

TRAINING UPDATE

Lab Location: WAH
Department: Processing & Core

Date Distributed: 11/19/2015
Due Date: 12/14/2015
Implementation: 12/15/2015

DESCRIPTION OF PROCEDURE

Name of procedure:

Lab Add On Orders, ED and Lab WAH.S918 v0

Description of change(s):

This is a new SOP for the trial process that has been in use since May 2015. It is a revision of the original draft, differences include:

- Change patient look up to search by MR and process to see orders
- Describe steps to receive 'add on' test and place new order if test can be added
- Add process to determine if OL monitor is not updating and how to resolve by 'recycling' it

This SOP will be implemented on December 15, 2015

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

Approved draft for training (version 0)

Non-Technical SOP

Title	Lab Add On Orders, ED and Lab	
Prepared by	Marie Sabonis	Date: 10/29/2015
Owner	Samson Khandagale	Date: 10/29/2015

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.....	3
6. RELATED DOCUMENTS	10
7. REFERENCES	10
8. REVISION HISTORY.....	10
9. ADDENDA AND APPENDICES.....	10

1. PURPOSE

This procedure defines the process for the Emergency Department (ED) to add on orders to specimens already received in Lab.

2. SCOPE

This procedure applies to Lab Add On Order requests generated by the ED via Cerner and is limited to blood (serum / plasma) and urine samples.

3. RESPONSIBILITY

Lab staff assigned to specimen processing must comply with this procedure. Lab staff is responsible for reviewing Add On Orders and determining whether specimen quantity and integrity are adequate. Lab staff will then determine if the requested test(s) can be added on.

4. DEFINITIONS

LABADD – The Sunquest code for Lab Add On Order which consists of two tests:

- AOTR = Add On Test Requested. This field displays the name of the test that is being requested as an Add On Order.
- AOST = Add On Status of Test This field is used to notify ED whether the Lab can process the test as an Add On Order or whether another sample is warranted. “Results” for both of these tests display in Cerner to provide the ED with the status of the request.

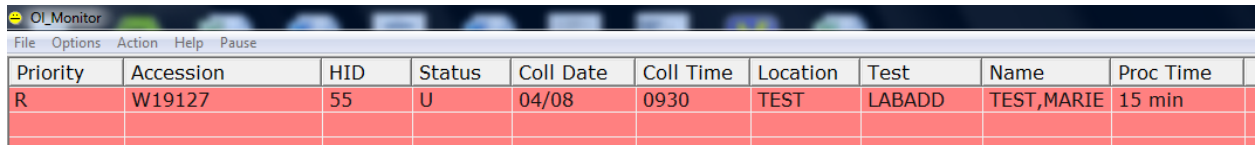
ILAB – Sample in Lab

NSO – New Sample Ordered

5. PROCEDURE

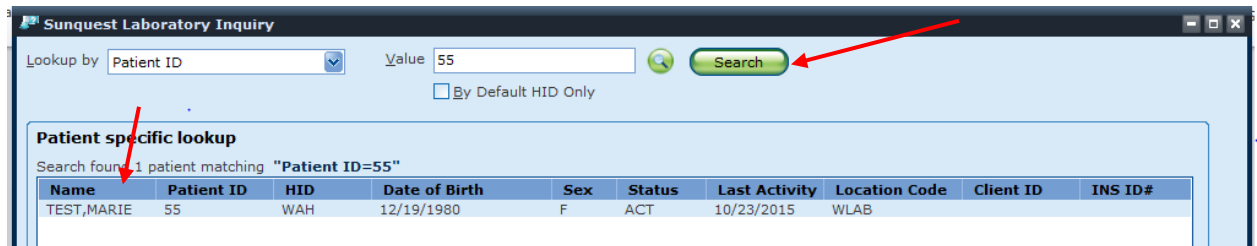
Specimen Processing will utilize a *dedicated* OL Monitor for add on orders ONLY. This OL Monitor will display Lab Orders Added to specimens already in the Lab by the ED.

