Franciscan Health System

WORK INSTRUCTION

R-W-SPC-0514-00

SPR SPECIMEN RECEIVE 700 OR 3000 TYPE ACCOUNTS

☑ St. Joseph Medical Center Tacoma, WA
 ☑ St. Francis Hospital Federal Way, WA

In St. Clare Hospital Lakewood, WA
In St. Anthony Hospital Gig Harbor, WA

⊠ St. Elizabeth Hospital Enumclaw, WA ⊠ PSC

PURPOSE

To provide instructions for handling and receiving patient samples and orders into Cerner for 700s or 3000s series accounts.

BACKGROUND

Orders in Cerner from client IDs in the 700 series (700-xxx) have arrived via an interface from a Provider EMR (Electronic Medical Record) system. 700 client IDs are interfaced from the Provider's EMR into PAML then into Cerner. 3000 client IDs are interfaced directly from Epic (FHS) into Cerner Classic and are used primarily by FMG/FHS entities. Provider offices may handle future orders differently. **NOTE:** If patient has the same order for a "700 or 3000" type account and a 0350-type account use the 700s or 3000s account and place the 0350 ordering provider as a consulting doctor to ensure proper delivery of results. If the orders are different, create two separate accounts for 700s/3000s and a 0350.

RELATED DOCUMENTS

R-W-SPC-0230	Specimen Receipt (SPR) Hospital Accounts
R-W-SPC-0514	SPR Specimen Receive 700 or 3000 type accounts
R-PR-SPC-0513	SPR Specimen Receive 700 or 3000 Type Accounts Process Flowchart

STEPS

Sample arrives from 700s or 3000s client to OPP (Outpatient Processing)

- 1. At the Cerner Select prompt, enter SPR. (This function cannot be branched to).
- 2. Press the arrow up key
 - The screen will bump you back to the SPECIMEN COLLECTION SYSTEM menu.
- 3. At the Select prompt, enter SPR (again). This is a known glitch with this program.
- 4. Press the arrow up key again.
- 5. The cursor will now move up to the SPECIMEN STATUS field. Enter 4 (IN LAB).
- 6. The cursor moves to the PAT NBR field. Enter the patient name and match using 2 identifiers. Look for a 700 or 3000 type client ID.
- 7. Select the correct patient encounter.
- At the COLLECT DATE field, notice in Figure 1 that likely (unless this is a future order client 702/703), the COLLECT DATE will be the same as the ADMIT date. This means most orders are placed the day the test is needed or collected. See Section on FUTURE Orders or clients 702/703 if these dates differ.

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Figure 1

S	ΡЕ	СІ	MEN	RE	CEI	VE	DI	(SPR)	S	PECIMEN	STATUS	4 IN LAB	1
PA CO	t nbi Lleci	r (07 F Dati	08)000 E 10/1)034 4 5/12		E 10/1	5/12	age	4	e OSEXF	LOCATI	on sfam	-
LIN	REQ	DATE	TIME	AC	CESSIO	N #	PRO	DCEDUR	E	STATUS	DRAWN	DATE/TIME/	'ID
											VENI:		
											Label	COMMENT :	
											RECEIV	ED DATE/TI	ME/ID

- 9. Press ENTER to return past today's date and view the different statuses that display:
 - PD DIS Pending Dispatch Specimens have not been assigned an accession number nor been collected. (Future orders for clients such as 702 and 703 will have this status)
 - DSPTCH Dispatch Specimens have been given an accession number (EMR orders from 700 and 3000 types).
 - IN LAB or RECVD Specimen has been logged into lab as received
 - RM COL Specimen has been received at a remote site and is awaiting Transfer
 - NR COL Micro Cultures, Paps, etc) collected but not yet received
 - CN COL Micro Cultures, Paps have been received in the lab.
- 10. Verify orders against the samples received.
- 11. Arrow up/down to select the **beginning** line/row to receive. As you move the arrow key up/down, the rows will highlight. Highlight the line/row that is the first order to receive.
 - Press S or ENTER if SELECT is highlighted at the bottom of the screen. See figure 2.

