

Core Laboratory Referral Testing Manual	Document No. SEND 6030 R Page 1 of 6
ARUP Connect – Result Review and eExcept	Origination: 06/2013 Version: 0

Policy Statement	A daily result review is conducted to ensure that all non-interfacing patient results are entered into Meditech when available. All exceptions are reviewed daily to ensure that all samples sent to ARUP meet the required quality standards
Purpose	To provide instructions on how to access non-interfacing results and sample exceptions on ARUP Connect.
Scope	This procedure includes instructions for accessing non-interfacing ARUP results.
Responsibility	It is the responsibility of all associates that work in the Referral Testing area to ensure that all non-interfacing results and sample exceptions are reviewed at least once daily.

ARUP Connect Account

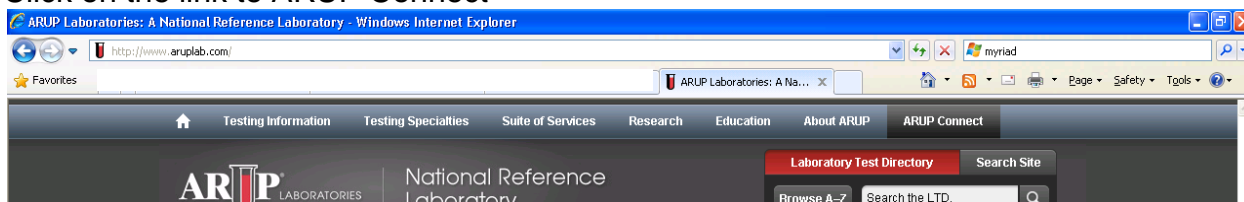
Associates must get an account established with ARUP Connect. The ARUP Account Administrator will set up the required account. The account must have access to the following features, for all required accounts:

- Order Status and Results
- eExcept
- Training Page

Accessing ARUP Connect

Associates need to follow the steps below to access the appropriate website.

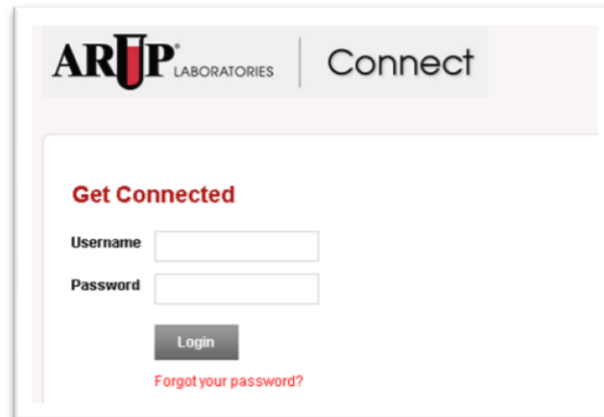
1. Open Internet Explorer. The website for ARUP is www.aruplab.com.
2. Click on the link to ARUP Connect



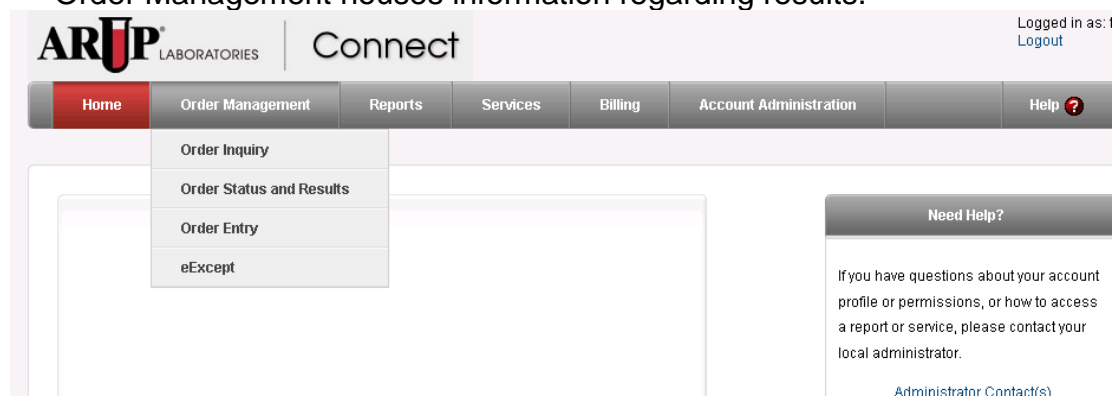
3. At the next window, associates must enter their username and password. Username will be the Meditech ID. Temporary passwords are given at the time of account creation. After the initial login, associates change their password at their own discretion.

