

TRAINING UPDATE

Lab Location: WOMC
Department: 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 <u>was</u> 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

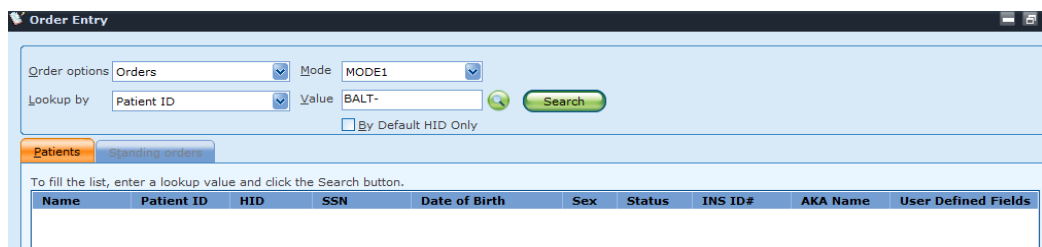
1. Sign in Process:
 - a. Sign into LIS with your user name and password
 - b. Choose the appropriate site for your station or location. This will cause labels to print on the appropriate printer.

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- .



- 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.

The screenshot shows the IDAA system interface. At the top, there are search options for 'Order options' (Orders) and 'Mode' (MODE1). Below this is a search bar with 'Patient ID' selected and a 'Search' button. A checkbox for 'By Default HID Only' is present. The 'Demographics' section on the left shows patient information for 'WASHINGTON ADVENTIST' with Hospital ID 'WAH' and Patient ID 'BALT-41'. The patient name is 'TEST,SYSTEM', Date of birth/Age is '01/01/2001', Sex is 'FEMALE', and SSN is blank. The 'Event selection list' is currently empty. The 'Event detail' section shows the location as 'BALT ~ Quest Ball' and various options like 'Start/admit date' (02/13/2019), 'Admitting diagnosis', 'Attending phys 1' (O12276 ~ Baltimore,Quest), 'Event status' (Active), 'Event type' (OS ~ Outside Patient), and 'Account #' (99999999). Buttons for 'Save', 'Exit', and 'Help' are at the bottom.

- 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.

The screenshot shows the 'Order Entry' screen. The patient information at the top is 'BALT-41 TEST,SYSTEM', Date of birth '01/01/2001 (18Y)', Sex 'F', Hospital ID 'WAH', Att Phys 1 'O12276 Baltimore,Quest', and Att Phys 2. The 'Patient Select' button is highlighted. The 'General information' section contains fields for 'Collect date' (02/13/2019), 'Collect time' (11:48), 'Receive date' (02/13/2019), 'Receive time' (11:53), 'Order physician', 'Copy to phys 1-3', 'Order comment', 'Order account #' (99999999), 'Phlebotomist code', 'Workload code', 'Order location' (BALT ~ Quest Balti...), and 'Community Med Rec'. The 'Order Codes' tab is active, showing an empty table with columns 'Order Code', 'Order Description', 'Modifier', and 'DX Code'. Below this is the 'Accession assignment' section with a table for 'Dept', 'Specimen Comment', 'Acc #', 'HIS Orde...', and 'Order Code'. Buttons for 'Review', 'Assign Acc', 'Assign HIS', 'Reassign Acc(2)', 'Save', 'Clear', 'Reprint Labels', 'Retransmit Results', 'Results', 'Exit', and 'Help' are at the bottom.

- 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**.

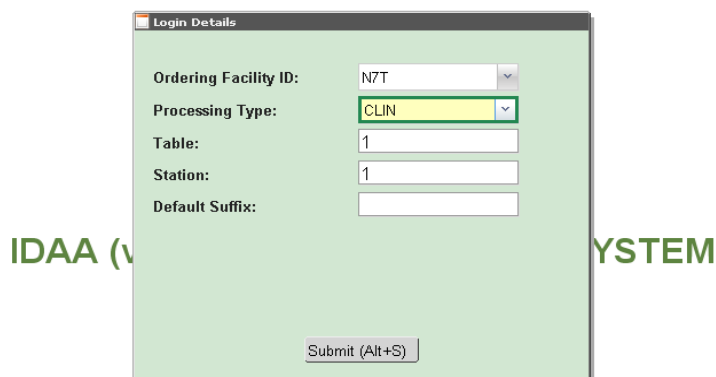
B. IDAA Order Entry

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



The image shows the Quest Diagnostics login page. It features the Quest Diagnostics logo at the top left. Below the logo are two input fields: 'User ID' and 'Password'. A 'Login' button is positioned to the right of the 'Password' field.

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**

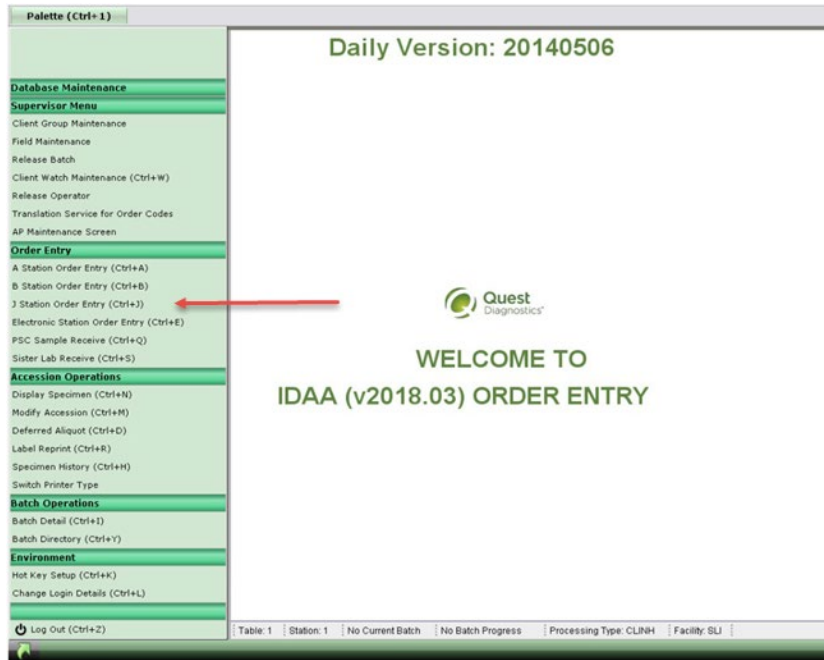


The image shows a dialog box titled 'Login Details' with a light green background. The dialog box contains the following fields and values:

Ordering Facility ID:	N7T
Processing Type:	CLIN
Table:	1
Station:	1
Default Suffix:	

At the bottom of the dialog box is a 'Submit (Alt+S)' button. The text 'IDAA (v) SYSTEM' is overlaid on the dialog box in a large, green, sans-serif font.

