#### TRAINING UPDATE

Lab Location: Department: WOMC Core lab 
 Date Distributed:
 7/1/2021

 Due Date:
 6/4/2021

#### **DESCRIPTION OF REVISION**

Name of procedure:

# **IDAA Order Entry and QLS Resulting** WAH.L100 v4

**Description of change(s):** 

Section 5: added TDM tests

This revised SOP was implemented June 16, 2021

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

#### Non-Technical SOP

Title	IDAA Order Entry and QLS Resulting	
Prepared by	Zanetta Morrow	Date: 2/15/2019
Owner	Robert SanLuis	Date: 2/15/2019

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:				

## TABLE OF CONTENTS

1.	PURPOSE	1
2.	SCOPE	1
3.	RESPONSIBILITY	1
4.	DEFINITIONS	2
5.	PROCEDURE	2
6.	RELATED DOCUMENTS	19
7.	REFERENCES	19
8.	REVISION HISTORY	20
9.	ADDENDA AND APPENDICES	20

### 1. PURPOSE

This procedure outlines the steps associated with setting up access to IDAA and QLS, ordering testing in both systems, as well as resulting patient samples in QLS.

### 2. SCOPE

This procedure applies to all Core Laboratory staff ordering testing in Sunquest and ordering and resulting in IDAA and QLS.

### **3. RESPONSIBILITY**

Core Laboratory Personnel are responsible for performing and complying with this procedure.

The Technical Supervisor is responsible for content and review of this procedure.

## 4. **DEFINITIONS**

IDAA - Intelligent Data Acquisition & Accessioning

QLS – Quest Laboratory System

TNP – Test Not Performed; this code cancels the billing of a test if it is not performed

DNR – Do Not Report; this code does not cancel the billing of a test, but it does prevent results on a particular test from being reported

### 5. ORDER CODES

Order Code	Test	Worklist
%415YN7T	MANUAL DIFFERENTIAL	SBN7TCBCM
10165YN7T	BASIC METABOLIC PANEL	SBN7TCHEM
10231YN7T	COMPREHENSIVE PANEL W/EGFR	SBN7TCHEM
243YN7T	AMYLASE	SBN7TCHEM
606YN7T	LIPASE	SBN7TCHEM
20381YN7T	BILIRUBIN, TOTAL, NEONATAL	SBN7TBILP
34162YN7T	BILIRUBIN, DIRECT, NEONATAL	SBN7TBILP
6631YN7T	BILIRUBIN, INFANT	SBN7TBILP
5463YN7T	URINALYSIS COMPLETE	SBN7TUR
6399YN7T	CBC WITH PLT/DIFF	SBN7TCBC
809YN7T	WESTERGREN SED RATE	SBN7TSED
398YN7T	CSF CELL COUNT AND DIFF TUBE 3	SBN7TCCC
763YN7T	APTT	SBN7TPT
8847YN7T	PROTHROMBIN TIME	SBN7TPT
4914YN7T	PROTHROMBIN TIME AND APT	SBN7TPT
443YN7T	ALCOHOL, ETHYL	SBN7TVOLS
329YN7T	CARBAMAZEPINE, TOTAL	SBN7TTDM
418YN7T	DIGOXIN	SBN7TTDM
613YN7T	LITHIUM	SBN7TLITH
713YN7T	PHENYTOIN	SBN7TTDM
916YN7T	VALPROIC ACID	SBN7TTDM
917YN7T	VANCOMYCIN	SBN7TVAN
8578YN7T	VANCOMYCIN, PEAK	SBN7TVAN
8579YN7T	VANCOMYCIN, TROUGH	SBN7TVAN

### 6. **SPECIMEN TYPES**

S0 = Serum vial, pour off L0 = Lavender Top B0 = Light Blue Top-Sodium Citrate U0 = Urinalysis Tube (0 is the number zero)

## 7. **PROCEDURE**

Client samples arrive in the lab, and are ordered in Sunquest/GUI, then they are ordered in IDAA and distributed to testing departments. Once testing is completed, the results are released from DI and the reports print. The results from the printed report are manually entered in QLS.

#### A. Sunquest Order Entry

- 1. Sign in Process:
  - a. Sign into LIS with your user name and password
  - b. Choose the appropriate site for your station or location. This will cause labels to print on the appropriate printer.

WOMC				
Phlebotomy	WP1, WP2			
Customer Support	WCS			
Specimen Processing	WS1, WS2			

Refer to the LIS procedure DLL – Device Lab Location for other location codes.



- 2. From the GUI Menu. choose **Order Entry**:
  - a. Select the Order Entry window and double click
  - b. Select the 'Lookup by' box and use the drop down box to select Patient ID (Medical Record Number) which will be BALT- .

Order options Orde								
Lookup by Patie	ers 💌	Mode MODE1		Search				
Patients Standing orders								
To fill the list, ente	r a lookup value and clic	k the Search button.						
Name	Patient ID HID	SSN	Date of Birth	Sex	Status	INS ID#	AKA Name	User Defined Fields

- c. Click Search and a demographic screen will open.
- d. On the Demographics tab, click Create in order to create an encounter.

e. Enter the Patient's Name, DOB and Gender. TAB 2x and information will populate in the Event detail box.

Qrder options Orders 🔗 Ma Lookup by Patient ID 😪 Va	de MODE1 lue Default HID	Only	rch		
Demographics WASHINGTON ADVENTIST	Event selection	n list a patient from the p	patient search list.		
Hgspital ID WAH S Patient ID BALT-41	Status Start	Date Discharg	e Date Billing Account #	Loc/Type	Physician 1 Physician 2
Patient name         TEST,SYSTEM           Date of birth/Age         01/01/2001           Sex         FEMALE           SSN         FEMALE	Include inactive	events			
	Options Modify	Location BALT ~ Qu	iest Bal		
	Special Modify Discharge	Start/admit date Admitting diagnosis Attending phys 1 Attending phys 2	02/13/2019 012276 ~ Baltimore,Quest		Î
	Cancel Changes	Event status Event type Comment	Active OS ~ Outside Patient		
		Discharge date Discharge diagnosis Address Line 1			ľ
		City		Save	Evit Hala

- f. Save at the bottom (a message will appear that a new episode has been created and then the system will bring up the order entry screen).
- 3. Placing Orders:
  - a. Under **General information**, enter the collect date and time. If the time is in the past, the system will automatically default the current date and time into Receive date and Receive time fields.

BALT-41 TEST	SYSTEM	Rule Messages				1
Date of birth 01/01/20	01 (18Y) Sex F					_
lospital ID WAH						
tt Phys 1 012276	Baltimore.Ouest					
the Discon D		Order Codes	Schedule Orders			
tt Phys 2		Order entry				
		order gridy				
Patient Select		Order Cod	le Order Descriptio	n Modifier		DX Code
eneral information						
eneral intermeteri		-				
Collect date	02/13/2019					
collect time	11:48					
eceive date	02/13/2019					
eceive time	11:53					
order physician	100 C					
Copy to phys 1						
Copy to phys 2						
Copy to phys 3						
Order comment						
Order account #	99999999					
hlebotomist code		and the second second				
Vorkload code	Contraction of the	Accession assig	nment			
Order location	BALT ~ Quest Balti	Dept	Specimen Comment		Acc #	HIS Orde Order Code
community Med Rec		pope			1000	order code
	·					
		10				
		10		Review	Assign Acc	Accian HIS (Peaceinn Arril

- b. Next enter the Ordering physician which is O12276
- c. On the Orders Code tab:
  - Under Order Code, enter the Sunquest test code

- To look up a test code, insert a few letters or part of the test name and click the magnifying glass. The Select Test box opens, click **Search**. The screen shows all tests with 'xxx' in the name. Click on the appropriate test, then click **Select**. To add another test, press tab to move to the next field or click on that field.
- d. **Modifier** is used to add a priority (STAT), to qualify a test to be faxed or called, or insert comments as free text. In the Modifier field, enter a code such as Call/ Fax to search. Select the appropriate modifier. To insert a free text comment, click on the Free Text button and type your comment in the box. Select **OK** and then click on the **Save**.
- e. After entering all Order codes (tests) and Modifiers, click **Assign Acc** (lower right side of screen) to obtain an accession number.
- f. To save the order(s), click **Save**.