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4. Options are broken down into categories listed across the top of the screen. Order Management houses information regarding results.



5. Associate must choose Order Status and Results to review results.

Result Review

Reviewing All Patient Results

From the Order Status and Results screen the associate should choose the New Results tab. This list will display all results from the non-interfacing accounts. This will also display any Enhanced reports for results that did cross the interface.

Results will be listed individually by each patient. Associates access results and Enhanced reports by clicking on the specified boxes (ie Text Chart or Enhanced Report). Reports should be opened and viewed, not downloaded. Once reviewed, the patient will disappear from the list. If additional information is required, see *Reviewing Specific Patient Results* section.

Results should be entered or scanned into Meditech according to SEND 6014 Entering Reference Lab Results into Meditech and SEND 6016 Distribution of Reference Laboratory Test Results.

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Order Status and Results

Pending Orders **Recent Results** Patient Search

DATE RANGE: 06/08/2013 to 06/14/2013 7 Days

ARUP Client List
5 of 5 Clients selected

Show 5 entries Filter:

<input type="checkbox"/>	Patient Name	Date of Birth	Patient ID	Visit Number	Test Number	Test Name	Collection Date	Complete Date	Text Chart	Enhanced Chart	Proc By
<input type="checkbox"/>		4/4/1978		9189382	0098038	Misc Mayo Frozen	5/31/2013 12:56:00 PM	6/12/2013 3:31:00 PM			
<input type="checkbox"/>		11/10/1926		22313282	0098038	Misc Mayo Frozen	5/30/2013 4:15:00 PM	6/12/2013 3:45:00 PM			
<input type="checkbox"/>		12/7/1943		L00009209909	0055041	RAST, Immunocap Score	6/12/2013 9:50:00 AM	6/13/2013 8:15:00 PM			
<input type="checkbox"/>		10/24/1950		L00009201690	2006550	Thyroglobulin by LC-MS/MS, Serum/Plasma	6/7/2013 7:25:00 AM	6/14/2013 7:02:00 AM			
<input type="checkbox"/>		8/23/1971	SA0022274872,135 -4602	0000003073	2002288	Chromosome Analysis Prod Concep	5/20/2013 9:25:00 AM	6/12/2013 9:59:00 PM			Jones, Tiffa

Showing 21 to 25 of 25 entries First Previous 1 2 3 4 **5** Next Last

Download Selected Charts **Print Selected Charts**

Reviewing Specific Patient Results

Associates are also able to search specific patient results by clicking on the Patient Search tab. From this tab associates can search based off of Medical Record #, Last Name. Associates must ensure that they are reviewing the correct account number. Once the patient/sample is found, reports should be opened and viewed, not downloaded.

Pending Orders Recent Results **Patient Search**

ARUP Client List
5 of 5 Clients selected

Medical Record # Gender

Patient ID Date of Birth

Last Name

First Name

Middle Name

Visit Number (FIN)

Additional information required to search beyond 90 days. [Expand Search](#)

Search **Clear Search**

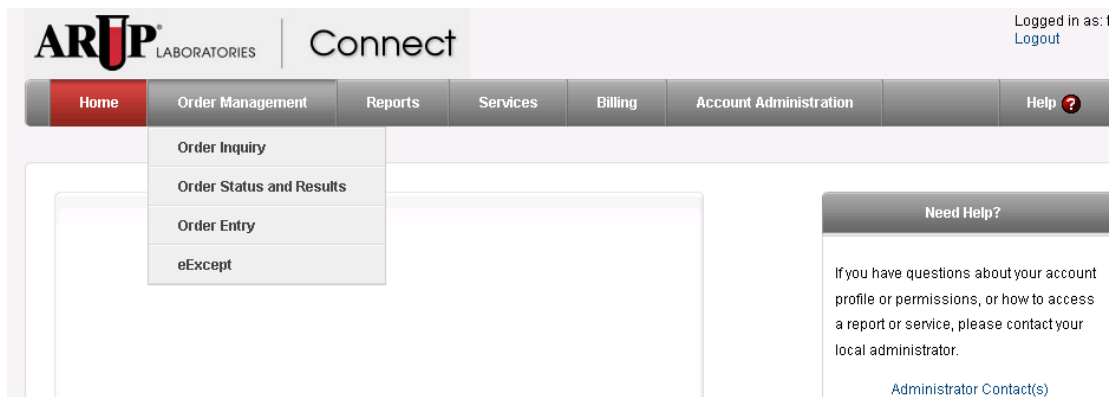
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eExcept