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 Specimen (Shift+F8)	Clear Screen (Shift+F6)	Label Reprint (Alt+B)
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J Station Order Entry(/O)

Requisition Entry

(1)* Scan Barcode (or Client ID): (2) Requisition #: Client Name: Accession #:

No such client. Please re-enter.

ID Demographics

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): (10) Req Attaches (1 - 99): (8) DOB/Age (? for help):

(9) Sex (1 or M, 2 or F): (17) Social Security #: Priority (F12 to toggle): Routine

(12) Order Code: Description:

SEQ	CODE	SUFFIX	DESCRIPTION	PRIORITY	SEQ	CODE	SUFFIX	DESCRIPTION
-----	------	--------	-------------	----------	-----	------	--------	-------------

- Field 14 enter Patient's Last Name
- Field 15 enter Patient's First Name
- Field 4 enter Y (Yes, you are verifying that the requisition matches the patient information that was entered)
- Field 5 enter Y (Yes to verify that a second identifier such as DOB or Age matches the requisition)
- 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

<p>- Location Demographics</p> <p>(18) Office/Patient ID: <input type="text"/></p> <p>(19) Lab Reference #: <input type="text"/></p> <p>(20) Patient Phone #: <input type="text"/></p> <p>- Specimen Collection</p> <p>(6)* Collection Date (mmdd, Y, T, NG): <input type="text"/> (21) Fasting (F/N/U): <input type="checkbox"/></p> <p>(7) Collection Time: HHMM, HHMMA(am)/P(pm) <input type="text"/></p> <p>- Provider Information</p> <p>(22) NPI/UPIN: <input type="text"/></p> <p>(23) Provider Name: <input type="text"/></p> <p>(25) Call Results? (Y/N): <input type="checkbox"/></p> <p>Call to: (26)* <input type="text"/> (27) <input type="text"/> (28) <input type="text"/></p> <p>- Additional Instructions</p> <p>(32) Report Comments: <input type="text"/></p>	<p>Fax Reports</p> <p>Client Fax: <input type="checkbox"/> No fax on file.</p> <p>(30) Additional Fax: <input type="text"/></p> <table border="1"> <thead> <tr> <th>SEQ</th> <th>Fax Number</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table> <p>Incomplete (F9 to toggle): <input type="checkbox"/> No</p>	SEQ	Fax Number			<p>Duplicate Reports</p> <p>(31) Enter number of duplicate reports (N, 1-4, ?) <input type="text"/></p> <table border="1"> <thead> <tr> <th>SEQ</th> <th>Client Name</th> <th>Client ID</th> <th>State</th> <th>City</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> <p>Incomplete (F9 to toggle): <input type="checkbox"/> No</p>	SEQ	Client Name	Client ID	State	City					
SEQ	Fax Number															
SEQ	Client Name	Client ID	State	City												
<p>(32) Report Comments: <input type="text"/></p>		<p>(33) Internal Comments: <input type="text"/></p>														

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(Alt+L)	Quit Specimen (Shift+F8)	Clear Screen (Shift+F6)	Label Reprint			
Double Verification								
Verification								
Client ID: <input type="text" value="00000075"/>								
Patient Name (L, F, M): (14) <input type="text" value="TEST"/>		(15) <input type="text" value="PATIENT"/>	(16) <input type="text"/>					
(8) DOB/Age (? for help): <input type="text" value="11281989"/>	(9) Sex (1 or M, 2 or F): <input type="text" value="F"/>							
(6) Collection Date (mmdd, Y, T, NG): <input type="text" value="1211"/>	Priority (F12 to toggle): STAT							
(12) Order Code: <input type="text" value="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

10165 -BASIC METABOLIC P

(1)* Time STAT Called in: (HHMM or NG)

(2)* Time STAT delivered: (HHMM or NG)

Submit(Alt+S) Exit AOE(Alt+E)

25. Click **Submit**
26. Field 13 enter the Specimen Type (if incorrect specimen type is entered, type – 1 and enter to remove it)

13) SpecimenType:

SEQ	TYPE	TIME	STATUS	DESCRIPTION

File (Alt+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 Station Order Entry(O) Specimen Entry(S) AOE Entry Page(A) Absolute Minimum Volume Instruction(V) SpecimenHandling Instructions(I)

Specimen BA647501F

Specimen Handling Instructions

Serum Specimens

Use	Label	Rack	Instructions
S	01S	11	

Whole Blood Specimens

Use	Label	Rack	Instructions
L	02L	5C	

General Instructions

Requisition Handling Instructions

Please send the paper requisition and any attachments to imaging.

Continue (F10) Preview 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.

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**.
6. 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

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

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

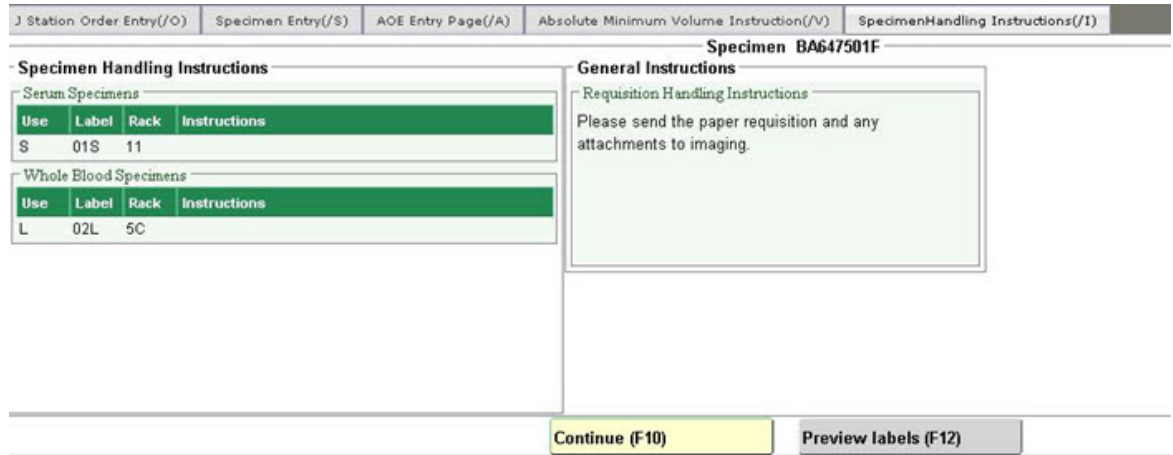
DOUBLE VERIFICATION PAGE

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

- Click **Submit**
- Field 13 enter the Specimen Type (if incorrect specimen type is entered, type – 1 and enter to remove it)