#### **B. IDAA Order Entry**

1. On login page, enter your QDX network ID and password

-		
User ID		
Password		

- 2. Click Login
- 3. Ensure that the Ordering Facility ID is N7T and the number 1 is in the Table and Station box in the Login Details box
- 4. Click Submit

Login Details			
Ordering Facility ID:	N7T	~	
Processing Type:	CLIN	~	
Table:	1		
Station:	1		
Default Suffix:			
			VSTEM
Si	ubmit (Alt+S)		

5. On the Order Entry Homepage, choose J Station Order Entry



6. Orders may be placed electronically or manually from the requisition if the bar code cannot be read

#### Manual Requisition Entry – when the barcode on the Requisition is not read

1. Manually enter the patient requisition for the Client ID in Field 1 and press Enter. The Client Name and an Accession number (write down the accession number, you will need it to re-print labels) will populate

	· · · · ·		(				
Close Batch (Alt+C) Force Close Batch (Alt+F)	Cancel(Alt+L) Quit Spec	cimen (Shift+F8)	Clear Screen (Shift+F6)	Label Reprint (Alt+B)			
J Station Order Entry(/O)							
Requisition Entry							
(1)* Scan Barcode (or Client ID):	(2) Requisition # :	Client Name:		Accession #:			
- ID Demographics	t.Please re-enter.						
Patient Name: (L,F,M): (14)*	(15)		(16) (4)* Pa	atient Name Verification Successful? (Y,N):			
(5)* Is there a second form of identification? (Y/N):	(5)* Is there a second form of identification? (Y/N): (10) Req Attaches (1 - 99): (8) DOB/Age (? for help):						
(9) Sex (1 or M, 2 or F): (17) Social S	ecurity #:	Priority (F12 to	toggle): Routine				
(12) Order Code: Description:							
SEQ CODE SUFFIX DESCRIPTION	PRIC	DRITY	SEQ CODE	SUFFIX DESCRIPTION			

- 2. Field 14 enter Patient's Last Name
- 3. Field 15 enter Patient's First Name
- 4. Field 4 enter **Y** (Yes, you are verifying that the requisition matches the patient information that was entered)
- 5. Field 5 enter **Y** (Yes to verify that a second identifier such as DOB or Age matches the requisition)
- 6. Field 10 enter the number of pages that the requisition contains, but do not include the first page (*example*: for a requisition with 4 pages, you would enter the number 3 in this box)

- 7. Field 8 enter the DOB (11082018 in this format)
- 8. Field 9 enter the Gender
- 9. Field 12 change the Priority by choosing **F12** on the keyboard, ensure that the priority is **STAT**.
- 10. Field 12 After changing the priority, enter the Order Code (refer to section 5).
   Note: All Tests on the requisition must be ordered even if the sample type is not correct, and / or if a sample is missing from the bag (in order to remove a test code ordered in error, enter 1 in the order code field)
- 11. Scroll down to the bottom of the page

-Location Demographics	Fax Reports			Duplicate Reports		
(18) Office/Patient ID:	Client Fax:	No fax	k on file.	(31) Enter number of dup	icate reports	(N, 14, ?)
(19) Lab Reference #: (20) Patient Phone #:	(30) Additional Fax:			SEQ Client Name	Client ID	State City
-Specimen Collection	SEQ	Fax Number				
(6)* Collection Date (mmdd, Y, T, NG):(21) Fasting (F/N/U):						
(7) Collection Time: HHMM, HHMMA(am)/P(pm) Provider Information (2) NP/UPIN:	heavylate (F0 to to yula).	No		Incomplete (F9 to toggle):	No	
(23) Provider Name:	incompiete (F9 to toggie):	NO				
(25) Call Results? (Y/N): Call to: (26)* (27) (28)						
- Additional Instructions				·		
(32) Report Comments:		(33) li	nternal Comments:			

- 12. Field 18 enter the Patient ID
- 13. Field 6 enter the Collection date (Y= yesterday, T = today and NG= not given)
- 14. Field 7 enter the Collection time
- 15. Field 21 enter whether the patient was fasting (F=fasting, N=not fasting, U=unknown)
- 16. Field 22 enter the Providers NPI number
- 17. Field 23 enter the Provider's Name
- 18. Field 33 Internal Comments enter a phone number if the Provider entered a number on the requisition to be called at
- 19. Click **next** in the bottom right corner of the screen and you are taken to the double verification page

#### **DOUBLE VERIFICATION PAGE**

Close Batch (Alt+C) Force Close Batch (Alt+F) Cancel(A	lt+L) Quit Specimen (	Shift+F8) Clea	r Screen (Sh	ift+F6) Label Repri
Double Verification				
Verification				
Client ID: 00000075				
Patient Name (L, F, M): (14) TEST	(15) PATIENT		(16)	]
(8) DOB/Age (? for help): 11281989	(9) Sex (1 or M, 2 or F	: F		
(6) Collection Date (mmdd, Y, T, NG): 1211	Priority (F12 to togg	e): STAT		
(12) Order Code: 6399YEPE Description: CBC W/DIFF				
SEQ CODE SUFFIX DESCRIPTION	PRIORITY	SEQ CODE	SUFFIX	DESCRIPTION

- 20. Manually enter or scan the Client number
- 21. Re-enter the Patient Name, DOB, Gender, Collection Date and Order code
- 22. Press Enter
- 23. Click next at the bottom
- 24. ADE entry screen appears, enter the time the stat was called in

165 -BASIC METABILIC P (1)* Time STAT Called in:	(HHMM or NG)
(2)* Time STAT delivered:	(HHMM or NG)

#### 25. Click Submit

26. Field 13 enter the Specimen Type (if incorrect specimen type is entered, type -1 and enter to remove it)

13) S	pecimenT	ype:							
seo	TYPE	TIME	STATUS	DESCRIPTION	sto	TYPE	TIME	STATUS	DESCRIPTION
									FIL. (41. 01
									+ne (AR+D)

#### 27. Click **File** at the bottom

28. A page with the Accession number and Specimen instructions will appear and the specimen labels will print on the zebra printer

J Stati	ion Order	Entry(/	0) Specimen Entry(/S)	AOE Entry Page(/A)	Absolute Minimum Volume Instruction(/V)	SpecimenHandling Instructions(/I)
Spec Serua Use S Who Use L	ecimen Handling Instructions Frum Specimens  e Label Rack Instructions  018 11  7hole Blood Specimens  e Label Rack Instructions  02L 5C		Specimen BA64 General Instructions Requisition Handling Instructions Please send the paper requisition an attachments to imaging.	d any		
					Continue (F10) Prev	iew labels (F12)

- 29. Scroll to the bottom of the page and click Continue
- 30. This will bring you back to the J Station Order entry page

#### **Electronic Requisition Entry**

1. Scan the barcode on the patient requisition in the Client ID field and the Client ID, Client Name, Accession # as well as Fields 14, 15, 8, and 9 will populate with the patient's information.