eExcept lists all exceptions (samples) sent to ARUP that have an issue that requires attention. Issues can include: Quantity Not Sufficient, Inappropriate Specimen Received, No Source, No Sample, etc. All excepts listed must be addressed by an associate as soon as possible to ensure that all patient samples are assayed and resulted correctly.

From the Order Status and Results screen the associate should choose eExcept. The associate must make sure that their account settings are accurate clicking the ARUP Client List. Once the correct accounts are set, there are two tabs available on the main screen, Open and Completed. Associates should review all excepts that are listed under the Open tab. There are three possible statuses: New, Responded and ARUP Replied. Associates must review all New and ARUP Replied excepts daily. To select an except, click on the accession number.



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Open-6 Completed-3

New - 5 ARUP Replied - 0 Responded - 1

Filter:

Status	Client ID	Accession #	Patient Name	Test Name	Issue	Issue Age
NEW	4070	13070112166	ARUPTTEST, AARON EXCEPT	Borrelia Species by PCR (Lyme Disease)	Quantity Not Sufficient	20H 9M
NEW	4070	13070112143	ARUPTTEST, AARON EXCEPT	Epstein-Barr Virus by PCR	Extra Specimen Submitted	20H 10M
NEW	4070	13070112115	ARUPTTEST, AARON EXCEPT	Aerobe Identification/Susceptibility	No Source	20H 12M
NEW	4070	13070112101	ARUPTTEST, AARON EXCEPT	Culture, HSV with Reflex to Typing	Inappropriate Specimen Type	20H 13M
NEW	4070	13052103352	ARUPTTEST, 20602	Histamine, Urine	No Sample	14D 5H 21M
RESPONDED	4848	12233107604	HCVQLRR1, 2002684	UNKNOWN	Miscellaneous	202D 17H 1M

Showing 1 to 6 of 6 Entries 1

After selecting an except, a description box will pop up on the screen. The Issue field will give a short description of the problem. The Dialog box will give more description of the problem. The associate must choose from the resolutions that are listed at the bottom of the screen. Any information that needs to be provided to ARUP should be entered in the Comments for ARUP box. After providing all of the required information, click Submit at the bottom. The status will change to Responded.

If an except has an ARUP Replied status, the associate must review to see if any addition information or paperwork is required. The Dialog box will show the reply from ARUP. The except description box will include an extra button at the bottom of the screen for any paperwork that needs to be printed and filled out.

Exception Detail			
Patient Name	ARUPTEST, AARON EXCEPT		
Date of Birth	1/11/1953 12:00:00 AM	Collection Date	3/11/2013 3:33:00 PM
Medical Record #	334901	Order Date	3/11/2013 3:37:40 PM
Order Alias		Status	NEW
ARUP Accession #	13070112143	Test # and Name	0050246 - Epstein-Barr Virus by PCR
Issue	Extra Specimen Submitted		
Dialog	3/11/2013 3:49:47 PM By ARUP: Extra CSF specimen received. Is additional testing needed?		
Resolution	<input type="radio"/> Order test code/test name (provide details). <input checked="" type="radio"/> No testing/additional testing is needed; send specimen to storage. <input type="radio"/> Testing is needed. We will send order electronically (Provide Details) <input type="radio"/> Other (provide details).		
Comments for ARUP	<div style="border: 1px solid black; height: 40px;"></div>		
<input type="button" value="Print Exception"/> <input type="button" value="Submit"/> <input type="button" value="Close"/>			
Please contact: Infectious Disease Processing @ (800) 522-2787 ext. 2169 for questions.			

Resolution	<input type="radio"/> Cancel test(s). <input type="radio"/> Send additional specimen form; specimen available with same collection date-time. <input type="radio"/> Substitute specimen already at ARUP with the same collection date-time (provide details). <input type="radio"/> Other (provide details).		
<input type="button" value="Print ASF Form"/> <input type="button" value="Print Exception"/> <input type="button" value="Submit"/> <input type="button" value="Close"/>			
Please contact: Infectious Disease Processing @ (800) 522-2787 ext. 2169 for questions.			

