

## TRAINING UPDATE

**Lab Location:**  
**Department:**

SGMC  
Field Operations,  
Processing

**Date Implemented:**  
**Due Date:**

9.2.2020

### DESCRIPTION OF PROCEDURE REVISION

#### **Name of procedure:**

Emergency Department Ordering Pilot

#### **Description of change(s):**

We are training staff on ordering labs for the adult ED. Their providers have created a small number of custom panels to help advance the testing process for a busy ED. Based upon the patient symptoms nursing staff will order testing for each patient. Testing will come to the lab on a custom downtime, form.

- 1.) Processing staff will be ordering labs in Sun Quest based upon the codes checked off on the downtime form. Staff will use order entry in Sun Quest.
- 2.) If there are no orders placed from ED then staff will order ATPCC which will contain CBC and COMP.
- 3.) All paperwork from ED will be placed in the accordion file in order alphabetically then discard after 24 hours.

# Laboratory Requisition Form--Emergency Department

**All Patients That Don't Qualify for Another ATP Listed (ATPCC)**

Tests:

- CBC
- COMP

Collection Tubes:

- 1 Lavender
- 1 PST

**Stroke, AMS, GI bleed (ATPAG)**

Tests:

- CBC
- COMP
- PT
- PTT

Collection Tubes:

- 1 Lavender
- 1 PST
- 1 Blue

**Abdominal Pain (ATPAP+ HCGQ\*)**

**Check box if patient is fertile female\***

Tests:

- CBC
- COMP
- LIPA
- HCGQ\*

Collection Tubes:

- 1 Lavender
- 1 PST

**Cardiac/SOB (ATPCS)**

Tests:

- CBC
- COMP
- TROP
- BNP

Collection Tubes:

- 2 Lavender
- 1 PST

**Fever/sepsis (ATPFS)**

Tests:

- CBC
- COMP
- LACT
- Blood Cultures x2

Collection Tubes:

- 1 Lavender
- 1 PST tube
- 2 Sets of Blood Culture Bottles

Note: Write location of draw on blood culture bottles

**Pregnancy-related (ATPPR + ABORH)**

Tests:

- CBC
- COMP
- HCGQ
- ABORH

Collection Tubes:

- 2 Lavender  
(Do not use BB/TS Labeling System)
- 1 PST

**Additional Testing (check off test requesting)**

Coumadin(PT)—Blue Tube

Digoxin(DIG)—PST Tube

Dilantin(PTN)—PST Tube

Depakote(VALP)—PST Tube

Tegretol(CRBM)—PST Tube

Tylenol(ACTMP)—PST Tube

Salicylates(SALIC)—Red Tube



Patient Identification

# SGMC.S 1010 Emergency Department Ordering Pilot

Copy of version 1.0 (approved and current)

Last Approval or  
Periodic Review Completed 9/2/2020

Next Periodic Review  
Needed On or Before 9/2/2022

Effective Date 9/2/2020

Controlled Copy of a Manual ID 18204

Location SG & WAH Processing

Organization Adventist HealthCare

## Approval and Periodic Review Signatures

Type	Description	Date	Version	Performed By	Notes
Approval	Lab Director	9/2/2020	1.0	Nicolas Cacciabeve	
Approval	Field Ops approval	9/1/2020	1.0	Stephanie Codina	
Approval	QA approval	8/31/2020	1.0	Leslie Barrett	

## Version History

Version	Status	Type	Date Added	Date Effective	Date Retired
1.0	Approved and Current	Initial version	8/31/2020	9/2/2020	Indefinite

## Linked Documents

- AG.F 537 Laboratory Requisition Form - Emergency Department

Non-Technical SOP

<b>Title</b>	<b>Emergency Department Ordering Pilot</b>	
<b>Prepared by</b>	Stephanie Codina	Date: 8/26/2020
<b>Owner</b>	Stephanie Codina	Date: 8/26/2020

<b>Laboratory Approval</b>		
<b>Print Name and Title</b>	<b>Signature</b>	<b>Date</b>
<i>Refer to the electronic signature page for approval and approval dates.</i>		
<b>Local Issue Date:</b>		<b>Local Effective Date:</b>

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1. **PURPOSE**  
 To define the process whereby laboratory staff members place advanced triage protocol (ATP) orders for emergency department (ED) patients. This is currently a pilot study to determine if we can reduce the turn-around-time for laboratory results on ED patients to improve ED throughput.
  
  2. **SCOPE**  
 This procedure applies to any laboratory order that is submitted to the laboratory on the "Laboratory Requisition Form—Emergency Department" for an ED patient.
  
  3. **RESPONSIBILITY**  
 Processing staff members must understand and adhere to this procedure when placing orders for ED patients.
  
  4. **DEFINITIONS**  
 None

**5. PROCEDURE**

Step	Action
1	ED physicians have developed ATP order sets for their patients. When a patient presents to the ED, ED staff will determine which order set is needed for the patient based on patient complaint. The ED staff member will check the appropriate order set on the "Laboratory Requisition Form—Emergency Department," collect the appropriate specimens, and submit the form/specimens to the laboratory for processing.
2	When the form is received in the laboratory, laboratory staff members will place the corresponding orders in Sunquest per procedure. <ul style="list-style-type: none"> <li>A. Each battery has its own code that, when ordered, will order all tests in the battery.</li> <li>B. The HCGQ test order must be entered separately (on the same accession) if the box is checked indicating the patient is a fertile female.</li> <li>C. Individual drug orders must be entered separately (on the same accession) if marked on the form.</li> <li>D. If no boxes are checked or if blood is received from the ED without orders (electronic or paper), the lab will default to placing the "ATPCC" order which includes a CBC and COMP.</li> </ul>
3	If no physician is listed in Sunquest for the patient, place orders using the following provider: 62796—James McQuiston
4	These orders have been approved as standing orders by the medical staff. Requisition forms will be saved for one day and may be discarded.

**6. RELATED DOCUMENTS**

Form: Laboratory Requisition Form—Emergency Department (AG.F537)  
 SOP: Order Entry, SGAH.LIS892

**7. REFERENCES**

None

**8. REVISION HISTORY**

Version	Date	Reason for Revision	Revised By	Approved By

**9. ADDENDA AND APPENDICES**

None