Close Batch (Alt+C) Force Close Batch (Alt+F)	Cancel(Alt+L) Quit Specimen	(Shift+F8) Clear Screen (Shift+F6)	Label Reprint (Alt+B)						
J Station Order Entry(/O)									
- Requisition Entry									
(1)* Scan Barcode (or Client ID):	(2) Requisition # : (	lient Name:	Accession #:						
-ID Demographics	ent.Please re-enter.								
Patient Name: (L,F,M): (14)*	(15)	(16) (4)	* Patient Name Verification Successful? (Y,N):						
(5)* Is there a second form of identification? (Y/N) $(-1)^{-1}$	(10) Req Attaches (1 - 99):	(8) DOB/A	ge (? for help):						
(9) Sex (1 or M, 2 or F): (17) Socia	(9) Sex (1 or M, 2 or F): (17) Social Security #: Priority (F12 to toggle): Routline								
(12) Order Code: Description:									
SEQ CODE SUFFIX DESCRIPTION	PRIORITY	SEQ CODE	SUFFIX DESCRIPTION						

- 2. Field 4 enter **Y** (Yes, you are verifying that the requisition matches the patient information that was entered)
- 3. Field 5 enter **Y** (Yes to verify that a second identifier such as DOB or Age matches the requisition)
- 4. Field 10 enter the number of pages that the requisition contains, but do not include the first page (*example:* for a requisition with 4 pages, you would enter the number 3 in this box)
- 5. Field 12 change the Priority by choosing **F12** on the keyboard, ensure that the priority is **STAT**.
- Field 12 After changing the priority, enter the Order Code (refer to section 5).
   Note: All Tests on the requisition must be ordered even if the sample type is not correct, and / or if a sample is missing from the bag (in order to remove a test code ordered in error, enter 1 in the order code field)
- 7. The test that is ordered populates under the Order code
- 8. Scroll down to the bottom of the page

- Location Demographics	Fax Reports			Dupli	ate Reports		
(18) Office/Patient ID:	Client Fax:	No	fax on file.	(31)	Enter number of dupli	cate reports (	N, 1-4, ?)
(19) Lab Reference #:	(20) Additional Easy			SEQ	Client Name	Client ID	State City
(20) Patient Phone #:	(JU) Auditorial Pax.						
- Specimen Collection		SEQ Fax Number					
(6)* Collection Date (mmdd, Y, T, NG): (21) Fasting (F/N/U):							
(7) Collection Time: HHMM, HHMMA(am)/P(pm)							
Provider Information				Incor	nplete (F9 to toggle):	No	
(22) NPI/UPIN:							
(23) Provider Name:	Incomplete (F9 to togg	le): No					
(25) Call Results? (Y/N):							
Call to: (26)* (27) (28)							
- Additional Instructions							
(32) Report Comments:		(33)	Internal Comments:				

- 9. Field 6 enter the Collection date (Y= yesterday, T = today and NG= not given)
- 10. Field 7 enter the Collection time
- 11. Field 21 enter whether the patient was fasting (F=fasting, N=not fasting, U=unknown)
- 12. Field 22 enter the Providers NPI number
- 13. Field 23 enter the Provider's Name
- 14. Field 33 Internal Comments enter a phone number if the Provider entered a number on the requisition to be called at

15. Click next in the bottom right corner of the screen and you are taken to the double verification page

#### **DOUBLE VERIFICATION PAGE**

Close Batch (Alt+C)	Force Close Batch (Alt+F)	Cancel(Alt+L)	Quit Specimen (Shift+F8)	Clear Screen (Shift+F6	i) 👘 Label Repri
Double Verification					
Verification					
Client ID: 00000075					
Patient Name (L, F, M	): (14) TEST	(15) PA	TIENT	(16)	
(8) DOB/Age (? for h	elp): 11281989	(9)	Sex (1 or M, 2 or F): F		
(6) Collection Date (1	nmdd, Y, T, NG): 1211	Pr	iority (F12 to toggle): STAT		
(12) Order Code: 639	99YEPE Description: CBC	W/DIFF			
SEQ CODE	SUFFIX DESCRIPTION	PRIORITY	SEQ CODE	SUFFIX DESC	CRIPTION

- 16. Scan the Client number on the requisition
- 17. The Patient Name, DOB, Gender, Collection Date will populate along with what was just ordered on the previous page
- 18. Click **next** at the bottom
- 19. ADE entry page appears and the time that the stat was called in and delivered is entered if known

0165-BASIC METABILIC P (1)* Time STAT Called in: (2)* Time STAT delivered:	(HHMM or NG) (HHMM or NG)

#### 20. Click Submit

21. Field 13 enter the Specimen Type (if incorrect specimen type is entered, type -1 and enter to remove it)

3) SI	ecimenT	ype:							
EQ	TYPE	TIME	STATUS	DESCRIPTION	sto	TYPE	TIME	STATUS	DESCRIPTION
									File (Alt+D)

## 22. Click **File** at the bottom

23. A page with the Accession number and Specimen instructions will appear and the specimen labels will print on the zebra printer. WRITE DOWN THE IDAA ACCESSION NUMBER, IT WILL BE USED TO RESULT IN QLS.

) Stati	on Order	Entry(/	0) Specimen Entry(/S)	AOE Entry Page(/A)	Absolute Minimum Volume Instruction(/V)	SpecimenHandling Instructions(/I)
			1		Specimen BA64	17501F
Spec	imen Ha	indling	Instructions		General Instructions	
Serun	n Specume	ns			Requisition Handling Instructions	
Use	Label	Rack	Instructions		Please send the paper requisition a	nd any
S	01S	11			attachments to imaging.	
Who	le Blood S	Specime	ns			
Use	Label	Rack	Instructions			
L	02L	5C				
					Continue (F10) Pres	view labels (F12)

- 24. Scroll to the bottom of the page and click Continue
- 25. This will bring you back to the J Station Order entry page

## C. QLS Resulting

- 1. Enter the Username: PHLLAB (same for all users)
- 2. Enter Your ID: enter the username assigned to you
- 3. Enter Your Password: enter the password you created
- 4. If this is your very first time logging into QLS, you will need to type: **ON** at the selection prompt so that the menu will display
- 5. At Selection Prompt type: EACC

a 😬 🖻 🛱 🍝 🔊	🤞 🔟 💥 🏛 🗰 🤌	💣 🔼		
QLS version	1.0		[Horsham]	MORROW, ZANETTA
Selection:	OE Tech Bank Inq Mr Fd	1 - ORDER ENTRY 3 - TECHNICAL PROCESSING 4 - Banking and Storage 5 - Inquiry 8 - Management Reports 10 - File Definition (local)		
Selection:				

### 6. Enter

7. At Allow Release prompt type:

Choose N (No, if you are the Tech initially entering the results, this will save the results and they will not be released)

Choose **Y** (Yes, if you are the Tech assigned to review the results, this will release the results that you reviewed for the Physician to see)

File	Edit	Terminal	Commun	ication Sess	ions Options	s Script	Help		
ō	문	<b>t</b> a 🛍	i 🕹 🕹	® 🤞 🛛	<b>ii</b> 🕅 🔀	<b>∭</b> ∰	٨	<b>*</b>	
A	11	ow 🛛	Rele	ase?	<y></y>				

- 8. Enter
- 9. Enter the Worklist



- 10. Click Enter
- 11. Enter the Accession Number



### 12. Click Enter

13. Manually enter each result on the line associated with the analyte and click enter after each result to go to the next line

a 29 bb Cb a to 🖉 🖬 🖬	I 💥 🏛 🖽 🧇 📑 🔼		
ADVENTIST CHEM BA580688F TES	T 11, TEST	F LIS	
1) SOD		2) K	
3) CL		4) CO2	
5) BUN		6) CREA	AT
7) GLUC			
		10) CA	
15) GFR		16) GFRA	A
17) GFRC			
ALL TEST/S PENDI	NG.		

- 14. Once each result is entered, you will be brought back to the screen with the Accession Number prompt
- 15. Logout to allow the Reviewing Technologist to Log in and review the results

## REVIEWER

- 1. Obtain the Sunquest report from the Resulting Technologist
- 2. Log into QLS
- 3. Follow Steps C.1 5, and at the Allow Release prompt enter **Y** for Yes so that after your review the results will release
- 4. Review the results that were entered against the physical patient report
- 5. The cursor will be on the first result, and enter through all lines

👩 🥶 🖻 🛍 🛎 🛤	🔊 🚳 📕 📓 💥 🖮 🖽	🧶 📑 🔼								
ADVENTIST	CHEM									
BA580688F	TEST 11,T	EST		F	L	. I S				
1) SOD	140				2)	K	<mark>6</mark> .2 H			
3) CL	111 H				4)	C 0 2	30 H			
5) BUN	1.2				6)	CREA	T.0.3 L			
7) GLUC	142 H									
					10)	CA	8.2			
15) GFR	0				16)	GFRA	0			
17) GFRC	0									
ALL TEST/S	S ENTERED.									
F1 F	2 F3	F4	F5	F6		F7	F8	F9	F10	

- 6. If a result is incorrect type in /# (the # is the corresponding line that you want to correct; for example /1 to correct the result on line 1) and it will take you to the corresponding line that needs to be corrected, enter ^ on the line to remove the result, and type in the correct result.
- 7. If all results are accurate press **Enter** through all results to the end of the resulting page.
- 8. A prompt will ask whether or not to Release All and type Y (yes) or N (no), and make any corrections.