1. Lab Add On Order displays on OL Monitor in Accessioning. Example noted below.



Priority	Accession	HID	Status	Coll Date	Coll Time	Location	Test	Name	Proc Time
R	W19127	55	U	04/08	0930	TEST	LABADD	TEST, MARIE	15 min

2. Obtain Sunquest Medical Record number from OL Monitor (*Medical Record is HID number 55 in above and subsequent examples*) and pull up order in Sunquest Laboratory Inquiry.
3. Search by Medical Record number by changing lookup to Medical Record Number and then click on search button.
4. Pertinent patient name, medical record number displays on the screen (see example below)



Lookup by: Patient ID Value: 55 Search

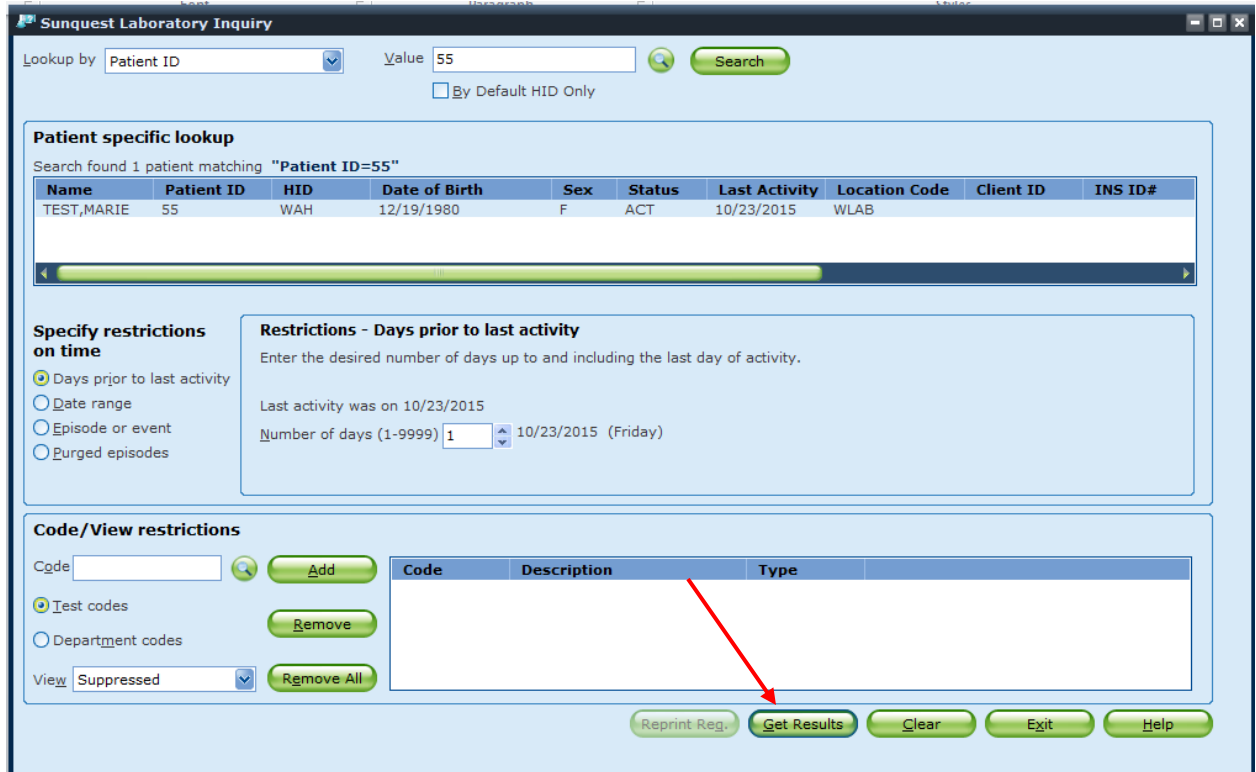
By Default HID Only

