

TRAINING UPDATE

Lab Location: WAH **Date Implemented:** 5.10.2017
Department: Processing **Due Date:** 5.31.2017

DESCRIPTION OF PROCEDURE REVISION

Name of procedure:
Lab Add On
Description of change(s):
<ol style="list-style-type: none">1. Currently, the electronic add on process is only used for WAH ED. We will be going live with this process throughout AHC in June (exact date to be determined). Once live, the laboratory will no longer accept calls for add on tests; all add on tests must be entered in Cerner using the add on process.2. The tests requested may be added to the "LABADD" test at the time the LABADD is received in Sunquest as long as the date and time of specimen collection are entered from the original tube. The previous version of the SOP required the processor to place a new order for testing.3. Sunquest will require entry of the "AOST" field during receipt of the LABADD test. We made this a mandatory field, because staff were forgetting to result this test. The field must be answered with one of the following:<ol style="list-style-type: none">a. ILAB if we have a specimen in the lab that is suitable for the requested tests.b. NSO if a new specimen must be drawn.
<p style="color: red;">DO NOT place a semi-colon (;) before the ETC (ILAB or NSO) comment.</p>

Electronic Document Control System



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Title: Lab Add On Orders

Owner: LESLIE BARRETT

Status: INWORKS

Effective Date: 08-Jun-2017

Next Review Date:

Non-Technical SOP

Title	Lab Add On Orders	
Prepared by	Stephanie Codina	Date: 5/5/2017
Owner	Stephanie Codina	Date: 5/5/2017

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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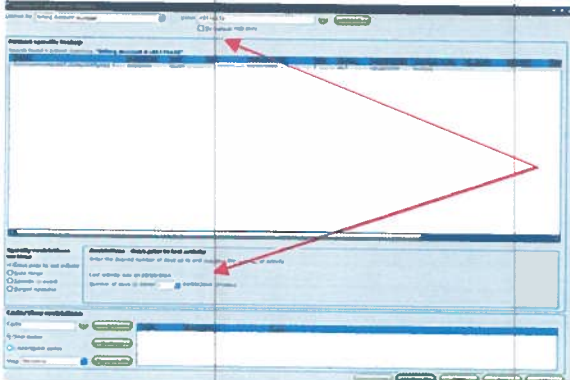
- 1. PURPOSE**
 This procedure defines the process add additional testing to specimens already received in the laboratory.
- 2. SCOPE**
 This procedure applies to any order that the physician would like to add on to a specimen that has already been received in the laboratory.
- 3. RESPONSIBILITY**
 Laboratory staff members working in specimen processing must understand and adhere to this procedure for add on test orders.
- 4. DEFINITIONS**
- A. **Lab Add On** – the Cerner test that is ordered to add a test onto a specimen that is already in the laboratory.
- B. **LABADD** – The Sunquest test that corresponds to the laboratory add on order.
- 5. PROCEDURE**

Step	Action
1	A provider will place a Cerner order “Lab Add On” when he/she wishes to add testing on to a specimen that has already been received in the laboratory. A. The order will display as “LABADD” in the Sunquest lab system. B. The order will dynamically print a requisition to a dedicated printer located in the accessioning area of the laboratory. a. SGMC printer SGLABP11 (IP address 172.16.8.222) b. WAH printer WALABP14 (IP address 172.16.4.215)

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Step	Action								
2	<p>Monitor the printer and review add-on requisitions as they print (within 10 minutes of order).</p> <p>A. The top of the requisition contains the patient demographic information including patient name, MRN, and FIN.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>MEDICAL RECORD NUMBER: (wa)00003370 PATIENT ACCOUNT NUMBER: 3602142</p> <p style="text-align: center;">Washington Adventist Hospital</p> <p>PATIENT NAME: MEMDWAH, LAB DOB: 01/01/70 ADMIT DX: YRSTND AOB: 46 Years</p> <p>ADMIT DATE: 06/28/15 HGT: 00 NURSING UNIT: WSame Day Surg WT: 0.0 ROOM/BED: SEX: Female</p> <p>ALLERGIES: digoxin</p> </div> <p>B. The bottom of the requisition contains the add on information, including the test the provider wishes to add on.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>ORDER: LAB ADD ON. (ED ONLY)</p> <p>ORDER DATE/TIME: 03/25/16 14:54 EDT ORDERING MD: Zankovits, Nikolay ORDER ENTERED BY: Morris, Rob ORDER NUMBER: 8032771</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">Specimen type: Blood</td> <td style="width: 50%;">Room: RT - Newsw</td> </tr> <tr> <td>Collection priority: Routine</td> <td>Collection: 03/25/16 14:54 EDT</td> </tr> <tr> <td>Reporting priority: Collected</td> <td>Test Requested: Testing HLABP14 Primary</td> </tr> <tr> <td>Collected: Requested Start Date/Time</td> <td>Override Share Y/N</td> </tr> </table> </div>	Specimen type: Blood	Room: RT - Newsw	Collection priority: Routine	Collection: 03/25/16 14:54 EDT	Reporting priority: Collected	Test Requested: Testing HLABP14 Primary	Collected: Requested Start Date/Time	Override Share Y/N
Specimen type: Blood	Room: RT - Newsw								
Collection priority: Routine	Collection: 03/25/16 14:54 EDT								
Reporting priority: Collected	Test Requested: Testing HLABP14 Primary								
Collected: Requested Start Date/Time	Override Share Y/N								
3	<p>Determine if the laboratory has a specimen suitable for testing.</p> <p>A. Access Sunquest function, "Laboratory Inquiry."</p> <p>B. At the "Lookup by" prompt, select "Billing Account Number" from the dropdown menu.</p> <p>C. At the "Value" prompt, type the patient's FIN from the printed add-on requisition.</p> <p>D. Click the "Search" button.</p> <p>E. Verify that the name and medical record number displayed match the name and medical record number on the add-on requisition.</p> <p>F. At the "Days prior to last activity" prompt, type "2."</p> <p>G. Click the "Get results" button.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;">  </div> <p>H. All current orders will display for the patient.</p>								