₩ 8° % 66 67 68 69 45 10 10 1	🕯 🊎 🖽 🤣 📑 🔼	
ADVENTIST CBC		
BA615414F TEST, 6399	38 01/31/1980 M	LIS
55) TARGET DNR	56) TEARDR DNR	57) TOXGRN DNR
58) VACUOL DNR	59) CRENA DNR	60) PCOM DNR
61) RCOM DNR	62) WCOM DNR	
RELEASE ALL: <n> Y</n>		

9. Once you choose Yes to release results, then press Enter



10. At the bottom of the page will be a list of each line that was released

### **D.** Review of Results in QLS

- 1. Log in to QLS
- 2. At the selection prompt type **5,2,1**

a 😬 🖻 🛍 🥌 🖉	🍕 🗾 🖬 💥 🎬 🖽 🤣	📑 🔟
QLS version	1.0	
Selection:	OE TECH Bank INQ MR FD	1 - ORDER ENTRY 3 - TECHNICAL PROCESSING 4 - BANKING AND STORAGE 5 - INQUIRY 8 - MANAGEMENT REPORTS 10 - FILE DEFINITION (LOCAL)
Selection:		

- 3. At the Patient prompt type the Accession Number
- 4. Enter
- 5. Patient Inquiry Screen appears

PATIENT	INQUIRY			
Client number	LIS	00000075	LOCAL MIS "	TEST
Reauisition	1659949	(MANUAL)		
Accession	BA580688F			
Patient Name	TEST 11.TES	г		
Age.D.O.B.				
Sex.Spec	F			
Test(s) 10165YEPE=:*/S				
BMP W EGFR				
Internal Cmnt				
Date Coll	12/06/2018			
Time Coll	12:05			
Microfilm #				
Imaged?	NO			
BILÎ To	C			
Site Code	QBA			
Pat ID #				
Room				
Bed				
UPIN				
NPI				
<cr> to continue:</cr>				
F1 F2 F3 F4	F5 F6	F7	F8 F9	F10

- 6. Enter 2x
- 7. You will be on the page with the results listed.
  - Pending results have not been released by the reviewer
    - Completed results have been released

<b>ē</b> 1	2 <b>9</b> Q	a 🛍 🍮	n 🔊 🖉 📘	🔟 🔟 🗶 🏛 🗏 🭭	> 📑 🔼								
BA	158	0688	F	TEST 11,	TEST			LIS			Page	1	
TE	EST	PRO	CEDURE	Н	IGH/LOW	TEST R	ESULTS	S	UNITS	NORMAL	VALUES	PS	F
BF	9 S I ( 0 T	C ME	TABILI	C PROFILE								EPE	
M Z	( G F	R				DENDIN	~						
	- 5 U - D O	TARE	TIM			DENDIN	u c						
	0	1 001	nc .			DENDIN	a c						
	0.0	2				PENDIN	G						
	BU	N				PENDIN	G						
	CR	EATI	NINE			PENDIN	G						
	GL	UCOS	Ε			PENDIN	G						
	CA	LCIU	M			PENDIN	G						
	GF	R NO	N BLAC	ĸ		PENDIN	G						
	GF	RA B	LACK			PENDIN	G						
	GF	RC C	OMMENT			PENDIN	G						
S 1	T A T	AOE	′s ST	AT Called	to LAB:	12:05	TIME	STAT D	elivered	to LAB:	12:06		
W c	o n k	list	: SBEP	ECHEM	No Io	ad buil	t						
Er	nte	red	by: ZE	M002									
10		+ 0	contin										
			contin	ue.									

a 7 6 6 5 5 0 4   <b>a a</b> X <b>a</b> # 0 <b>a</b>						
BA647501F TEST, SY	STEM	LIS	S	Page	4	
TEST PROCEDURE	HIGH/LOW	TEST RESULTS	UNITS	NORMAL VALUES	PS	R
TOXIC GRANULATION		PENDING				
VACULOATED CELLS		PENDING				
CRENATED CELLS		PENDING				
PLATELET MORPHOLOGY		PENDING				
RBC MORPHOLOGY		PENDING				
WBC MORPHOLOGY		PENDING				
STAT AOE's STAT Calle	d to LAB:	NG TIME STAT I	Delivered to	LAB: NG		
Worklist: SBEPECBC	No Io	ad built				
Entered by: ZEM002						
BASIC METABILIC PROFIL	E				EPE	
W/GFR						
SODIUM	L	100	mmmol/L	135-145	EPE	
POTASSIUM	L	2.1	mmol/L	3.5-5.1	EPE	
CHLORIDE	L	20	mmol/L	98-107	EPE	
C02		30	mmol/L	21-32	EPE	
BUN		12	mg/dL	7 - 2 0	EPE	
CREATININE		0.80	mg/dL	0.55-1.02	EPE	
GLUCOSE	H	500	mg/dL	74-105	EPE	
<cr> to continue:</cr>						

- 8. The worklist is listed on the page, along with the Tech(s) that entered the results, and the Tech that released the results
- 9. Results will show as pending if they are not released during result entry

### E. Cancel an Order in QLS

- 1. Log into QLS
- 2. At the Selection prompt enter: 1,7,3
- 3. Enter



- 4. Enter through Suffix prompt
- 5. Enter the Accession number on Line 3 at the Accession prompt and press Enter and the patient with the matching accession number will populate

a 19 9a 🖱 🛎 🔊 🛷 📊 🖬 💥 🖮 🖽 🤌 📑 🚺	
1) Client number	
2) Requisition	
3) Accession	4) Sep ID #
5) Patient Name	
6) Age, D. O. B.	7) Sex,Spec
8) SS #	9) Pat ID #
10) Room 10.1) Bed	11) Lab Ref #
12) Patient Phone	Rectangular 1, 2.1) Add'I Demo
13) Date Coll	14) Time Coll
15) UPIN 15.1) NPI	16) Phys Name
16.1) NPP	16.2) NPP Name
17) Internal Cmnt	
18) Copy To?	18.1) Fax?
19) lest(s)	
20) Report Umnt	
21) Chaolinen Ch	
22) Site Code	22) Bill To
24) Microfilm #	25) Imaged 2 26) Easting
	25) Timaged? 20) Tasting
Change Order, Suffices = SB,SBX,SBR,	SBRX.CLSB.X.XX.ZQTE.QHO.QHOX.CLQHO.QHSC.Q
F1 F2 F3 F4 F5	F6 F7 F8 F9 F10 F11
VT 420-7 3-28 Cans Wran Hold On Line	

- 6. In the field with the cursor type /19 and press Enter
- 7. At the Enter Test(s) prompt, type 1 and the test that was listed on line 1 will be deleted

Requisition	: 1659949 Accessi	on: BA580688F Na	ame: TEST 11,TEST
		Tests	
1) 10165	YEPE=: */S11)	21)	31)
2)	12)	22)	32)
3)	13)	23)	33)
4)	14)	24)	34)
5)	15)	25)	35)
6)	16)	26)	36)
7)	17)	27)	37)
8)	18)	28)	38)
9)	19)	29)	39)
10)	20)	30)	40)
Test(s)	Ordered : 1	Reflexed : 0	Referred : 1
Enter test(	s) > 📕		

- 8. Enter to take you back to the main page with the demographics
- 9. On Line 20 Report Comment type // and press enter