SPECIMEN RECEIVED (SPR) SPECIMEN	STATUS 4 IN LAB
COLLECT DATE 10/15/12 ADMIT 10/15/12 AGE 49 SEX F	LOCATION PLFP -
LIN REQ DATE TIME ACCESSION # PROCEDURE STATUS	DRAWN DATE/TIME/ID
	10/15/12 1030 WebMd
001 10/15/12f1030 12-289-03459 TSH DSPTCH	VENI: V VENOUS DRAW
002 10/15/12f1030 12-289-03459 CMP DSPTCH	
003 10/15/12f1030 12-289-03460 HEMO CBC DSPTCH	CONT: GG GRN/GLD
004 10/15/12f1030 12-289-03460 DIFF DSPTCH	LABEL COMMENT:
*** END OF DATA ***	
	ORDER # 000078447
	CONNERT ECC. ENDS
	DECETVED DATE /TTME /TD
	RECEIVED DHIE/IINE/ID
	10/15/12 1400 156
	•
S <mark>elect</mark> Modify Receive mlss remove Home Quit	
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- 12. The cursor drops to the bottom of the screen. Enter the THRU line number. See Figure 3 below with LINE 001 THRU 004 selected to log in after verifying samples for those orders are present.
 - Do not log in a test if you do not have the proper sample (for example you have blood but no urine yet on a patient you would NOT log in the urine tests until an appropriate sample is delivered)

Figure 3

SPECIMEN RECEIV	E D (SPR) SPECIME	N STATUS 4 IN LAB
PAT NBR (0710)000034	/15/12 AGE 49 SEX	F LOCATION PLFP -
LIN REQ DATE TIME ACCESSION #	PROCEDURE STATU	IS DRAWN DATE/TIME/ID
001 10/15/12f1030 12-289-03459 002 10/15/12f1030 12-289-03459	TSH DSPTC	VENI: V VENOUS DRAW
003 10/15/12f1030 12-289-03460 004 10/15/12f1030 12-289-03460	HEMO CBC DSPTC DIFF DSPTC	CONT: GG GRN/GLD CH LABEL COMMENT:
*** END OF DATA		
		CURRENT LOC: LABJ
		RECEIVED DATE/TIME/ID 10/15/12 1400 156
LINE 001 THRU 004 Select Modify Receive mIs	s remoVe Home Qui	*** SELECT ***

- 13. The DRAWN DATE/TIME on the right side of the screen will need to be modified if it differs from the collection time on the samples.
- 14. If **modification** of DRAWN DATE/TIME is needed, move the cursor to the Modify function (bottom of the screen) with the arrow key or press M.
- 15. Enter the collection date/time after verifying with the paperwork and samples collected. See figure 4.
 - Cursor will move to DRAWN DATE/TIME/ID field
 - Type in necessary corrections or ENTER through fields that do not need to be changed
 - Pressing ENTER key moves you to each subsequent field
 - When FHS/PacLab staff collected the sample and the sample is a blood draw leave the default of VENI
 –V so a draw fee is charged.

S	ΡE	C I 1	1 E N	RΕ	CEI	V E	E D	(SPR)	SPECIMEN	STATUS	4 IN	LAB	
PAT COL	T NBR	(071 Date	IO)000 E 10/1)034 44 15/12	¢ ADMIT	10, 10,	/15/	12 AGE	49 SEX F	LOCATI	ON PLFF	D _	
LIN	REQ	DATE	TIME	ACI	CESSIO	N #		PROCEDURE	STATUS	DRAHN	DATE/TI	[ME/ID	004
001	10/1	5/124	F1030	12-28	9-0345	9		TSH	DSPTCH	VENI:	V VEN(JUS DRAW	
002	10/1	5/121	F1030	12-28	9-0346 9-0346	3 0 N		HEMO CBC	DSPTCH	CONT:	03 LAV COMMENT	TOP	
			,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	*** ENI	DOFD	ATA	***	:					

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- 16. The cursor returns to the left side. Arrow over to Receive or press R.
- 17. At Correct Y/N? Verify that Draw Date/Time/ID are correct and that you have selected all the lines to log in. If so, type in Y.
 - Type in N if you need to make any corrections and repeat steps 11-17.
 - You can press Shift F3 and be prompted for new Collection Date/Time.