- Click **File** at the bottom

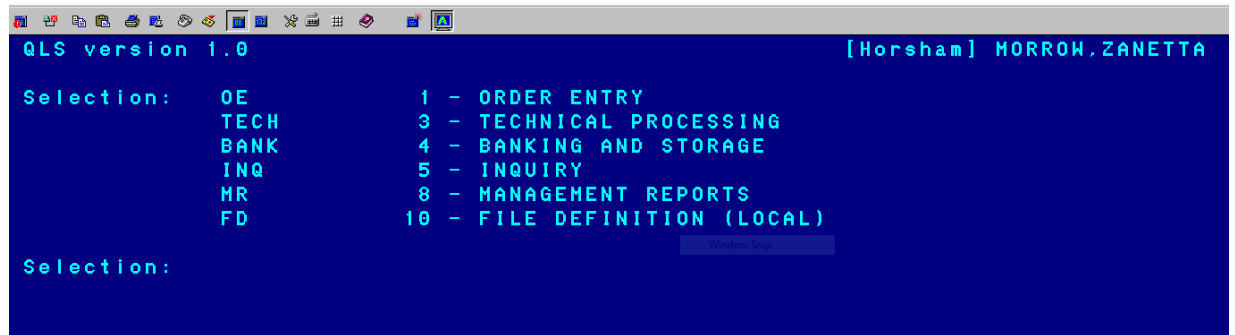
- 23. A page with the Accession number and Specimen instructions will appear and the specimen labels will print on the zebra printer. WRITE DOWN THE IDAA ACCESSION NUMBER, IT WILL BE USED TO RESULT IN QLS.



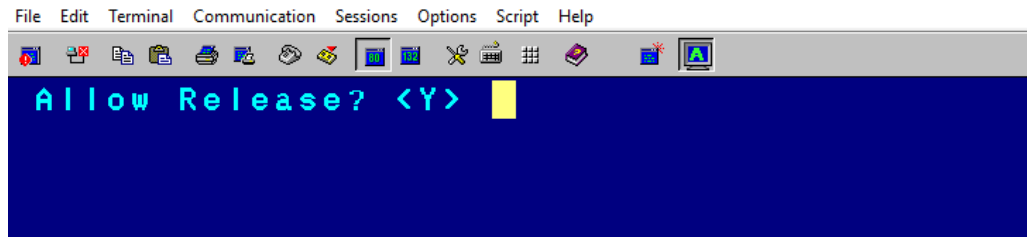
- 24. Scroll to the bottom of the page and click **Continue**
- 25. This will bring you back to the J Station Order entry page

C. QLS Resulting

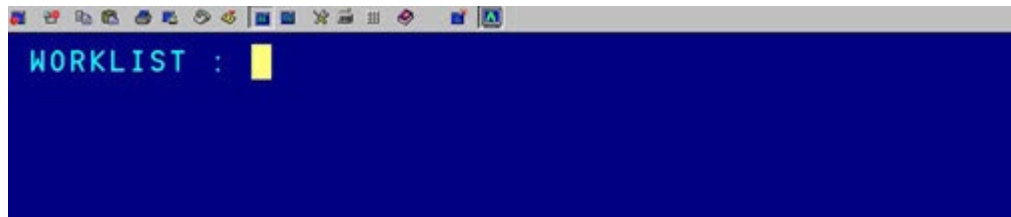
- 1. Enter the Username: **PHLLAB** (same for all users)
- 2. Enter Your ID: enter the username assigned to you
- 3. Enter Your Password: enter the password you created
- 4. If this is your very first time logging into QLS, you will need to type: **ON** at the selection prompt so that the menu will display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



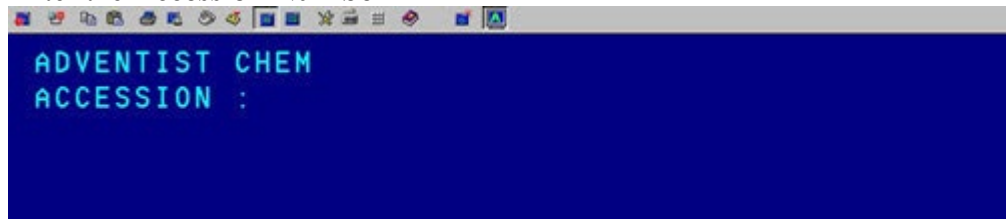
- 6. **Enter**
- 7. At Allow Release prompt type:
 - Choose **N** (No, if you are the Tech initially entering the results, this will save the results and they will not be released)
 - Choose **Y** (Yes, if you are the Tech assigned to review the results, this will release the results that you reviewed for the Physician to see)



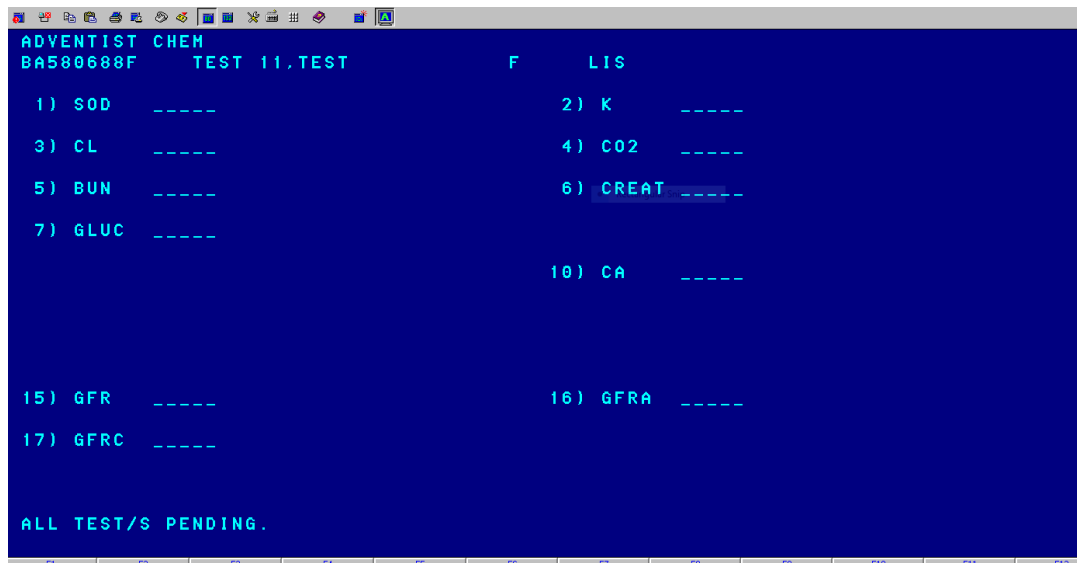
- 8. **Enter**
- 9. Enter the **Worklist**