I) Client number       L1S         2) Requisition       1659949         3) Accession       BA5806888F       4) Sep ID #         5) Patient Name       TEST 11.TEST         6) Age.D.O.B.       7) Sex.Spec F         8) SS #       9) Pat ID #         10) Room       10.1) Bed       11) Lab Ref #         12) Patient Phone       12/06/2018       14) Time Coll 12:05 PM         13) Date Coll       12/06/2018       14) Time Coll 12:05 PM         15) UPIN       15.1) NPI       16.1 Phys Name         16.1) NPP       16.2) NPP Name         17) Internal Cmnt       18.1) Fax?         18) Copy To?       18.1) Fax?         19) Test(s)       0         20) Report Cmnt	the same requiring communication accounts obtains active treb	
1) Client number       LIS         2) Requisition       1659949         3) Accession       BA580688F       4) Sep ID #         5) Patient Name       TEST 11.TEST         6) Age.D.O.B.       7) Sex.Spec F         8) SS #       9) Pat ID #         10) Room       10.1) Bed       11) Lab Ref #         12) Patient Phone       12.1) Add' I Demo N         13) Date Coll       12/06/2018       14) Time Coll 12:05 PM         15) UPIN       15.1) NPI       16) Phys Name         16.1) NPP       16.2) NPP Name         17) Internal Cmnt       18.1) Fax?         18) Copy To?       18.1) Fax?         19) Test(s)       0         22) Site Code       QBA       23) Bill To         22) Site Code       QBA       23) Bill To       C         24) Microfilm #       25) Imaged? N       26) Fasting U	a 29 k 🛍 45 k () 45 🖬 🖬 🗶 🖬 🕯	
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3) Accession       BA580688F       4) Sep ID #         5) Patient Name       TEST 11,TEST         6) Age,D.O.B.       7) Sex,Spec F         8) SS #       9) Pat ID #         10) Room       10.1) Bed       11) Lab Ref #         12) Patient Phone       12.1) Add'I Demo N         13) Date Coll       12/06/2018       14) Time Coll 12:05 PM         15) UPIN       15.1) NPI       16) Phys Name         16.1) NPP       16.2) NPP Name         17) Internal Cmnt       18.1) Fax?         18) Copy To?       18.1) Fax?         19) Test(s)       0         20) Report Cmnt	2) Requisition	1659949
5) Patient Name       TEST 11,TEST         6) Age.D.O.B.       7) Sex.Spec         8) SS #       9) Pat ID #         10) Room       10.1) Bed       11) Lab Ref #         12) Patient Phone       12.1) Add'I Demo N         13) Date Coll       12/06/2018       14) Time Coll 12:05 PM         15) UPIN       15.1) NPI       16) Phys Name         16.1) NPP       16.2) NPP Name         17) Internal Cmnt       18.1) Fax?         18) Copy To?       18.1) Fax?         19) Test(s)       0         20) Report Cmnt	3) Accession	BA580688F 4) Sep ID #
6) Age, D. O. B.       7) Sex, Spec       F         8) SS #       9) Pat ID #         10) Room       10.1) Bed       11) Lab Ref #         12) Patient Phone       12.1) Add'I Demo N         13) Date Coll       12/06/2018       14) Time Coll         15) UPIN       15.1) NPI       16) Phys Name         16.1) NPP       16.2) NPP Name         17) Internal Cmnt       18.1) Fax?         18) Copy To?       18.1) Fax?         19) Test(s)       0         20) Report Cmnt	5) Patient Name	TEST 11, TEST
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10) Room       10.1) Bed       11) Lab Ref #         12) Patient Phone       12.1) Add'I Demo N         13) Date Coll       12/06/2018       14) Time Coll 12:05 PM         15) UPIN       15.1) NPI       16) Phys Name         16.1) NPP       16.2) NPP Name         17) Internal Cmnt       18.1) Fax?         18) Copy To?       18.1) Fax?         19) Test(s)       0         20) Report Cmnt	8) SS #	9) Pat ID #
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16.1) NPP       16.2) NPP Name         17) Internal Cmnt       16.2) NPP Name         18) Copy To?       18.1) Fax? N         19) Test(s)       0         20) Report Cmnt	15) UPIN 15.1) NPI	16) Phys Name
17) Internal Cmnt         18) Copy To?       18.1) Fax? N         19) Test(s)       0         20) Report Cmnt	16.1) NPP	16.2) NPP Name
18) Copy To?       18.1) Fax? N         19) Test(s)       0         20) Report Cmnt	17) Internal Cmnt	
19) Test(s)       0         20) Report Cmnt	18) Copy To?	18.1) Fax? N
19) Test(s)       0         20) Report Cmnt		
20) Report Cmnt         21) Specimen Ct       1S         22) Site Code       QBA       23) Bill To       C         24) Hicrofilm #       25) Imaged? N       26) Fasting U         Change Order, Suffices = SB,SBX,SBR,SBRX,CLSB,X,XX,ZQTE,QHO,QHOX,CLQHO,QHSC,Q	19) Test(s) 0	
21) Specimen Ct       1S         22) Site Code       QBA       23) Bill To       C         24) Hicrofilm #       25) Imaged? N       26) Fasting U         Change Order, Suffices = SB,SBX,SBR,SBRX,CLSB,X,XX,ZQTE,QHO,QHOX,CLQHO,QHSC,Q	20) Report Cmnt	
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22) Site Code     QBA     23) Bill To     C       24) Microfilm #     25) Imaged? N     26) Fasting U       Change Order, Suffices = SB,SBX,SBR,SBRX,CLSB,X,XX,ZQTE,QHO,QHOX,CLQHO,QHSC,Q	21) Specimen Ct 1S	
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	Change Under, Suffices = Si	B, SBX, SBR, SBRX, CLSB, X, XX, ZWTE, WHO, WHOX, CLWHO, WHSC, W
E1 E2 E2 E4 E5 E6 E7 E8 E9 E10 E11 E12	E1 E2 E3 E4	

- 10. At the File prompt type  $\mathbf{Y}$
- 11. Enter
- 12. A message will show that says the test was deleted, and then a message will appear asking the reason. Type in the reason for cancelling the order.

<b>. 7 % % &amp; * % %    . *</b> % <b>* * *</b>			
1) Client number	LIS		
2) Requisition	1743267		
3) Accession	Be647501F	4) Sep ID #	
5) Patient Name	TEST SYSTEM	1, oop 10 m	
6) Age D 0 B	33 12/12/198	4 7) Sex Spec	F
8) 55 #	00,12,12,100	9) Pat ID #	
10) Boom	10 1) Bed	11) lab Ref #	
12) Patient Phone	TO.T) Bed		
12) Data Coll	12/11/2019	14) Time Coll	
	NDT	16) Phys Name	0200
10 1) NDD 10.1)	NET	16 2) NDD Nome	
17) Internal Const		10.2) NFF Name	
17) Internal Cmnt			
10) 0			
18) Copy 10?		IS.IJ Fax? N	
10) Task(s) 1			
20) Report Cmnt			
21) Specimen Ct 15	1L		
22) Site Code	QBA	23) Bill To	С
24) Microfilm #		25) Imaged? N	26) Fasting N
Reason for deleting 63	99YEPE = :		

#### 13. Enter

14. The order will be deleted

## F. QLS Call Documentation

- 1. Log into QLS
- 2. At Selection Prompt enter: 5,2,1 (Patient Inquiry)
- 3. Enter the Accession number
- 4. Type the Letter "C" and press enter
- 5. At output prompt press enter
- 6. At Area of Call Prompt type the Letter "O" and press enter
- 7. At Reason for Call Prompt type "RF" and press enter
- 8. At the comment line: enter your call documentation (Example --- Called Results to Dr. Cacciabeve 040819 at 1312)
- 9. Press Enter
- 10. At Correct Prompt Type "Y" if your call documentation is correct or "N" if you need to make a correction
- 11. Press enter and your call documentation will automatically be saved

## G. QLS Pending Worklist

Use menu path 3,2,4,1 – Hit enter for most of the fields to select the default option. Details below are for our specific site.

- Each EPE worklist can be checked individually by entering the worklist name, i.e. SBEPECHEM, SBEPECBC, SBEPEPT, etc. Selecting ALL will capture all EPE worklists.
- If you want a printout, enter your QLS printer name in the Output Device Field.
- If you don't enter a device it will default to the screen.