Patient specific lookup

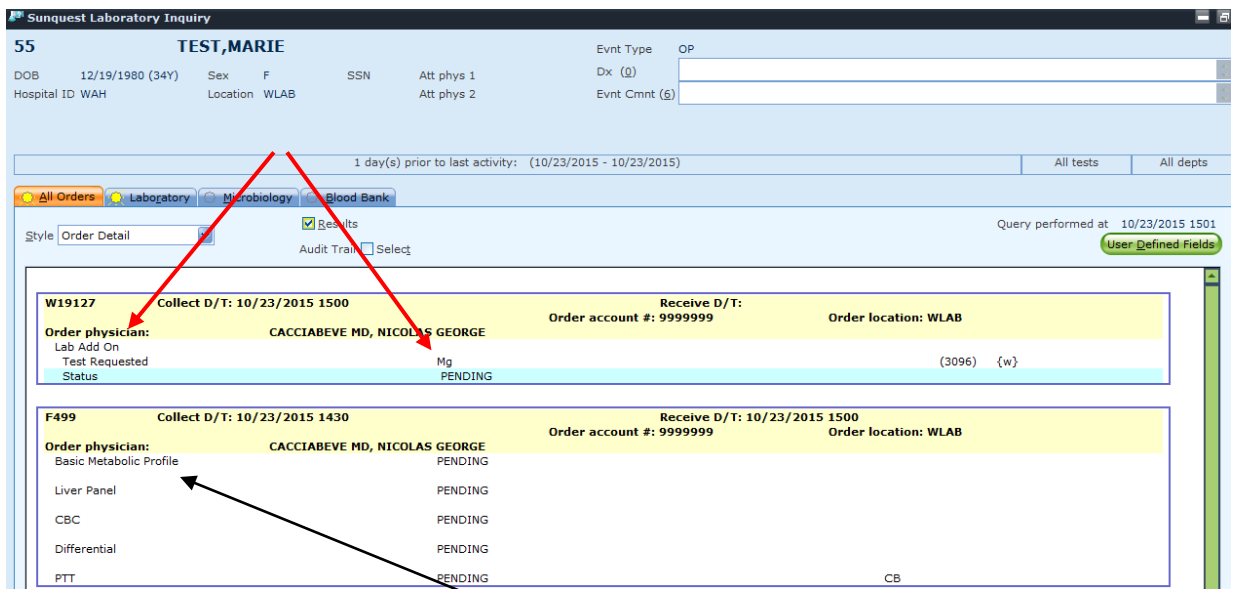
Search found 1 patient matching "Patient ID=55"

Name	Patient ID	HID	Date of Birth	Sex	Status	Last Activity	Location Code	Client ID	INS ID#
TEST, MARIE	55	WAH	12/19/1980	F	ACT	10/23/2015	WLAB		

- Click on Get Results button located at the right hand bottom of the screen (as shown below)



- The Laboratory Inquiry displays the patient lab history for the current day including Accession number of Lab Add on order and test to be added (see below).



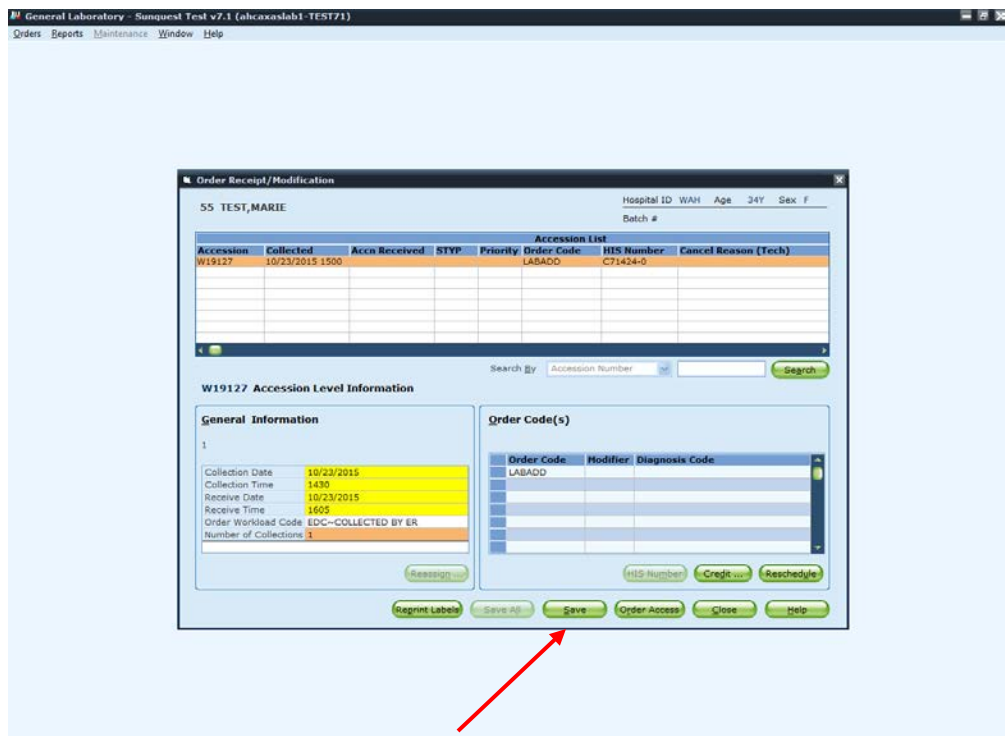
- Screen also displays the previous orders that Add on test could be added to. In this example Mg could be added to BMP (see above).