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



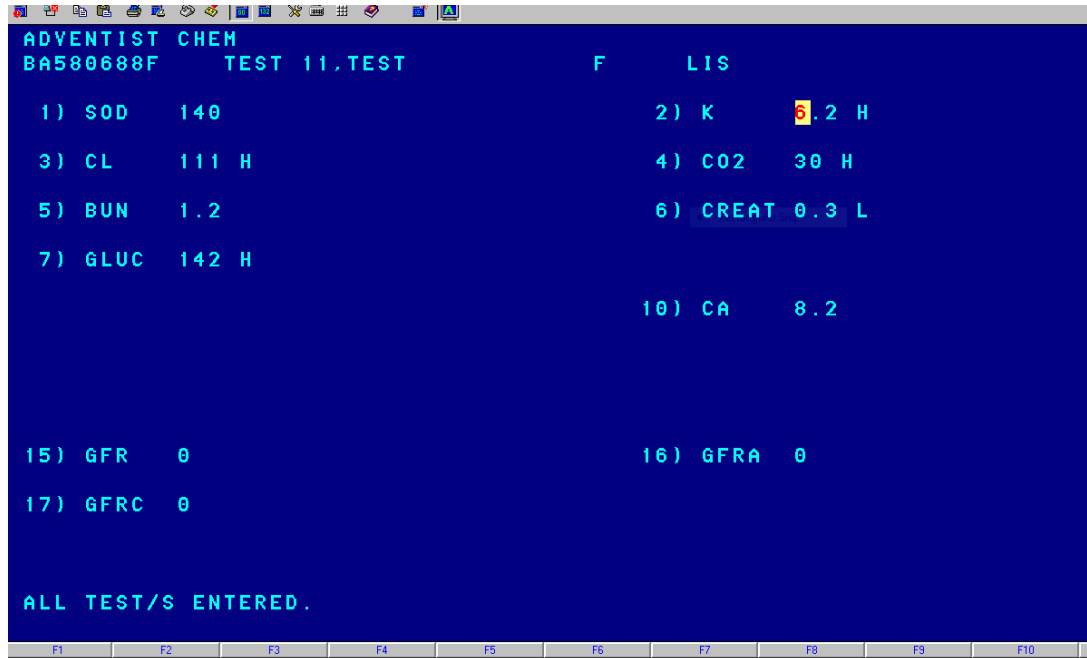
- 12. Click **Enter**
- 13. Manually enter each result on the line associated with the analyte and click enter after each result to go to the next line



- 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

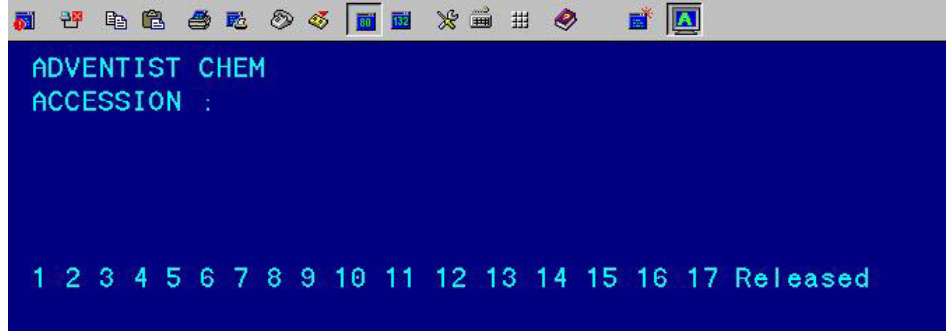
1. Obtain the Sunquest report from the Resulting Technologist
2. Log into QLS
3. Follow Steps C.1 – 5, and at the Allow Release prompt enter **Y** for Yes so that after your review the results will release
4. Review the results that were entered against the physical patient report
5. The cursor will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



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.



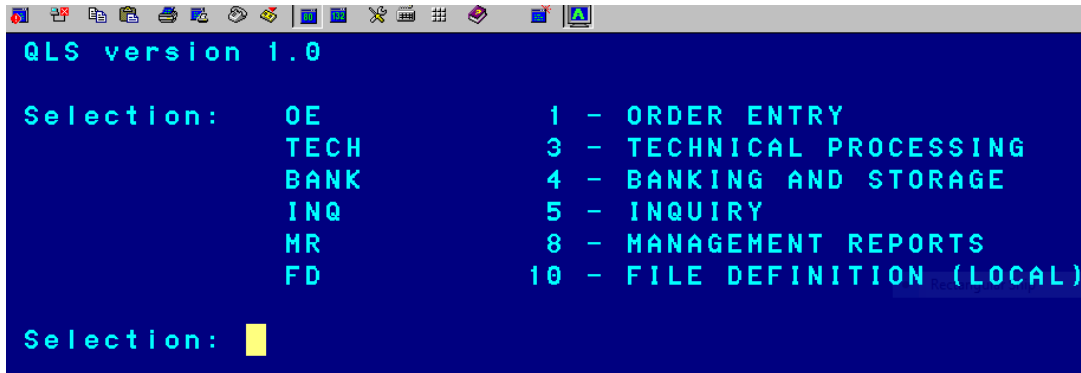
- Once you choose Yes to release results, then press **Enter**



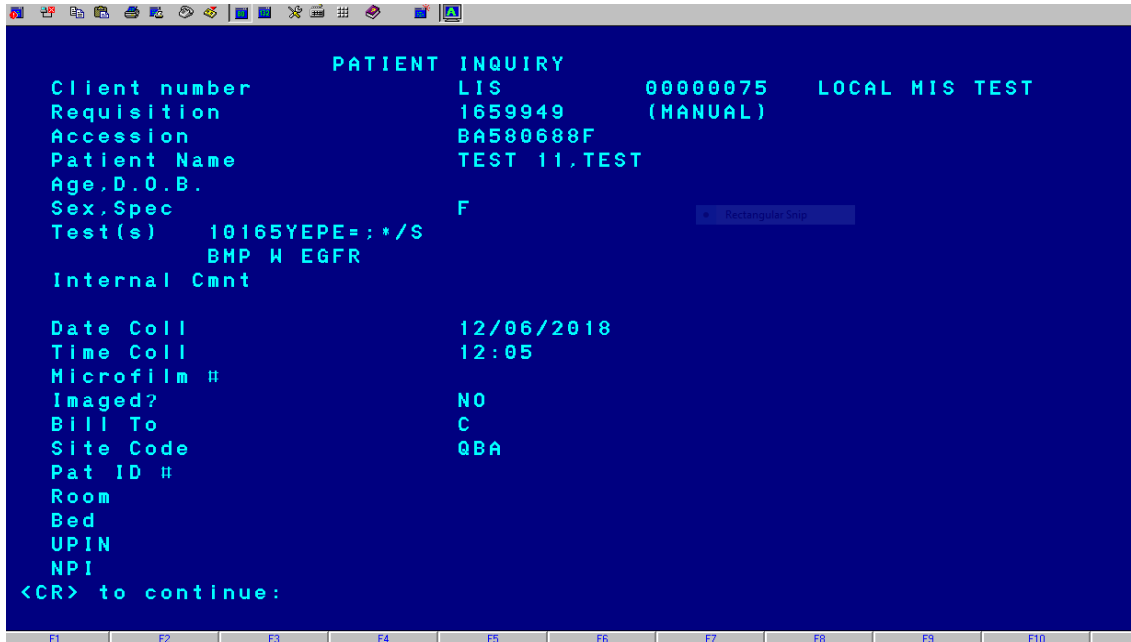
- At the bottom of the page will be a list of each line that was released