Output Device? < TNA23443: > Select <A>ccession or <W>orklist: <W> Allow data to scroll <N> Performing Site: N7T WORKLIST: ALL Summary or Detail? <D> Priority or All? <**A**> Display Pending Tests (<N>0, <U>nit codes, OR <T>est names: <N> Include Storage Information? (Y)es, (N)o ,(D)etail: <N> Include UNRECEIVED specimens: <N> Include additional unit codes: <N> Include report and internal comments: <N> Sort by (<A>ccession, <D>id, <C>lient or <DA>te ) <DA> Print for Specific (C)lients or (A)ll: <A> ALL Login Site IDs <ALL> Client/Order Type: <A>ll, <R>egular, <H>ospital, <N>ew, <J>eopardized, <NJ>New & Jeopardized, <Q>Preferred, <SO>STAT ONLY, <AO>ASAP ONLY, <SA>STAT and ASAP ONLY: <A> Include (I)NCO and/or (T)NP Holds and/or (P)RE-AUTH Holds <N> **Include Submitted Specimens** <N> Include Order Code Status: <N>

One worklist per page <N>

Example:

WORKLIST PENDING PAGE 1 QUEST 03/18/2019 11:14 03/18/2019 LOGIN SITE IDS: ALL PERFORMING SITE IDS: EPE

No. LOAD/SEQ ACCESSION TYPE A/R PATIENT AGE SX CLIENT ORD. DATE ORD. TIME DATE REC. TIME REC. LID

GRAND TOTAL: 0 GRAND PRIORITY TOTAL: 0

#### H. Adding Comments to Results

- 1. Ensure that the cursor is on the field where the comment needs to be added
- 2. Enter "\*" (asterisk) in the field
- 3. A screen will appear and comments for Path Reviews can be entered in this area
- 4. Once the entry is complete enter " // " (2 forward slashes) to be taken back to the resulting screen

#### I. Adding IDAA to your Favorites Tab

- 1. Go to the Quest homepage
- 2. Type <u>www.wikinet.qdx.com</u> in the search engine
- 3. On the wikinet page, scroll down to the hyperlink **National Front End Operations** and click on it
- 4. On the next page, which is the Resources Page, under the Additional Resources Tab towards the bottom of the page, click on **IDAA & QLS Access**
- 5. The LIS Access page opens and under the IDAA II (GUI) Production header, you will scroll down to the Horsham site, and click on the hyperlink next to it <a href="http://idaagui.qdx.com/QHO/IdaaGUI/">http://idaagui.qdx.com/QHO/IdaaGUI/</a>
- 6. This will open the IDAA login page and it can be saved to your favorites
- 8. RELATED DOCUMENTS NA
- 9. **REFERENCES** NA

## **10. REVISION HISTORY**

Version	Date	Reason for Revision	Revised By	Approved By
1	11/5/19	Header: changed WAH to WOMC	Z Morrow	R SanLuis
		Section 7: revised manual req entry to include more		
		steps; added QLS call documentation and pending		
		worklist; added steps to put IDAA link on favorites		
		Section 11: added QLS UA abbreviations		
2	12/23/20	Section 5: added amylase, lipase & CSF cell count /	L Barrett	R SanLuis
		diff	Z Morrow	
		Section 11: added attachments F and G		
3	6/8/21	Section 5: added TDM tests	L Barrett	R SanLuis

## 11. ADDENDA AND APPENDICES

- A. QLS Functions
- B. Verification of Second Review
- C. IDAA Patient Labels
- D. Printing QLS Reports
- E. QLS Urinalysis Worklist Abbreviations
- F. Granting Access to New Employees
- G. CSF Cell Count and Diff DB Mapping

## Attachment A

## **QLS FUNCTIONS**

- // will take you back one menu/page
- /# when in result entry will take you to the line with the corresponding #
- ^ to remove any result you have entered in error
- ?? If typed at the Selection prompt this will open Help Text

#### Attachment B

## **VERIFICATION OF SECOND REVIEW IN QLS**

- 1. Log into QLS
- 2. At Selection prompt type: PINQ

- 3. At Patient prompt type: ACCESSION NUMBER of the Patient you want to verify a review on
- 4. Press Enter
- 5. At the Patient Inquiry screen, press Enter

PATIENT		
Client number	ITC	0000007E LOCAL MIS TEST
	1742207	(MANUAL)
Requisition	1/4320/	(MHNUHL)
Accession	BA64/501F	· · · · · · · · · · · · · · · · · · ·
Patient Name	TEST, SYSTEM	[ONLINE CALL LOG]
Age, D.O.B.	33,12/12/198	3 4
Sex,Spec	F	
Test(s) 10165YEPE=;*/S		
BMP W EGFR		
Internal Cmnt		
Date Coll	12/11/2018	
Time Coll	02:00	
Microfilm #		
Imaged?	NO	
Bill To	С	
Site Code	QBA	
Pat ID #		
Room		
Bed		
UPIN		
NPT		
<cr> to continue:</cr>		

6. Enter 2x

7. Page appears with information for the Tech that reviewed and entered the results

TEST PROCEDURE	HIGH/LOW	TEST RESULTS	UNITS	NORMAL VALUES
CBC W/DIFF				
WHITE BLOOD CELL		CANCELLED		
RED BLOOD CELL		CANCELLED		
HEMOGLOBIN		CANCELLED		
HEMATOCRIT		CANCELLED		
MCV		CANCELLED		
МСН		CANCELLED		
мснс		CANCELLED		
RDW		CANCELLED		
PLTC		CANCELLED		
MPV		CANCELLED		
SEGS/NEUTROPHILS		CANCELLED		
LYMPH		CANCELLED		
MONOCYTE		CANCELLED		
EUSINS		CANCELLED		
BASUPHIL		CANCELLED		
Entered by: ZEM002	** CANCE	LLEV **		
BASIC METABILIC PROF: W/GFR	ILE			
<cr> to continue:</cr>				

## Attachment C

## **IDAA PATIENT LABELS**

### **TEST / SPECIMEN LABEL**

Performing Site | Test Name or Special Handling Instructions (Order codes when merged)





### Attachment D

## **PRINTING QLS REPORTS**

- 1. Log into QLS
- 2. At the Selection Prompt Enter: 5,2,5
- 3. Output Device? wah1001
- 4. REPORT FORM <STANDARD REPORT FORMAT>: type in LIST and enter 3 from the sequence below

### SEQUENCE

NUMBER REPORT FORMAT DESCRIPTION

------

- 1) ASTM FORMAT
  - 2) STANDARD CONDENSED REPORT FORM
  - 3) STANDARD LASER REPORT FORMAT
  - 4) STANDARD REPORT FORMAT
- 5. REPORT FORM <STANDARD REPORT FORMAT>: **STANDARD LASER REPORT FORMAT**
- 6. FORMS ALIGNED <Y>? Enter **Y**
- 7. ACCESSION: enter the accession number and return

#### Attachment E

## **QLS URINALYSIS WORKLIST ABBREVIATIONS**

Worklist	Result		Worklist	Result	
Pos	Analyte	Result Name	Pos	Analyte	Result Name
1	UCOL	Color	22	UCAPO4	Calcium Phosphate Crystal
2	UCHAR	Character	23	UCELCA	Cellular Cast
3	USPG	Specific Gravity	24	UCYFT	Cystine Crystal
4	UPH	рН	25	UEPCA	Epithelial Cast
5	ULEUK	Leuko. Esterase	26	UFAT	Fat
6	UNIT	Urine Nitrite	27	UFATCA	Fatty Cast
7	UPRO	Urine Protein	28	UGRCA	Granular Cast
8	UGLUC	Urine Glucose	29	UHCYA	Hyaline Cast
9	UKET	Urine Ketone	30	UHYST	Hyphae Yeast
10	UROBI	Urine Urobilinogen	31	ULEUC	Leucine Crystal
11	UBIL	Urine Bilirubin	32	UMUC	Mucous
12	UOCB	Urine Occult Blood	33	UOFB	Oval Fat Body
13	UWBC	WBC	34	URBCA	Red Blood Cell Cast
14	URBC	RBC	35	UREPI	Renal Epithelial
15	UEPI	Epith. Cells	36	USEPI	Squamous Epithelial
16	UBACT	Urine Bacteria	37	UTPO4	Triphosphate Crystal
17	UAMOR	Amorphous Crystal	38	UTRICH	Trichomonas
18	UBRCA	Broad Cast	39	UTYRO	Tyrosine Crystal
19	UBYST	Budding Yeast	40	UURIC	Uric Acid Crystal
20	UCACB	Calcium Carbonate Crystal	41	UWAXCA	Waxy Cast
21	UCAOX	Calcium Oxalate Crystal	42	UWBCA	White Blood Cell Cast