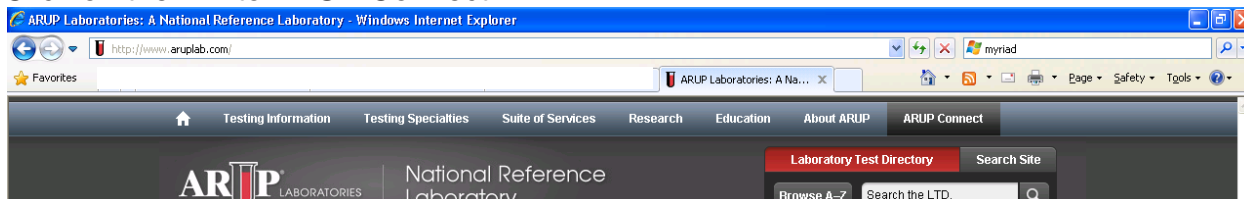
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ARUP Connect – Order Entry	Origination: 06/2013 Version: 0

Policy Statement	All orders are transmitted to ARUP electronically. Orders that do not go through an interface are created online using ARUP Connect.
Purpose	To provide instructions on how to order non-interfacing results on ARUP Connect.
Scope	This procedure includes instructions for the ordering of all non-interfacing ARUP samples.
Responsibility	It is the responsibility of all associates that work in the Referral Testing area to ensure that all orders are entered correctly.

Associates need to follow the steps below to access the appropriate website.

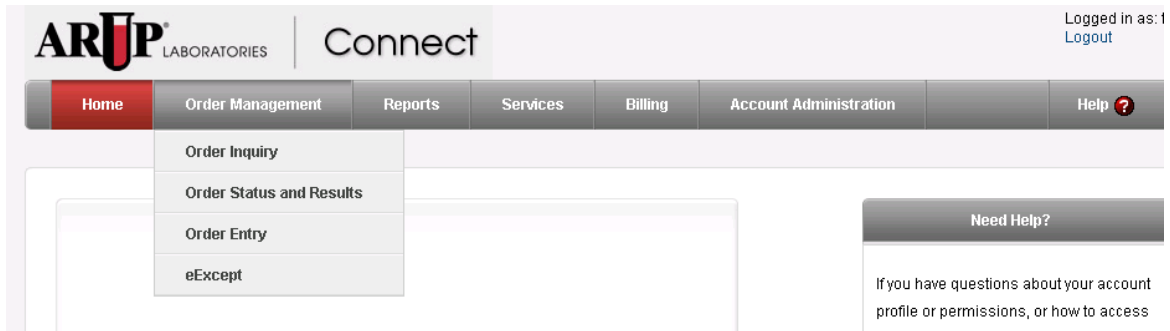
1. Open Internet Explorer. The website for ARUP is www.aruplab.com.
2. Click on the link to ARUP Connect