D. Review of Results in QLS

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



- At the Patient prompt type the **Accession Number**
- Enter**
- Patient Inquiry Screen appears



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

```

BA580688F      TEST 11.TEST      LIS      Page 1
TEST PROCEDURE      HIGH/LOW      TEST RESULTS      UNITS      NORMAL VALUES      PS      R
-----
BASIC METABOLIC PROFILE
W/GFR
SODIUM      PENDING
POTASSIUM      PENDING
CHLORIDE      PENDING
CO2      PENDING
BUN      PENDING
CREATININE      PENDING
GLUCOSE      PENDING
CALCIUM      PENDING
GFR NON BLACK      PENDING
GFRA BLACK      PENDING
GFRC COMMENT      PENDING
STAT AOE's      STAT Called to LAB: 12:05      TIME STAT Delivered to LAB: 12:06
Worklist: SBEPECHEM      No load built
Entered by: ZEM002

<CR> to continue:
    
```

```

BA647501F      TEST,SYSTEM      LIS      Page 4
TEST PROCEDURE      HIGH/LOW      TEST RESULTS      UNITS      NORMAL VALUES      PS      R
-----
TOXIC GRANULATION      PENDING
VACUOLATED CELLS      PENDING
CRENATED CELLS      PENDING
PLATELET MORPHOLOGY      PENDING
RBC MORPHOLOGY      PENDING
WBC MORPHOLOGY      PENDING
STAT AOE's      STAT Called to LAB: NG      TIME STAT Delivered to LAB: NG
Worklist: SBEPECBC      No load built
Entered by: ZEM002

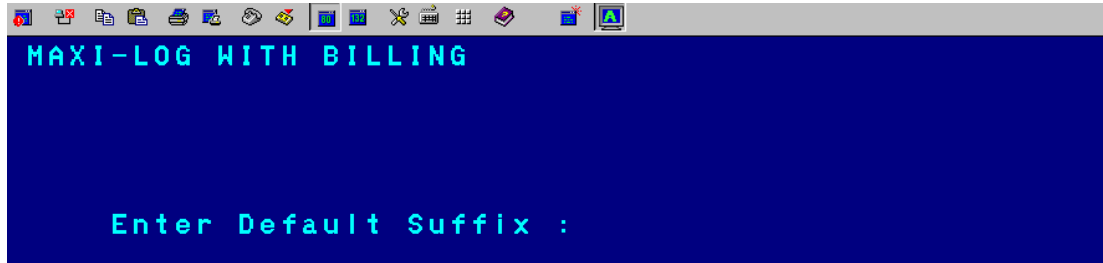
BASIC METABOLIC PROFILE
W/GFR
SODIUM      L      100      mmmol/L      135-145      EPE *
POTASSIUM      L      2.1      mmol/L      3.5-5.1      EPE *
CHLORIDE      L      20      mmol/L      98-107      EPE *
CO2      30      mmol/L      21-32      EPE *
BUN      12      mg/dL      7-20      EPE *
CREATININE      0.80      mg/dL      0.55-1.02      EPE *
GLUCOSE      H      500      mg/dL      74-105      EPE *

<CR> to continue:
    
```

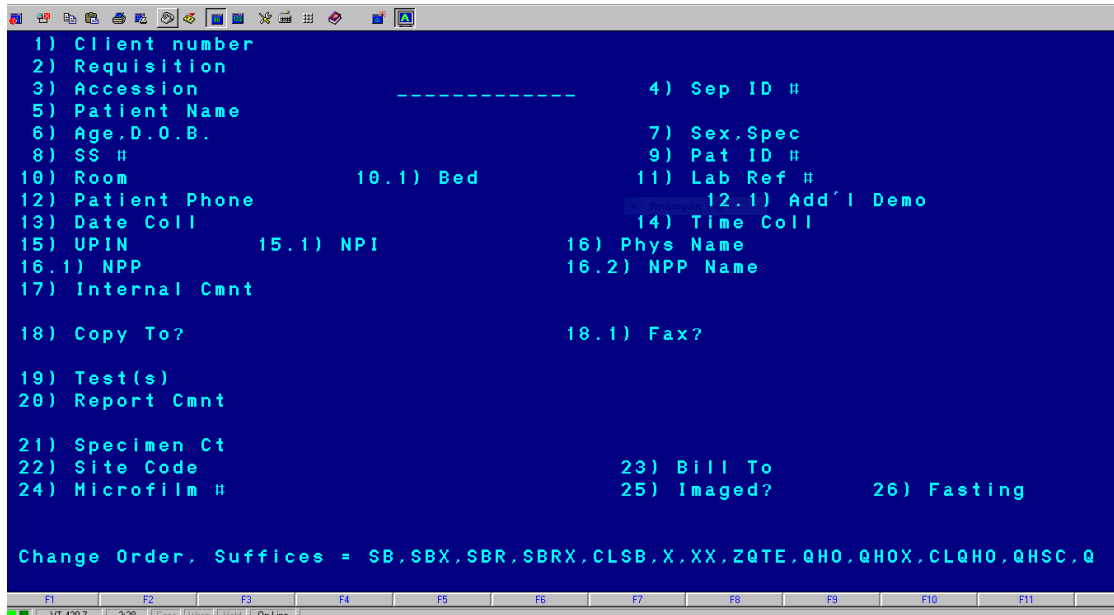
8. The worklist is listed on the page, along with the Tech(s) that entered the results, and the Tech that released the results
9. Results will show as pending if they are not released during result entry

E. Cancel an Order in QLS

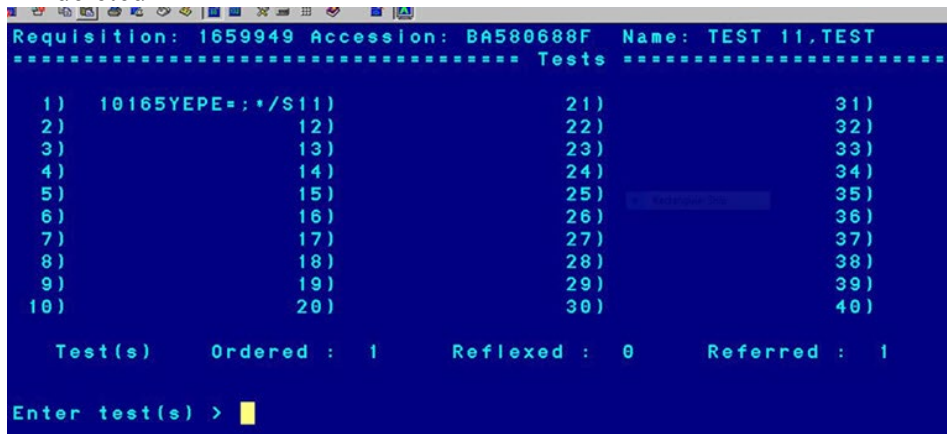
1. Log into QLS
2. At the Selection prompt enter: **1,7,3**
3. **Enter**



