, submit request for a new CDM
 - c. Save reports with LIS logs.

6. RELATED DOCUMENTS

None

7. REFERENCES

None

8. REVISION HISTORY

Version	Date	Reason for Revision	Revised By	Approved By
		Supersedes SOP S024.001		
000	9/30/2014	Section 4: replace REI with Order Entry Section 5: add approval process and screen shots, update LIS prompts Footer: version # leading zero's dropped due to new EDCS in use as of 10/7/13	L. Loffredo L. Barrett	S. Khandagale
1	6/30/2015	Section 5: add billing process	L. Barrett	S. Khandagale

9. ADDENDA AND APPENDICES

None