8. Check in Spec Track or pertinent department to determine if you have a specimen to perform the testing.
9. If both specimen quantity and integrity are adequate to perform the requested test proceed as follows:

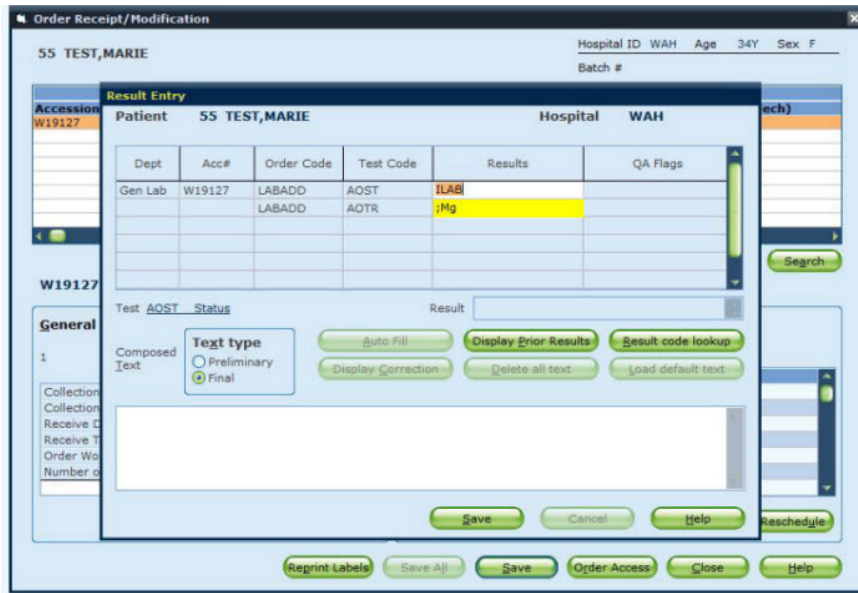
Notes:

- BNP CANNOT be added to sample already in the lab
- Coag tests cannot be added if samples are greater than 2 hours old
- Chemistry tests can be performed if samples are 4 hours old or less
- Add on testing pertains to serum/plasma and urine samples ONLY.
- Do NOT add on to microbiology cultures

- a. Receive LABADD (lab add on test) using Sunquest GUI General Laboratory function. (Refer to Order Receipt/Modify SOP for detail information)
Sunquest GUI → General Laboratory → Orders → Order Receipt/Modify.



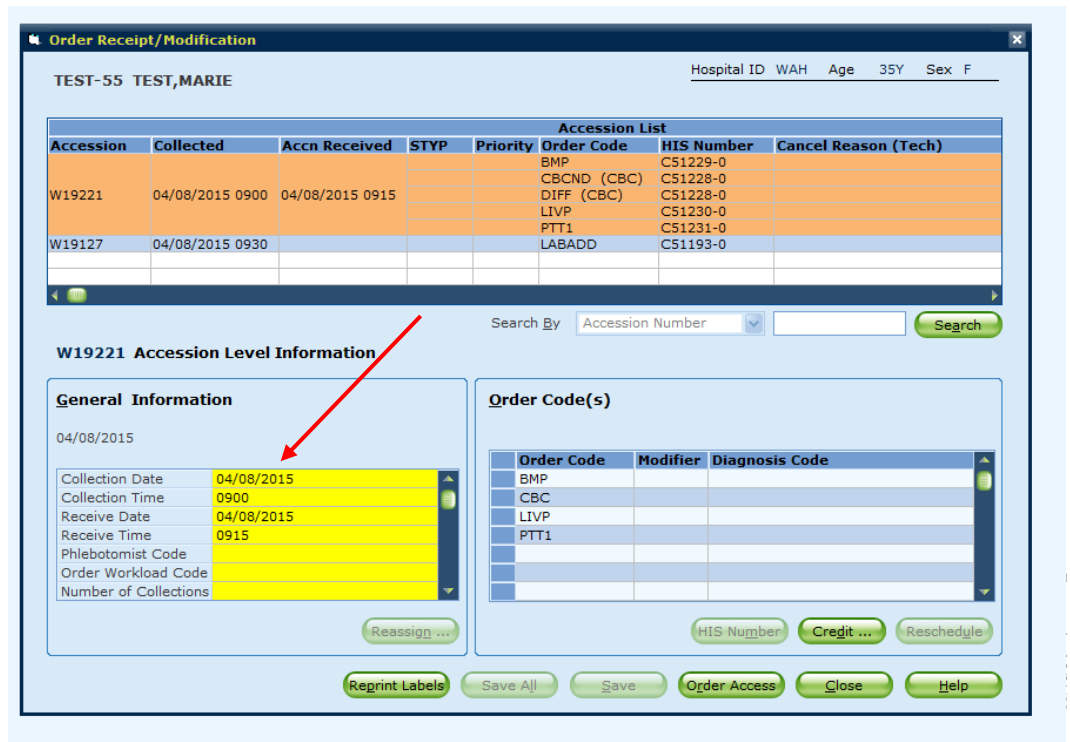
- b. After clicking on the save button the result window displays (See below). The Order Code LABADD displays along with the two test codes associated with the LABADD Order Code.
 - AOTR (Add On Test Requested) is highlighted in yellow. This is the test that the provider is requesting be added to the specimen already in the lab.
 - AOST (Add On Status of Test).
 - Type ILAB for Sample in Lab or NSO (New Sample Ordered)