18. Labels? Y Press ENTER Key to generate labels.

- How many additional labels? 0
- Press ENTER to not generate extra labels or enter number of extra labels you want (NOTE: Usually we do NOT print extra labels).

19. Label Printer: LPXX

- Verify that this is the label printer at your site. If it is not change to the label printer at your site.
- The word "Working..." will flash at the bottom left of your screen while Cerner logs in your samples.

20. Samples have been successfully logged when:

- The order disappears off the screen (this is what happens if you SPR from a main lab at one of our hospitals) or
- The order status changes to "RM COL" (this is what displays when performing this function from a PSC).

21. If at a PSC note that the samples are in RM COL

- An STL may now be pulled or built.
- Follow the STL protocol for your site.
- These orders will fall to your STL for transport to the appropriate lab for testing

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Patient/sample arrives BEFORE the OID collection date – Future Order (Clients 702 & 703)

- 1. At the Cerner Select prompt, enter OID.
- 2. Select the correct patient using 2 patient Identifiers to validate against the sample or requisition (if available).
 - Look for patient encounters with a 700 3000 client ID.
 - If no existing 700-3000 type account exists, register the patient manually with the correct client ID and let Cerner assign MRN. Order the labs requested on the order/requisition using COE.
- 3. Review the pending orders in OID. PD DIS will be the status until the sample is collected and received.
 - Note in Figure 1 below this patient has orders in the future (15FEB13) and past (17JUL12).

	PATIENT #	‡ (070	3)0000	30 444 TYPE P L	CHST DSCI	H-	SEX F	AGE	98 DOB 11/	25/13
	DATE/TIM	1E	DAY	CASE #	ORD#	PR	STATUS	CANC	REA PROCED	URE
D	1 15FEB13	2000	214		000070263	RT	PD DIS		LIP	f
03	2 15FEB13	2000	214			RT	PD DIS		HFP	f
00	3 17JUL12	2000	1		000067069	RT	PD DIS		LIP	
0.	4 17JUL12	2000	1			RT	PD DIS		TSH	
0!	5 17JUL12	2000	1			RT	PD DIS		Τ4	
01	6 17JUL12	2000	1			RT	PD DIS		BMP	
0	7 17JUL12	2000	1			RT	PD DIS		HFP	
01	8 17JUL12	2000	1			RT	PD DIS		A1C	
0 !	9			* * * end of	f data * * *	*				

- 4. Note the two different collection dates. Branch to SPR.
- 5. If the patient is present and has provided a hard copy order/requisition compare the test(s) on the requisition/order to the test(s) in OID. Order additional test(s) if indicated.
- 6. Enter 02/15/13 to bring up ALL orders (July 17 & Feb 15) to review. In this example, Feb 15 is correct.

Figure	2																							
S	ΡE	E C	I	1 E	N	B	E	CI	ΕI	۷	ΕD)	(SF	PR)	SF	PECIMEN	1	STATU	S	7	IN	REM	DTE	COL
PA CO	T NE	BR (CT C	(070)ate)3)([02	000 2/1	030 5/1	4	ADI	٩IT	0	7/17	712	2 F	IGE	6 98	B SEX F	L	_OCAT	101	4 C	HST	r dsi	CH	
LIN	RE) DA	ŧΤΕ	TI	٩E		ACI	CES	5I OI	N I	ŧ	Р	ROCE	EDURE	Ξ	STATUS		DRAWN	DA	ΑTE	/ті	(ME/)	ID	

- 7. Arrow up/down to **select** the **beginning** line/row to receive. As you move the arrow key up/down, the rows will highlight. Highlight the line/row that is the first order to receive.
 - Press S or ENTER if SELECT is highlighted at the bottom of the screen.
- 8. The cursor drops to the bottom. Enter the THRU line number. See Figure 3 below with LINE 007 THRU 008 selected to log in after verifying all samples for are present.
 - Do not log in a test if you do not have the proper sample (for example you have blood but no urine yet on a patient you would NOT log in the urine tests until an appropriate sample is delivered)