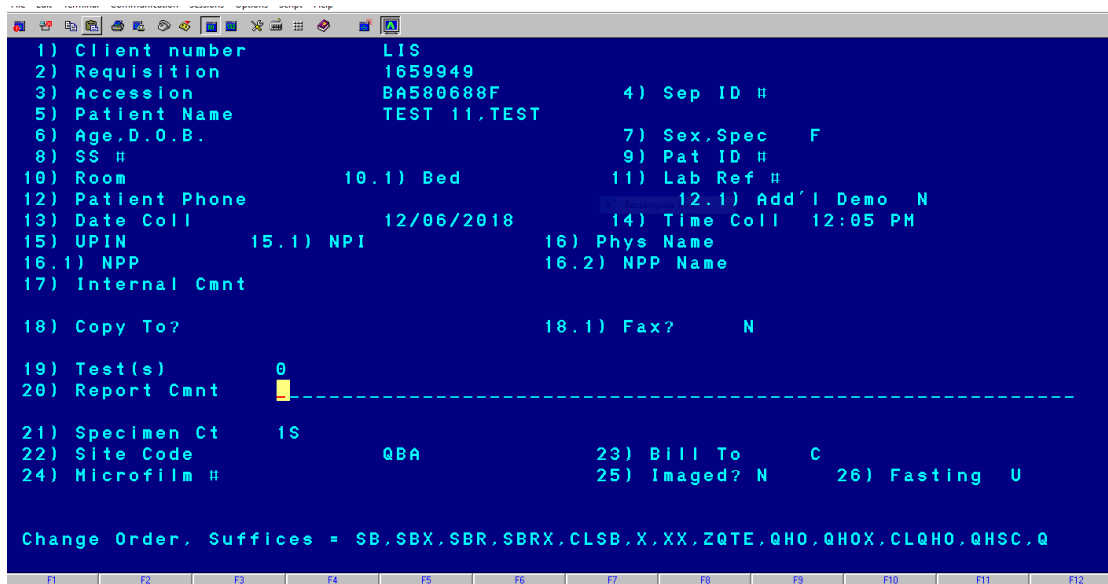
4. **Enter** through Suffix prompt
5. Enter the **Accession number** on Line 3 at the Accession prompt and press **Enter** and the patient with the matching accession number will populate



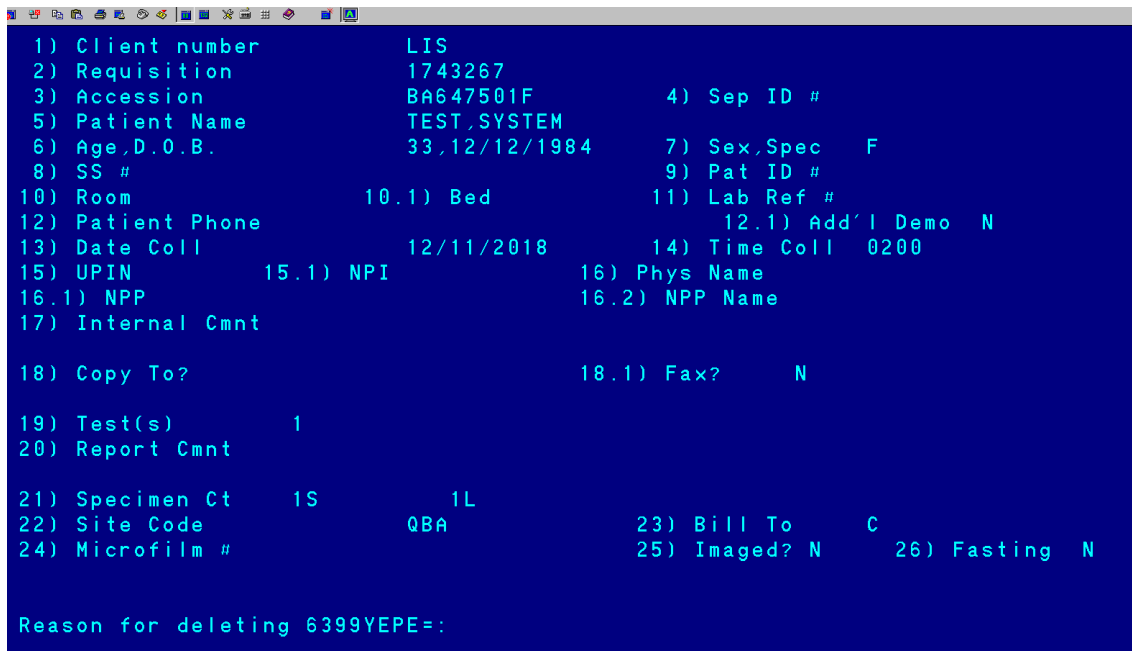
6. In the field with the cursor type **/19** and press **Enter**
7. At the Enter Test(s) prompt, type **- 1** and the test that was listed on line 1 will be deleted



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



- 10. At the File prompt type **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.