#### Attachment F

## **GRANTING ACCESS TO NEW EMPLOYEES**

#### A. Grant QLS Access

- 1. Log into SAM Provisioning
- 2. Click on the name of the employee that you want to grant access
- 3. On this screen under Access "ADD" is the default option
- 4. Hoover over "Applications" and a dropdown menu appears.
- 5. Choose "QLS Production" (you must give QLS access first, before giving access to IDAA)

<ul> <li>Might in samaly grupped come or on one of provision cauges</li> </ul>	- 3498-318		~ iii O Search.	-	.p
M Provisioning - Quest				VII 1- 1 M	
Edit View Favorites Tools Help					
😥 curQuest online 👔 He thought he saw a d 🔹				💁 = 🖾 = 🖙 📾 = Page =	Safety - T
Ouest Disgnostics SAM Provision	ling				
Provision Help			Session will and wit	nout activity in 28:45 - ZANETTA MOR	ROW (logoe)
Employees - Travelle Doniel Blason (#3030010)					
Profile Details					
Employee ID Name	Job Title	Department	Business Unit# - Description	Location	Status
3088310 Travelle Doniet Mason	Technologist, Medical I	Mgd Labs - General Lab	67100 - Guest Diagnostics - Chantilly	MD_N7T_11890 Healing Way	Active
0.000000					
Access					
Add Modify					
Access Add Modify Has & In Progress				Access Basket	
Access Add Modify Nas & In Progress		Applications		Access Basket	
Access Ac		Applications	Empty Enterty	Access Basket	
Access Ac	Mon Qu	Applications Q.	Empty Select environment	Access Basket	
Access Access Biological Internet Accesses To see current accounts while( [Applications] Instation Action and Distation accounts	Non Gu	Applications	Engly General advances	Access Stasket	
Access Ac	Non Gu IDAA C Quest t	Applications Q entIDS Network Account opposi med Alabers	C musty	Access Basket	
Act South Control Cont	Non Qu IDAA C Quest E QLS Ph	Applications Q. extUS Metwork Account opnos real Abasis oblaction	Constru-	Access Banket	
Acti MonSity Mark & to Progress To see current accounts select [Applications] readers where we constants accounts Commit Access Commit Access	Non Gu IDAA C Quest E QL 5 M	Applications	C matrix	- Access Basket -	
Add Boostly Rean & an Progress To see current accounts select [Apple.doions] Commit Access Commit	Non Gu IDAA C Quast E QL 5 M QL 5 M QL 5 M	Applications C. C. estUS Network Account ogenos Tradi Abaese oduction bioteton	Control of the second of the s	Accesss Banket	

6. The applications menu appears with the Production options, scroll down to choose "Philadelphia Production" and click on the plus sign

sioning - Quest ×		lice ris	sk of LU	VII J-19	
View Favorites Tools Help					
uest online 🧃 He thought he saw a d 🝷				🏠 🔻 🖾 👻 🖶 🖷 👻 Page 🕶	Safety • Tools •
Profile Details					
Employee ID Name	Job Title	Department	Business Unit# - Description	Location	Status
3088310 Travelle Doniel Mason	Technologist, Medical I	Mgd Labs - General Lab	67100 - Quest Diagnostics - Chantilly	MD_N7T_11890 Healing Way	Active
Access					
Add Modify					
Has & In Progress	Applicatio	ns Add New Access	Help A-Z Q	Access Basket	
Has no QLS Production Accounts	QLSDBS		The Empty		
Hint: Add New Access	Oklabor	a Droduction	Select new acce	ss to add	
	QLSDLO	Production	+		
	Dhilada	abia Draduatian			
	QLSPHP	pina Production	+		
	Dittabu	ab Desidentia a			
	QLSPBL	gn Production	+		
		Production			
	Seattle QLSSEA	Todacaon .	+		
	Seattle   QLSSEA	Total Lion	+		
	Seattle   QLSSEA St. Loui QLSSTL	Production	+ ~		
Commit Access	Seattle   QLSSEA St. Loui QLSSTL	s Production	+ ~		

- 7. On this screen under
  - Set User ID choose the drop down and select the employee initials (this is the only option)
  - o Set Security Levels Like choose "Another User" and click "Get Security Levels".

Access		
Add Modify		
Philadelphia Production (QLSPHP)	Close	e X
START		
Set User ID	Hint: If you have multiple options, choose one that best fits for this account.           YXS010         Image: State Stat	
Set Security Levels Like	Hint: The "ANOTHER USER" option allows you to search and copy Security Levels from another user's account.  Select Group - ANOTHIER USER ANATOMIC PATHOLOGY CHEM-TOX CLIENT SERVICES Get Security Levels Edit Security Levels Edit Security Levels	
FINALLY		
Confirm and Add	ок	
Need Assistance?	Please call the National Help Desk at 1-877-53-QUEST(8378) and select Option 6, 2.	

• Type in the ID of another known user and click "Search". When the other user comes up, click on their employee ID.

Access					
Add Modify					
Philadelphia Production (QLSF	энр)				Close >
Enter Name, QLS ID or Employ	yee ID: ZEM002	Search Undo			
QLS User ID	Name	Job Title	Employee ID	Business Unit	Location
ZEM002	Morrow, Zanetta Eunique	Supv, Lab	159145	Quest Diagnostics - Chantilly	MD_EPE_7600 Carroll Avenue
Commit Access Yes, I will have the resource will retain for audit purposes.	e sign the IT Security Responsibilities A	Acknowledgement form (	(Form for Non-Employees)	within 1 business day of their start date or their a	nccess provisioning date (if later than start date). I

• Ensure that all of the options match the picture and click "Continue" at the bottom. You will return to the Access screen.

Philadelphia Production (QLSPHP)			Close 🗙
Local Access:	Yes 🔽		
Access to Confidential Clients:	Yes 💌		
Access to Patient Results:	Yes 🔽		
Receive Email QMPS Internal Laboratory Reports:	No		
Order Entry:	7	Billing:	0
Technical Processing:	7 💌	Banking and Storage:	7
Inquiry:	7	Microbiology Processing:	0
Client Services Menu:	0	Management Reports:	1
File Definition (Headquarters):	0	File Definition (Local):	4
Anatomic Pathology:	0	Distribution:	0 💌
Sales Support:	0	Information Resources Menu:	0
CIS Support Menu:	0	QA and Compliance:	0 💌
Continue Undo			

• Click on each of the highlighted documents and print each one. Enter today's date in the box for TNP/DNR Training, and then click in the Yes box and click "OK".

202470	Yohannes X Siyum	Technologist, Medical I	Mgd Labs - General Lab	67100 - Quest Diagnostics - Chantilly	MD_N7T_11890 Healing Way	Active
Access						
Add Modify						
Philadelphia Produc	tion (QLSPHP)					Close 🛛
START						
Set User ID	Hint: I YXS(	f you have multiple options, cho	ose one that best fits for this acc	count.		
Set Security Levels	Like Hint: 1 - Sel ANA CHE CLIE Get S	he "ANOTHER USER" option ect Group – OTHER USER OTMIC PATHOLOGY M-TOX M-TOX MT SERVICES ecurity Levels Edit Security Le	allows you to search and copy S vels	ecurity Levels from another user's account.		
Set TNP/DNR Trainii & Accept Agreemen	ng Date "Uerr tit scenificant confidiment (Mana - Test - Guerr - Curr (Mana - Test - Curr - Curr - Test - Curr - C	understands that in using this 2 vg information. and sign an X ential and not to disclose it to o vg information. See subject to disclosima y action, usus review and forward any reg or must retain all documents at Nei Reported or Performed (TM Nei Reported or Performed TM NR Reported or Deformed to the st Diagnostics Corporate Integri NR Training Date:	ystem, user must follow Guest D hers. If user releases such conflict hers. If user releases such conflic- tuding immediate termination uired documents to QL SIQP-RUI d approvals for audits and reco RIP Policy BPI SOP by Commitment Acknowledgeme been completed.	iganostics' information Security policies and pr annota cocess to the system. User agrees to ke dential information without proper authorization - AA Access Request: at keeping)	ocedures regarding the confidentiality points information and hisher passave, or violate any of the security policies	and ord ,, then user
FINALLY						
Confirm and Add	ок					
Need Assistance?	Please	e call the National Help Desk at 1	-877-53-QUEST(8378) and select	Option 6, 2.		