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Figure 3	3	,
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S	PECI	MEN	REO	ЕІ	V E D	(SPR) S	PECIMEN	STATUS	7 IN REMOTE COL
PA [®] COI	T NBR (07) Llect dati	03)000 E <u>02/1</u>	030 4 5/13 f	ADMIT	07/17	/12 AGE 9	• 18 SEX F	LOCATIO	N CHST DSCH
LIN	REQ DATE	TIME	ACCE	ESSION	I #	PROCEDURE	STATUS	DRAWN D	ATE/TIME/ID
0.0.1	07/17/12	2000						U27137	V VENNUS DDAU
001	07/17/12	2000				TCH		VENI.	V VENOUS DRAM
002	07/17/12	2000				RMP		CONT	
003	07/17/12	2000				T4		LABEL C	OMMENT.
005	07/17/12	2000				HEP	PD DIS	LUDLE 0	on Line
006	07/17/12	2000				A1C			
007	02/15/13	f2000				HFP	PD DIS	ORDER #	000070263
008	02/15/13	f2000				LIP	PD DIS	CURRENT	LOC: LABJ
		*	** END	OF DA	TA **	*			
								RECEIVE	D DATE/TIME/ID
								10/15/	12 1438 156
	LINE <u>007</u>	THRU	008					**	* <u>SELECT</u> ***
	Select	Modify	Recei	ive m	Iss	remoVe Hom	e Quit		

 In this example, the patient did not arrive for their July visit, but now it's February, MODIFY the collection date/time by moving the cursor at the bottom over to MODIFY or press M. The cursor will now move over to the right side. See figure 4.

Fi	igu	re	4
	0		

SPE	ECIN	1 E N	REC	ΕI	VED	(SPR)	6PECIMEN	STATUS 7 IN REMOTE COL
	BR (070)030 408	DMTT	07/17	/12 ACE (LOCATION CHET DECH
COLLEC	JI DHIL	. 027	13713 H	DHTT	07717	TZ HOL a	JU JEA P	LUCHTION CHOI DOCH
LIN REG) DATE	TIME	ACCE	SSION	I #	PROCEDURE	STATUS	DRAWN DATE/TIME/ID
								07/17/12 2000 WebMd
001 07/	/17/12	2000				LIP	PD DIS	VENI: V VENOUS DRAW
002 07/	/17/12	2000				TSH	PD DIS	
003 07/	/17/12	2000				BMP	PD DIS	CONT:
004 07/	/17/12	2000				Τ4	PD DIS	LABEL COMMENT:
005 07/	/17/12	2000				HFP	PD DIS	
006 07/	/17/12	2000				A1C	PD DIS	
007 02/	/15/134	F2000				HFP	PD DIS	ORDER # 000067069
008 02/	/15/134	F2000				LIP	PD DIS	CURRENT LOC: LABJ
		2	∗∗∗ END	OF DA	ATA **	*		
								RECEIVED DATE/TIME/ID
								10/09/12 1636 156
L								1

- Select Modify Receive mIss remove Home Quit
- Change the DRAWN (Collection) DATE/TIME on the right side of the display. In this example, the patient
 has arrived on 02/14/13. Choose the order date that is closest to the actual collection date to Modify.
 Cancellation of outstanding/overdue orders for these clients will be done every two months. See figure 5.
 - Cursor will move to DRAWN DATE/TIME/ID field
 - Type in necessary corrections or ENTER through fields that do not need to be changed
 - Pressing ENTER key moves you to each subsequent field
 - When FHS/PacLab staff collected the sample and the sample is a blood draw leave the default of VENI
 –V so a draw fee is charged.

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Figure	5
inguic	9

S	PEO	: і і	1 E N	R	ЕСЕ	Ι	V E	D	(SPR)	SF	PEC	EMEN	STATUS	7 IN	REMOTE	COL
PAT COI	T NBR	(070 Date)3)00(E 02/	0030 4 15/13	ADM	іт	j 07/	17/12	AGE	9 8	3 SI	EXF	LOCATIO	IN CHST	DSCH	
LIN	REQ (DATE	TIME	A	CCESS	ION	Ħ	PF	OCEDU	RE	ST	ATUS	DRAWN D	ATE/TI	ME/ID	001
001 002	07/17	7/12	2000 2000					L] TS	P iH		PD PD	DIS DIS	VENI:	V VENO	JUS DRAI	й И
003 004	07/17 07/17	7/12 7/12	2000 2000					Bh T4	IP I		PD PD	DIS DIS	CONT: LABEL C	OMMENT	Г:	
005		7/12 7/12	2000					HF A 1	Р С		PD PD	DIS	ODDED +		22020	
008	02/15	5/13	F2000 F2000 ,	*** F∣		DA	ТА :	۳۲ [] ***	P		PD	DIS	CURRENT		LABJ	
													RECEIVE	D DATE 12 163	E/TIME/ 36 156	ID
	AUTO Selec	SELE	ECT LI lodify	INE O V Re	D1 ceive	e m	Iss	rei	oVe l	lome	e (Quit	**	* MODI	[FY ***	