- c. Using the Sunquest GUI General Laboratory function, place a new order for the requested test. The **Collect date/time** will be the collect date /time of the original order. The **Receive date/time** will be the current date/time.

In the example below, you see Accession number W19221 is the original order. A MG add-on has been requested. Note the collect date/time is 04/08/2015 0900.

Old Order:



New Order: Note the new order (new accession #) has the original collect Date/Time of 04/08/2015 0900 **but** the received date/time is the current date/time and not the original received date/time.

Order Entry
TEST-55 TEST, MARIE
 Date of birth 01/02/1980 (35Y) Sex F
 Hospital ID WAH
 Att Phys 1
 Att Phys 2

General information

Collect date	04/08/2015
Collect time	09:00
Receive date	04/22/2015
Receive time	11:47
Order physician	40658 ~ CACCIAB...
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	

Order Codes

Order Code	Order Description	Modifier	DX Code
MG	Magnesium		

Accession assignment

Dept	Specimen Comment	Acc #	HIS Order #	Order Code
GenLab		W25334		MG

- d. In Sunquest GUI Order Entry, result AOST (Status) with **ILAB** (Sample in Lab) and then click on **Save**.

Order Entry
TEST-55 TEST, MARIE
 Date of birth 01/02/1980 (35Y) Sex F
 Hospital ID WAH
 Att Phys 1
 Att Phys 2

General information

Collect date	04/08/2015
Collect time	09:30
Receive date	
Receive time	
Order physician	40658 ~ CACCIAB...
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	

Order Codes

Order Code	Order Description	Modifier	DX Code
LABADD	Lab Add On		

Result Entry

Patient	TEST-55 TEST, MARIE	Hospital	WAH		
Dept	Acc#	Order Code	Test Code	Results	QA Flags
Gen Lab	W19127	LABADD	AOST	ILAB	
		LABADD	AOTR	MG	