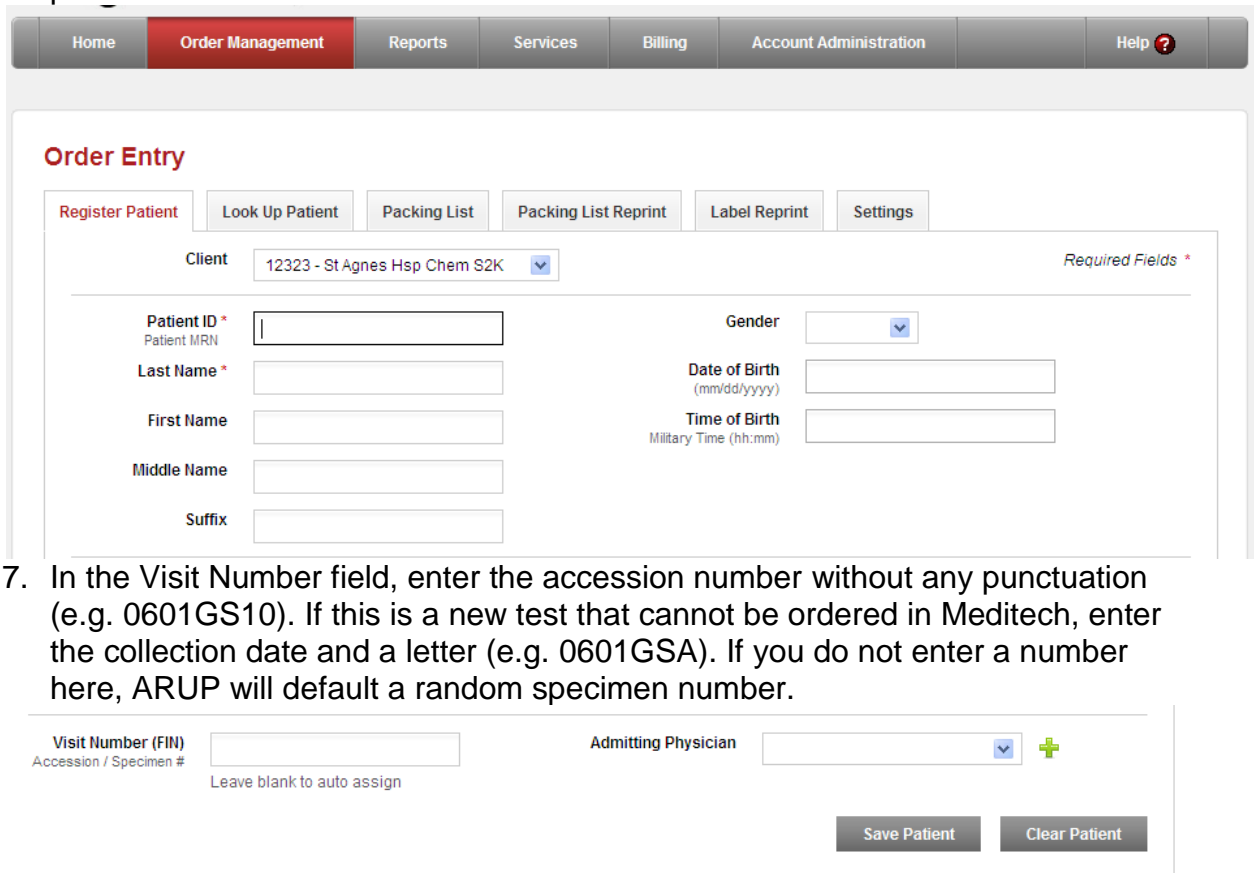
3. At the next window, enter username and password. Username will be the Meditech ID. Temporary passwords are given at the time of account creation. After the initial login, associates change their password at their own discretion.

4. Options are broken down into categories listed across the top of the screen. Order Management houses information regarding results.

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5. Choose Order Entry.
6. Under the Register Patient tab, enter all patient information. The Patient ID is the medical record number. The format should be SA123456. (Do not include the zeros after SA.) Last Name, First Name, Gender and Date of Birth can all be found in Meditech under the patient inquiry. Time of Birth is required for all patients under 48 hours old.



7. In the Visit Number field, enter the accession number without any punctuation (e.g. 0601GS10). If this is a new test that cannot be ordered in Meditech, enter the collection date and a letter (e.g. 0601GSA). If you do not enter a number here, ARUP will default a random specimen number.

8. Choose the appropriate physician from the drop down menu. If the physician is not listed, click on the green plus sign and add the physician information.

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- Once all information is completed, click Save Patient.
- If all required information is entered, the screen will move to the Order Entry tab. All patient information will be listed at the top. Make sure all information is correct, if not click on Edit and make the necessary changes.

Order Entry

Patient Information			
Client	Patient ID	ARUP MRN	Visit Number (FIN)
13697 IT Web Dev SD 13697	12345	1ARUP000002276	V1234
Name	Gender	Date of Birth	Admitting Physician
Patient, Training 1	Female	11/21/1932	Coisic,

- Choose the required test(s). There are three options on how to enter information. Search for a test can be used if you do not know the test number. Add by test # can be used if you already have the ARUP test number. (Proceeding zeros are required.) Quick list is a Saint Agnes defined list that houses all commonly used tests. Click Add beside the test to select. Add all required tests.

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12. Enter the collection information for each test.