- 11. The cursor returns to the left side. Arrow over to Receive or press R.
- 12. At Correct Y/N? Verify that Draw Date/Time/ID are correct and that you have selected all the lines to log in. If so, type in Y.
 - Type in N if you need to make any corrections and repeat steps 7-10.
 - You can press Shift F3 and be prompted for new Collection Date/Time.
- 13. Labels? Y Press ENTER Key to generate labels.
 - How many additional labels? 0
 - Press ENTER to not generate extra labels or enter number of extra labels you want (NOTE: Usually we do NOT print extra labels).
- 14. Label Printer: LPXX
 - Verify that this is the label printer at your site. If it is not change to the label printer at your site.
 - The word "Working..." will flash at the bottom left of your screen while Cerner logs in your samples.
- 15. Samples have been successfully logged in when:
 - The order disappears off the screen (this is what happens if you SPR from a main lab at one of our hospitals) or
 - The order status changes to "RM COL" (this is what displays when performing this function from a PSC).
- 16. If at a PSC note that the samples are in RM COL
 - An STL may now be pulled or built.
 - Follow the STL protocol for your site.
- 17. If at a PSC, these orders will fall to a STL for transport to the appropriate lab for testing.
- 18. Return to OID and refresh screen (PF2) if needed. OID will show the correct Collection date/Time that you entered during MODIFY for those specimens received.
- 19. If an error occurs and the incorrect Date/Time of collection is not entered during the SPR function, manual steps to correct are necessary. Changing the date/time using ROU will not fix this transaction. **Notify Client Service of this issue ASAP for assistance in troubleshooting**.

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Patient arrives SAME DAY or AFTER the OID collection date – PAST ORDER

- 1. At the Cerner Select prompt, enter OID.
- 2. Select the correct patient using 2 patient Identifiers to validate to the sample or requisition (if available).
 - Look for patient encounters with a 700 or 3000 client ID.
 - If no existing 700 or 3000 type account exists, register the patient manually with the correct client ID and let Cerner assign MRN (is this what we want to happen)? Order the labs requested on the order/requisition using COE.
- 3. Review the pending orders in OID. DSPTCH or NR COL will be the status until the sample is collected and received. See figure 1.

Figure 1					
ORDER IN	QUIR	Y – BY DAT	E (OID)		
PATIENT # (0708)000023 20	KA F TYPE P L	SFAM DSCH-	SEX F AGE	32 DOB 12/06/79
DATE/TIME	DAY CA	ASE #	ORD# PR	STATUS CANC I	REA PROCEDURE
01 150CT12 1439 02	1	* * * end of	000078488 RT data * * *	NR COL	PAP CY f

- 4. If the patient is present and has provided a hard copy order/requisition compare the test(s) on the requisition/order to the test(s) in OID. Order additional test(s) if indicated.
- 5. Branch to SPR to update the collection date/time and update the order status. At the COLLECT DATE field, notice in Figure 2 that unless this is a future order (client 702/703), the COLLECT DATE will likely be the same as the ADMIT date. Most orders are placed the day the test is needed or collected. See Section on FUTURE Orders or clients 702/703 if these dates differ. If in OID the date is different than today's date enter the OID date to bring up the orders.