- 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>o, <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 www.wikinet.qdx.com 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 <http://idaagui.qdx.com/QHO/IdaaGUI/>
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 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	Z Morrow	R SanLuis
2	12/23/20	Section 5: added amylase, lipase & CSF cell count / diff Section 11: added attachments F and G	L Barrett Z Morrow	R SanLuis
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 INQUIRY
Client number      LIS          00000075   LOCAL MIS TEST
Requisition       1743267     (MANUAL)
Accession         BA647501F
Patient Name      TEST,SYSTEM  [ONLINE CALL LOG]
Age,D.O.B.       33,12/12/1984
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          C
Site Code        QBA
Pat ID #
Room
Bed
UPIN
NPI
<CR> to continue: █
```

6. Enter 2x
7. Page appears with information for the Tech that reviewed and entered the results

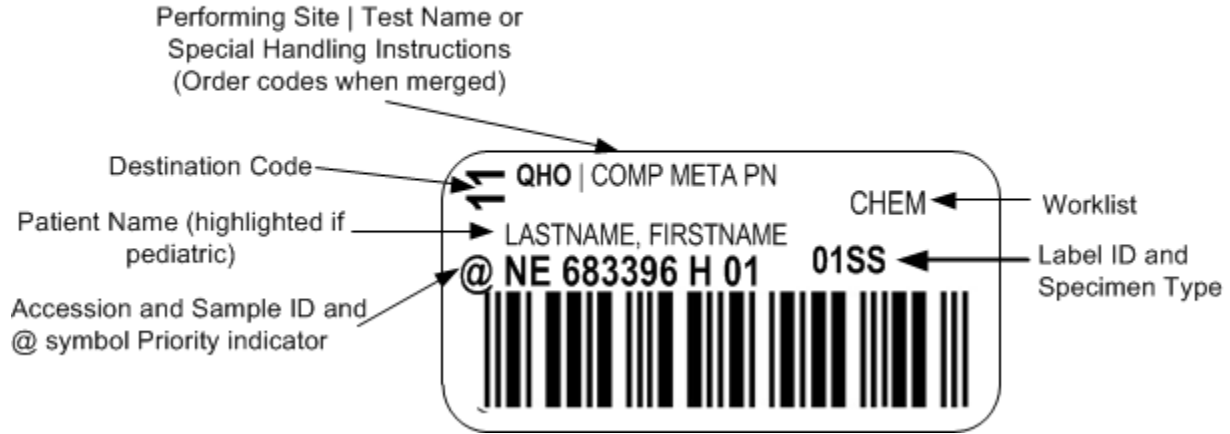
```
TEST PROCEDURE      HIGH/LOW  TEST RESULTS  UNITS  NORMAL VALUES
-----
CBC W/DIFF
  WHITE BLOOD CELL  CANCELLED
  RED BLOOD CELL    CANCELLED
  HEMOGLOBIN        CANCELLED
  HEMATOCRIT        CANCELLED
  MCV                CANCELLED
  MCH                CANCELLED
  MCHC              CANCELLED
  RDW               CANCELLED
  PLTC              CANCELLED
  MPV               CANCELLED
  SEGS/NEUTROPHILS CANCELLED
  LYMPH             CANCELLED
  MONOCYTE          CANCELLED
  EOSINS            CANCELLED
  BASOPHIL         CANCELLED
Entered by: ZEM002  ** CANCELLED **

