## 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):** 

Section 5: add billing process

This revised SOP will be implemented on July 22, 2015

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

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- 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

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

# 9. ADDENDA AND APPENDICES None