8. You will be brought back to the Access Screen and Philadelphia Production now appears under the "Access Basket" Tab

Access         Add Modify         Has & In Progress       Add New Access       Itele A.Z Q.       Access Basket         Has no QLS Production Accounts       Oklahoma Production       +       Philadelphia Production Edit         Pittsburgh Production       +       Philadelphia Production Edit       OLSPHP         Seattle Production       +       Seattle Production       +         Sk Louis Production       +       Sk Louis Production       +         Sk Louis Production       +       +       +         Sysset Production       +       +       +	Active	MD_N7T_11890 Healing Way	67100 - Quest Diagnos	Mgd Labs - General Lab	Technologist, Medical I	Travelle Doniel Mason	3088310
Has & In Progress       Applications       Add New Access       Act or access Basket         Has no QL S Production Accounts       Oklahoma Production       +       Philadelphia Production Edit         QLSPLO       +       Philadelphia Production Edit       Philadelphia Production Edit         QLSPHP       -       -       -         Seattle Production       +       -       -         QLSSFLA       +       -       -         St. Louis Production       +       -         Sysset Production       +       -							Access Add Modify
Has no QLS Production Accounts     Oklahoma Production     +     Philadelphia Production Edit       QLSDLO     Pitsburgh Production     +       Pitsburgh Production     +       Seattle Production     +       St. Louis Production     +       Sysset Production     +       Sysset Production     +		Access Basket	Help A-Z Q	Add New Access	Applications	Has & In Progress	
Pittsburgh Production       +         QLSPBL       +         Seattle Production       +         QLSSTL       +         Syosset Production       +	-	Production Edit	+	roduction	Oklahoma F QLSDLO	Juction Accounts	Has no QLS Proc Hint: Add New Acce
St. Louis Production QLSSTA Sysset Production + Sysset Production			+	Production	Pittsburgh QLSPBL		
Syosset Production			+	luction	Seattle Prod QLSSEA		
Syosset Production			+	oduction	<b>St. Louis Pr</b> <i>QLSSTL</i>		
QLSNYP <sup>2</sup>			+	duction	Syosset Pro QLSNYP		
Commit Access	_					;	Commit Access
Yes, I will have the resource sign the IT Security Responsibilities Acknowledgement form (Form for Non-Employees) within 1 business day of their start date or their access provisioning date (if later than st will retain or audit purposes.	date). I	eir access provisioning date (if later than start (	nin 1 business day of thei	form (Form for Non-Employees) w	y Responsibilities Acknowledgement	e the resource sign the IT Securit purposes.	✓ Yes, I will have will retain for audit

- 9. click in the "Commit Access" box to check off the agreement and click on the green link form for the agreement. Print the agreement and then Click "commit"
- 10. Supervisor will receive an email within the hour with the employee's QLS login ID

#### B. ACCESS TO IDAA

\*\*\*YOU MUST GIVE ACCESS TO QLS, PRIOR TO GIVING ACCESS TO IDAA\*\*\*\*

- 1. Log into SAM Provisioning
- 2. Click on the name of the employee that you want to grant access
- 3. On the new screen, under the Access Tab, "ADD" is the default option
- 4. Hoover over "Applications" and a dropdown menu appears
- 5. Choose "IDAA Application Production"
- 6. The production menu appears, scroll down to choose "Horsham QHO-N7T" and click on the plus sign

Has & In Progress	Applications	Add New Access	Help A-Z Q	Access Basket
Has no IDAA Application Production Accounts int: Add New Access	Horsham - QHO Quest Diagnostics 907 Pleasant Valle	- MLA .mt Laurel Hub y Ave Ste 3, Mount Laurel, Nj	+	Empty Select new access to add
	Horsham - QHO Adventist Healthca 11890 Healing Wa	- N7T re White Oak Med Ctr y, Silver Spring, Md	+	
	Horsham - QHO Quest Disgnostics 1651 3rd Avenue,	- NEB Manhattan Stat Lab Second Floor, New York, Ny	+	
	Horsham - QHO Quest Diagnostics 99 Tavern Rd, Mai	- PWB Baltimore tinsburg, Wv	+	
Commit Access				

7. Skip Step 1 on the screen. Under Step 2, select the employee ID from the dropdown. Assign Group Access as a Supervisor, leave all other fields blank and click "Ok".

Add Modify		
Horsham - QHO - All (IDAA-APP-	QHO-All)	Close
STEP 1		
Choose Method	Manually Enter Info below - OR - Copy Another User	
STEP 2		
Enter Account Information	Select User ID	
	TDM004	
	Assign Group Access	
	○ Operator	
	☑ Supervisor	
	Assign Additional Access	
	COC Orders Optional (may not be available at all sites until later date)	
	Add Cardian Norma as (0.00)	
	Add Section Number (0-99)	
	Required (Corporate Users please leave blank)	
FINALLY		
Confirm and Add	OK	

8. You will be brought back to the main access screen and "Horsham-QHO-N7T" will now be in the Access Basket

Has & In Progress	Applications Add New Access	Help A-Z 🔍	Access Basket	
Has no IDAA Application Production Accounts Hint: Add New Access	Quest Diagnostics-mt Laurel Hub 907 Pleasant Valley Ave Ste 3, Mount Laurel, Nj	+	Horsham - QHO - N7T Edit Adventist Healthcare White Oak Med Ctr	
	Horsham - QHO - NEB Quest Diagnostics Manhattan Stat Lab 1651 3rd Avenue, Second Floor, New York, Ny	+	11890 Healing Way, Silver Spring, Md	
	Horsham - QHO - PWB Quest Diagnostics Baltimore 99 Tavern Rd, Martinsburg, Wv	+		
	Horsham - QHO - QBA Quest Diagnostics Baltimore 1901 Sulphur Spring Rd, Baltimore, Md	+		
	Horsham - QHO - QNR Quest Diagnostics 705 General Washington Ave Ste, Norristown, Pa	+		

- 9. Click Commit at the bottom of the screen
- 10. The Supervisor will receive an email stating that the employee was successfully processed
- 11. The QDX Network login will be used to access the IDAA application

## Attachment G

Worklist			
Position	Result Code	Result Code Name	
1	CDTYP3	CSF Diff Type 3	
2	САРРЗ	CSF Appearance tube 3	
3	CCOL3	CSF Color Tube 3	
4	СТС3	CSF Total Cells tube 3	
5	CWBC3	CSF WBC Tube 3	
6	CRBC3	CSF RBC Tube 3	
7	CFR3	CSF RBC Manual Count	
8	CMN3	CSF Macro/Mono tube 3	
9	CMNP3	CSF Mononuc Cells tube 3 Percent	
10	CPMN3	CSF Polymorph Cells tube 3	
11	CPMNP3	CSF Polymorph Cells tube 3 Percent	
12	CPOL3	CSF Polys tube 3	
13	CLYMP3	CSF Lymph tube 3	
14	CMM3	CSF Macro/Mono tube 3	
15	CEOS3	CSF, EOS tube 3	
16	CFR3	CSF RBC Manual Count	
17	CCOM3	Cells, other Tube 1	
18	CSF Comment	CSF Comment	

## CSF CELL COUNT AND DIFF DB MAPPING

Blue highlighted fields are auto set to DNR.