BASIC METABILIC PROFILE
W/GFR
<CR> to continue: █
```

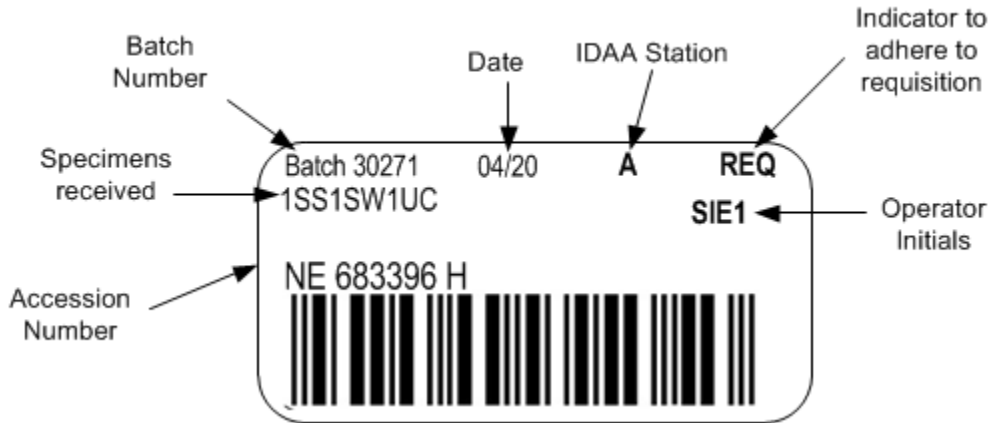
Attachment C

IDAA PATIENT LABELS

TEST / SPECIMEN LABEL



REQ LABEL



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

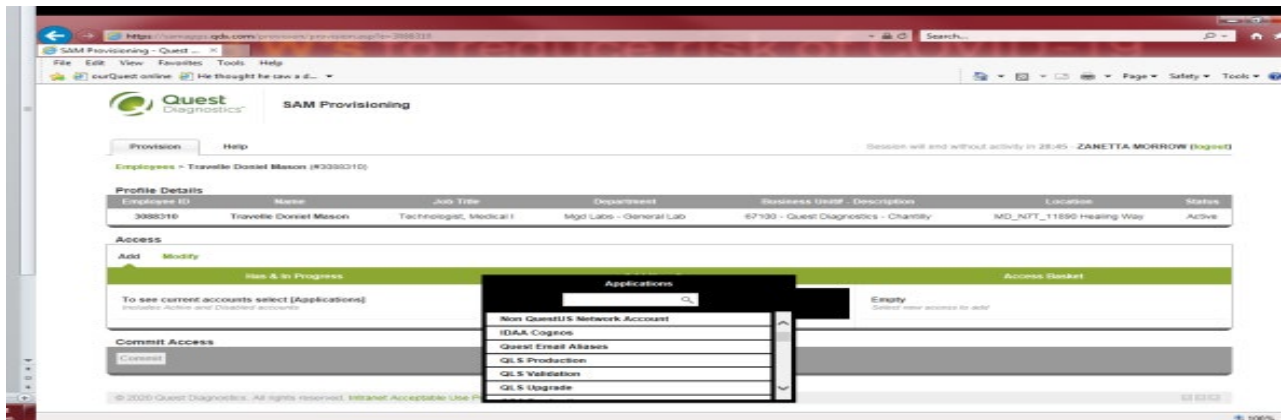
Worklist Pos	Result Analyte	Result Name	Worklist Pos	Result Analyte	Result Name
1	UCOL	Color	22	UCAPO4	Calcium Phosphate Crystal
2	UCHAR	Character	23	UCELCA	Cellular Cast
3	USPG	Specific Gravity	24	UCYFT	Cystine Crystal
4	UPH	pH	25	UEPCA	Epithelial Cast
5	ULEUK	Leuko. Esterase	26	UFAT	Fat
6	UNIT	Urine 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

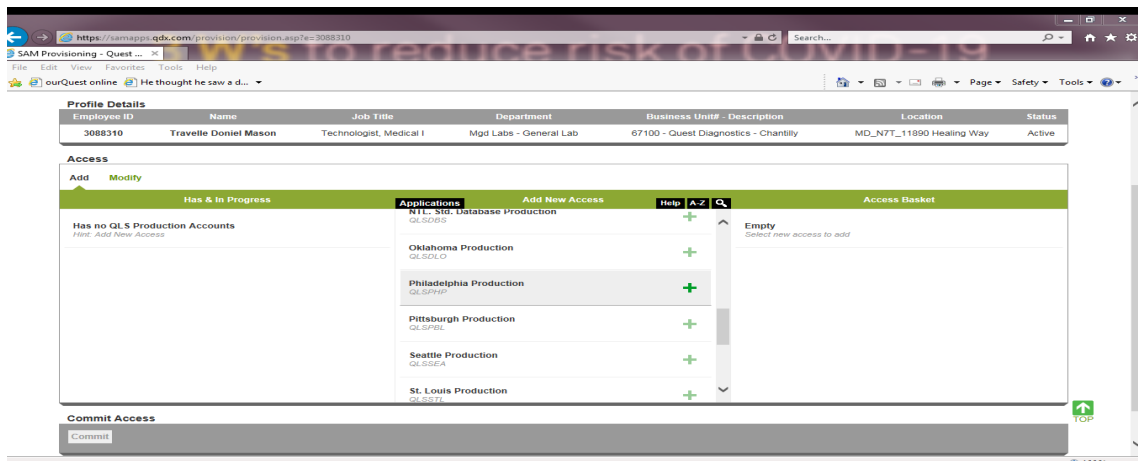
GRANTING ACCESS TO NEW EMPLOYEES

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)



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



7. On this screen under
 - o 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

START

Set User ID Hint: If you have multiple options, choose one that best fits for this account.
 YXS010 ▼

NEXT

Set Security Levels Like Hint: The "ANOTHER USER" option allows you to search and copy Security Levels from another user's account.

- Select Group -
 - ANOTHER USER
 ANATOMIC PATHOLOGY
 CHEM-TOX
 CLIENT SERVICES

Get Security Levels Edit Security Levels

FINALLY

Confirm and Add OK

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 (QLSPHP) Close

Enter Name, QLS ID or Employee 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 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 start date). I will retain for audit purposes.

Commit

- 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”.

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

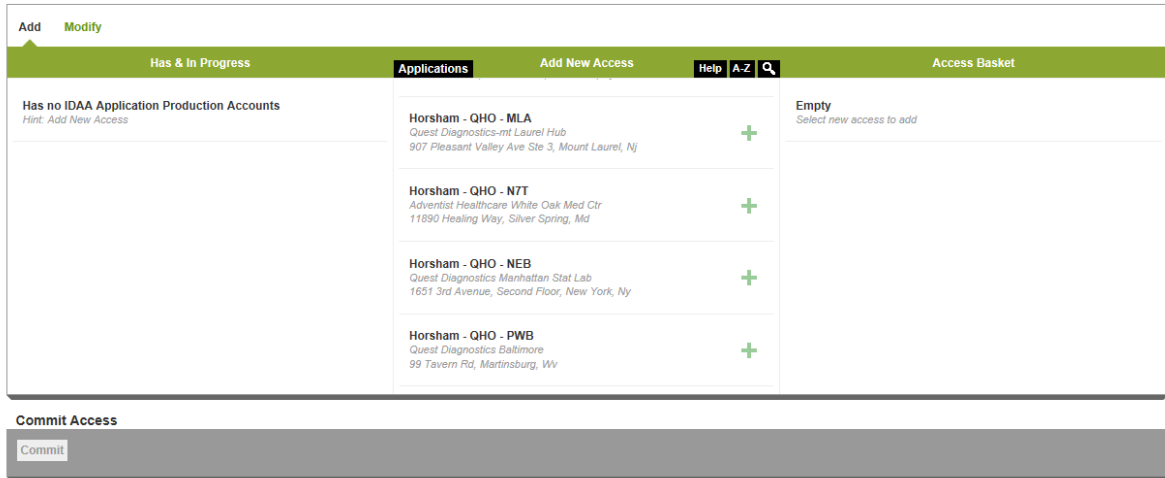
9. click in the “Commit Access” box to check off the agreement and click on the green link form for the agreement. Print the agreement and then Click “commit”

10. Supervisor will receive an email within the hour with the employee’s QLS login ID

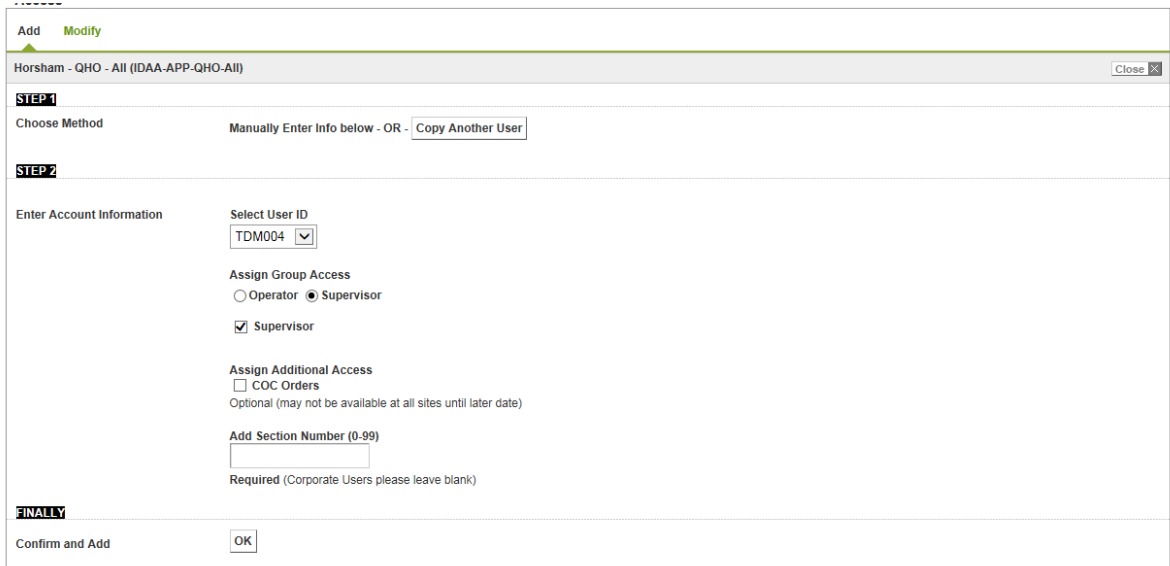
B. ACCESS TO IDAA

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



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”.



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

Access

Add **Modify**

Has & In Progress | **Applications** | **Add New Access** | **Help** **A-Z** **Q** | **Access Basket**

Has no IDAA Application Production Accounts
Hint: Add New Access

Horsham - QHO - NEB
Quest Diagnostics Manhattan Slat Lab
1651 3rd Avenue, Second Floor, New York, Ny

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

Horsham - QHO - N7T **Edit**
Adventist Healthcare White Oak Med Ctr
11890 Healing Way, Silver Spring, Md

Commit Access

Commit

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

CSF CELL COUNT AND DIFF DB MAPPING

Worklist Position	Result Code	Result Code Name
1	CDTYP3	CSF Diff Type 3
2	CAPP3	CSF Appearance tube 3
3	CCOL3	CSF Color Tube 3
4	CTC3	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

Blue highlighted fields are auto set to DNR.