Test AOST_Status: AOST
 Result: ILAB

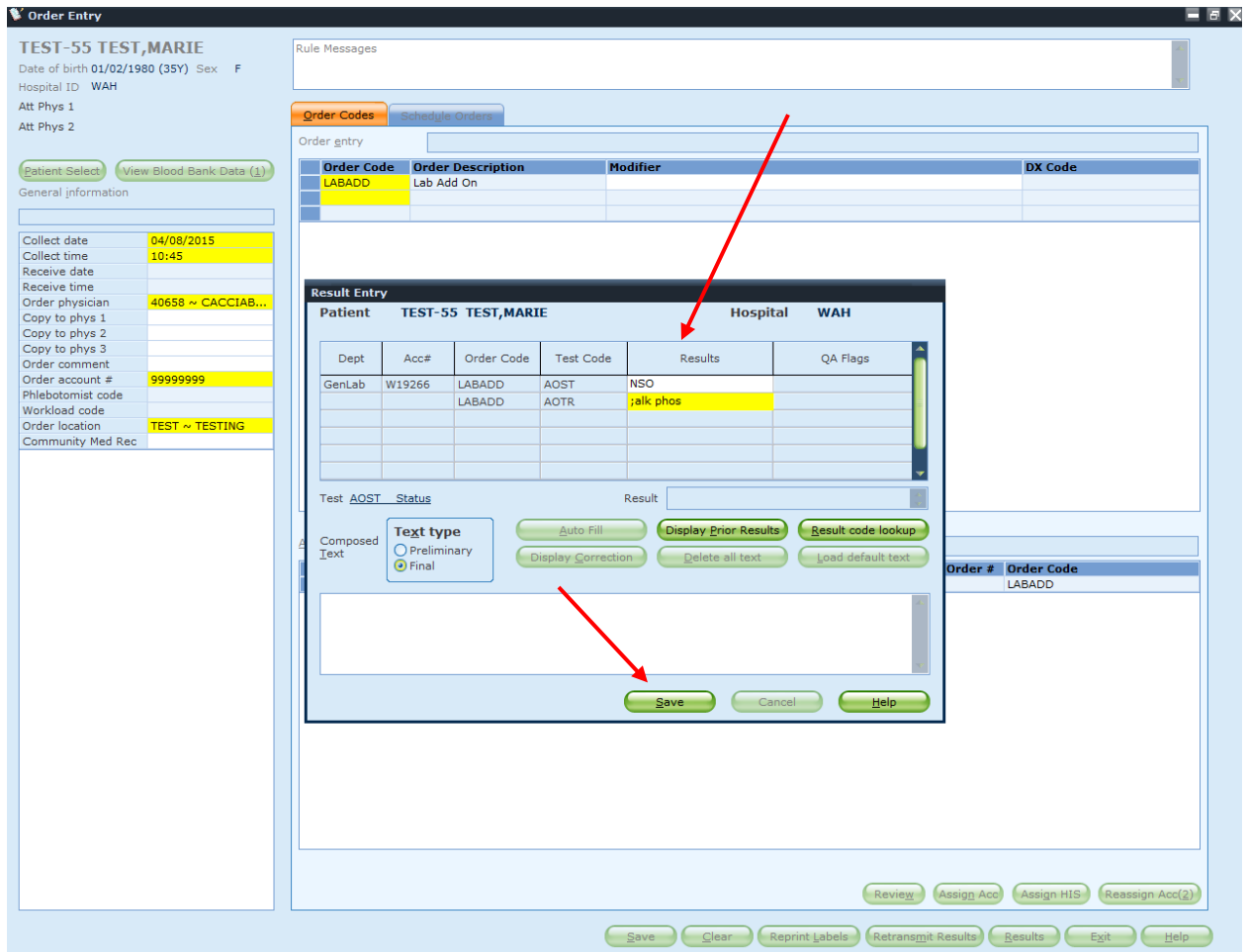
Text type: Preliminary Final

Buttons: Save, Cancel, Help

10. If specimen quantity and/or integrity is **not** adequate to perform the requested test, proceed as follows:

- a. In Sunquest GUI Order Entry for the LABADD order, result AOST (Status) with NSO (New Sample Ordered) then click on **Save**.

In this example an Alk Phos was requested. Lab was unable to perform.



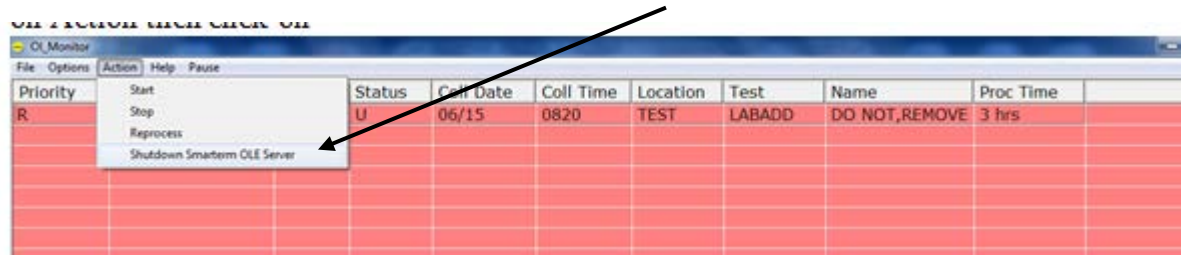
- b. Place a new order in Sunquest, call the ED and inform them we are tubing labels for them to collect sample for add on test. Tube label(s) to the ED and document date/time/name of person taking the call in the LIS.