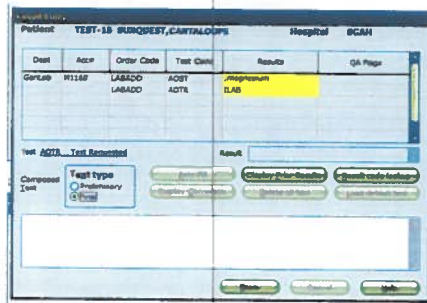
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Step	Action
3 Cont	<p>I. Determine if an appropriate specimen is available for the add-on test. If so, write the corresponding accession number on the add-on requisition. Be sure to consider specimen type, quantity, and collection time.</p> <p>Notes:</p> <ol style="list-style-type: none"> a. Only serum, plasma, and urine specimens can be used for add on testing. b. Do not add microbiology cultures. c. Coagulation tests can only be added to specimens that are less than 2 hours old. d. Chemistry tests can only be added to specimens that are less than 4 hours old. e. Alcohol can only be added if we can confirm the specimen was NOT collected using an alcohol swab. f. Urine cultures may only be added if a grey top urine tube is available.

If a suitable specimen is available.....

Step	Action
1	Obtain the specimen using the accession number documented on the add-on requisition.
2	<p>Receive the LABADD order using Sunquest function "Order entry."</p> <ol style="list-style-type: none"> A. Enter the collect date and time written on the original specimen. B. At the "Order code" prompt, enter the test codes that correspond to the tests the provider has requested to add. This will add them to the add-on accession number. C. When you click the "Save" button, the following screen will appear. <ol style="list-style-type: none"> a. The "AOST" prompt will display the tests that the provider wishes to order. b. At the "AOTR" prompt, type "ILAB" to indicate the test was added on to a specimen in the lab. <p>Note: Do NOT type a semi-colon before ILAB.</p> D. Click the "Save" button.
3	Provide the specimen to technical staff for analysis.

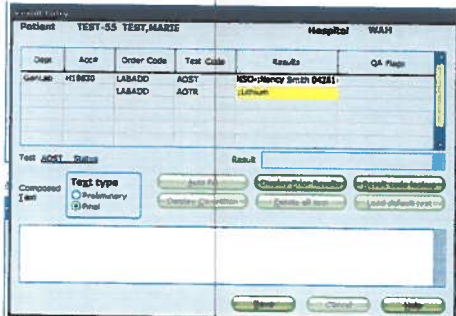


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Step	Action
4	Place one copy of the aliquot (footer) label on the add-on requisition.
5	File the add-on requisition in the designated file.

If a suitable specimen is NOT available.....

Step	Action
1	Place a new order for the test requested per procedure. Use "N" as the collect time and do not receive the specimen.
2	Notify the ordering location that a new specimen must be collected. Document the person notified, date, and time on the add-on requisition. <ul style="list-style-type: none"> A. If ordered by a "nurse-collect" area, tell the patient care area that you will send them a label. B. If ordered by a "lab-collect" area, dispatch a phlebotomist to collect the specimen. Provide the label to the phlebotomist.
3	Receive the LABADD order using Sunquest order entry. <ul style="list-style-type: none"> A. When you click the "Save" button, the following screen will appear. B. At the "AOTR" prompt, type "NSO-;" followed by the name of the person notified and the time. Note: Do NOT type a semi-colon <u>before</u> NSO. C. Click the "Save" button.
	
4	File the add-on requisition in the designated file.

- 6. RELATED DOCUMENTS**
 Order Entry, LIS procedure
 Laboratory Inquiry for Result Lookup, Printing and Faxing, LIS procedure
 Using Instrument Manager for Specimen Storage and Retrieval, Laboratory procedure

- 7. REFERENCES**
 N/A

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8. REVISION HISTORY

Version	Date	Reason for Revision	Revised By	Approved By

9. ADDENDA AND APPENDICES
None

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