The screenshot shows the 'TESTS' interface with a search bar and a table of tests. The 'Collection Date / Time' column is highlighted with a yellow box. The table contains the following data:

Name	Collection Date / Time <i>Military Time</i>	Specimen(s)	Temp.	Ordering Physician
Vitamin B1 (Thiamine), Whole Blood	<input type="text"/> <input type="text"/>	<input type="text"/>	<input type="text"/>	Coisic,
Cadmium Exposure Panel - OSHA	<input type="text"/> <input type="text"/>	<input type="text"/>	<input type="text"/>	Coisic,
APC Resistance Panel	<input type="text"/> <input type="text"/>	<input type="text"/>	<input type="text"/>	Coisic,

13. Enter the specimen type. The system will default the preferred specimen for all ARUP samples. You will be required to enter the specimen for miscellaneous tests.

14. Enter the transport temperature. The system will default the preferred temperature. If any other temperature is permitted it will be in the drop down.

This close-up shows the 'Specimen(s)' and 'Temp.' columns. The 'Specimen(s)' dropdown is set to 'Whole blood-green' and the 'Temp.' dropdown is set to 'FRO'. The 'Collection Date / Time' is 02/01/2013 09:26 and the 'Ordering Physician' is Coisic.

15. Any sample that requires additional information will have a yellow alert sign. Click on the alert and enter required information. (e.g. Collection volume, Collection time, Source, etc.)

This close-up shows a row with 'Urine' as the specimen and 'REF' as the temperature. A yellow alert sign is visible in the 'Ordering Physician' column, indicating that additional information is required for this sample.

16. Click on the blue bubble to enter any miscellaneous testing information or additional comments. Enter all comments in the Non-Chartable box.

17. Once all information for each test has been entered, Click the Save button at the bottom of the screen. The system may ask to select printers. Saint Agnes samples will be labeled with Meditech labels, so feature this is not needed.

*The Options and Legend at the bottom of the screen will assist with any unknown icons.

Options:
Collection Date: Type T for today or Y for yesterday.
Collection Time: Type N for current time.

Legend

- Add Comments
- Edit Comments
- Cancel Test
- Requires Additional Information
- Information provided
- Add Doctor

18. Click on the Packing List tab. The screen will show all tests/samples that you have entered.

Register Patient Look Up Patient **Packing List** Packing List Reprint Label Reprint Settings

Client: 13697 - IT Web Dev SD 13697 Temperature: All Ship All / Ship None

Patient ID	Patient Name	Visit Number	Collection Date	Ordered Date	Test Number Mnemonic	Specimen	Temperature Transport	Ship
12345	Training, Patient 1	V1234	02/01/2013 09:26	02/01/2013 13:43	0080388 VIT B1 WB	Whole blood-green	Frozen	<input type="checkbox"/>
12345	Patient, Training 1	V1234	02/01/2013 09:26	02/01/2013 15:36	0020479 UTP	Urine	Refrigerated	<input type="checkbox"/>
12345	Patient, Training 1	V1234	02/01/2013 09:26	02/01/2013 15:36	0080388 VIT B1 WB	Whole blood-green	Frozen	<input type="checkbox"/>
12345	Patient, Training 1	V1234	02/01/2013 09:26	02/01/2013 15:36	0025013 CD EXP	Urine	Frozen	<input type="checkbox"/>
12345	Patient, Training 1	V1234	02/01/2013 09:26	02/01/2013 15:36	0025013 CD EXP	Urine	Ambient	<input type="checkbox"/>
12345	Patient, Training 1	V1234	02/01/2013 09:26	02/01/2013 15:36	0025013 CD EXP	Whole Blood	Refrigerated	<input type="checkbox"/>
12345	Patient, Training 1	V1234	02/01/2013 09:26	02/01/2013 15:36	0030127 APC RST	Citrated Plasma (LT. BLUE	Frozen	<input type="checkbox"/>

Showing 1 to 7 of 7 entries Previous 1 Next

19. A Pre-transmittal list can be created to ensure that you have all samples by clicking Pre-transmittal button at the bottom of the screen.

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Pre-Transmittal

Transmit Orders

20. To send specimens, click the Ship box at the end of the line or click Ship All in the upper right corner.
21. Click the Transmit Orders to ship samples. This will generate a packing list that is separated by temperature. Packing list can be printed by clicking the Packing List Reprint tab. Orders cannot be changed after this step is completed.
22. Package specimen for shipment.
23. Retain paperwork in the appropriate binder.

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