11. The OL Monitor application WILL need to be recycled if it is not updating (i.e., receive date/times are not displaying any current date/times) or one of the following messages are displaying:

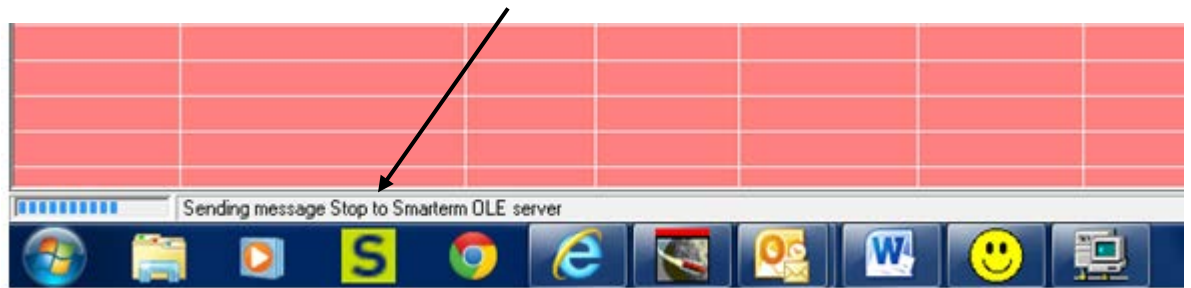
- If message window displays “Sync with SmarTerm server failed check setting and restart program.”
- If message window displays “out of string space”

To recycle the OL Monitor application:

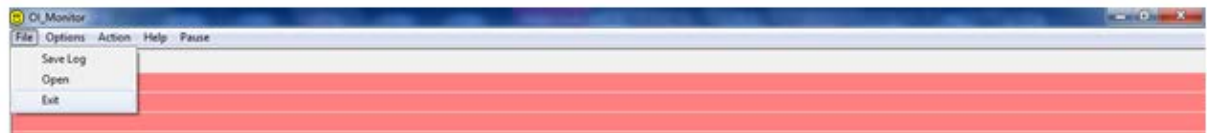
- a. First shut down SmarTerm. From the top of the screen, use your mouse to click on **Action** and then click on **Shutdown SmarTerm OLE Server**



SmarTerm will slowly start to shut down. You can see that it is closing down by looking at the message on the bottom of the screen and the blue square will count down. The SmarTerm icon on the task bar will close when shutdown request is completed.



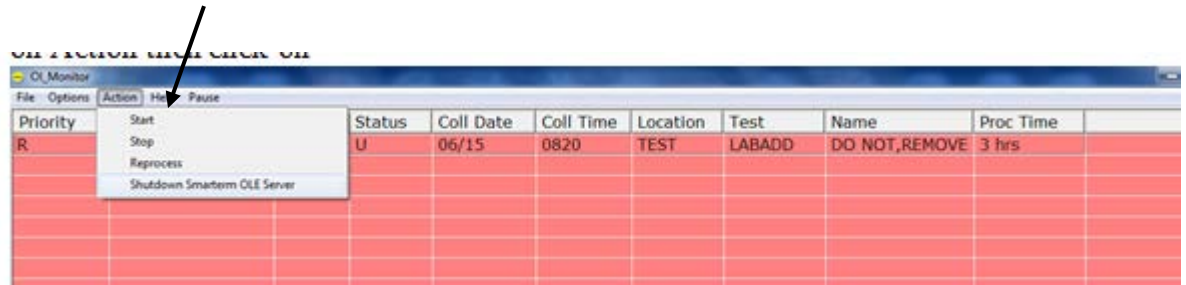
- b. Next, close the OL Monitor application by clicking on **FILE** in upper left hand corner of application and select **Exit**. It will take a couple minutes for the application to shut down.



- c. Once application closes, click on the smiley face ☺ on the desktop to start it back up. It will take a couple minutes for the application to load and for the software to run the Overdue Log behind the scenes.



- d. Finally, re-start SmarTerm. From the top of the screen, use your mouse to click on **Action** then click on **Start**.



Note: If you are having issues with SmarTerm you make have to click on the “SmarTermFix” icon located on the desktop. Double click and it will blink.

6. RELATED DOCUMENTS

Order Entry, LIS procedure
 Specimen Storage via Spec Track, Specimen Processing procedure

7. REFERENCES

N/A

8. REVISION HISTORY

Version	Date	Reason for Revision	Revised By	Approved By

9. ADDENDA AND APPENDICES

None