S	ΡE	CII	MEN	RECEI	VED	(SPR) SF	PECIMEN	STATUS 7 IN REMOTE COL					
PAT NBR (0703)000030400 ELECTRIC BUELET COLLECT DATE 0/09/12 ADMIT 07/17/12 AGE 98 SEX F LOCATION CHST DSCH													
LIN	REQ	DATE	TIME	ACCESSION	#	PROCEDURE	STATUS	DRAWN DATE/TIME/ID					

- 6. Press ENTER to return past today's date or enter OID date and review orders that display:
- 7. Arrow up/down to select the **beginning** line/row number .to receive. As you move the arrow key up/down, the rows will highlight.
 - Press S or ENTER if SELECT is highlighted at the bottom of the screen.
- 8. The cursor drops to the bottom. Enter the THRU line number. See Figure 3 below of LINE 001 THRU 001 to log in after verifying samples for those orders are present.
 - Do not log in a test if you do not have the proper sample (for example you have blood but no urine yet on a patient you would NOT log in the urine tests until an appropriate sample is delivered)

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S	ΡE	Ξ	C I	M	Е	N		R	E	C	E	Ι		V E	ΞI	D	(SP	R)	S	6PEC	CIMEN	51	ATI	JS	7	I١	11	REM	OTE	C	OL
PA CO	T NE	BR CT	(07 Dat	708 E	8)0 10	00 /1	02 5/	:31 '12	2	A	DM	IT	-	¢ 10,	/1	5/1	2	A	GE	3	32 [°]	GEX F	L	I ICAT		IN	SFA	٩M		_		
LIN	RE	1	DATE		TIM	E		f	ACI	CE	SS	10	IN	#		P	RO	CE	DUR	₹E	SI	FATUS	DF	IAM	N D)AT	E/T	[] 13(1E/ Эн	ID IS		
001	10,	/1	5/12	2f	143	9	e ale ale		- 11	n	05			ТА	ale		ΆP	C	Y		NF	R DRW	VE	NI		9	NO	CI	RED	IT		
						*	:**	: 1		U	UF	U	н	IH	*	**							CC Lf)NT : Abei	. 0	:OM	MEN	IT	:			
																							OF CL	idei Irri	R # Ent	ŧ L	000 0C:) () 	784 _AB	88 J		
																							RE 1	CE) 07	CVE 15/	D 12	DAT 15	Γ Ε , 519	/TI 9 1	ME/ 56	ID	
	LIN	1E e	001 ct	Me	THR odi	U fv	<u>00</u>	11 Re	eci	ei	ve	,	m	Iss	5	re	emo	Ve	H	lom	ne	Quit			**	*	<u>SEL</u>	E	CT	***		

- 9. The **DRAWN DATE/TIME** may need to be **modified** to match the collection time once drawn or the time on the samples if already collected.
- 10. Move the cursor to the Modify function with the arrow key or press M. The cursor moves to the DRAWN DATE/TIME field on the right section of the display.
- 11. The cursor moves to the right side of the screen. See figure 4.

Figure	4																		
S	ΡE	C I	Μ	ΕN	R	Ε	CE	Ι	V I	E D	(SPR)	SF	PECIMEN	STATUS	i 7	' IN	REMOTE	COL
PAT Coi	NBF	R (0 F DA	70 Te	8)00 10/	0023 15/1	2	ADM:	IT	1 10,	/15,	/12	AGE	32	SEX F	LOCATI	ON.	SFAI	M –	
LIN	REQ	DAT	E	TIME		ACC	ESS	101	4 #		PRO	CEDUR	RE	STATUS	DRAWN	DAT	E/T	IME/ID	001
001 10/15/12f1439 PAP CY NR DRW *** END OF DATA ***										VENI: 9 NO CREDIT CONT: LABEL COMMENT: ORDER # 000078488 CURRENT LOC: LABJ RECEIVED DATE/TIME/ID									
															1071	***	MOD	IFY ***	

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- 12. Enter the collection date/time after verifying with the paperwork and samples collected.
 - Cursor will move to DRAWN DATE/TIME/ID field
 - Type in necessary corrections or ENTER through fields that do not need to be changed
 - Pressing ENTER key moves you to each subsequent field
 - When FHS/PacLab staff collected the sample and the sample is a blood draw leave the default of VENI
 –V so a draw fee is charged.
- 13. The cursor returns to the left side. Arrow over to Receive or press R.
- 14. At Correct Y/N? Verify that Draw Date/Time/ID are correct and that you have selected all the lines to log in. If so, type in Y.
 - Type in N if you need to make any corrections and repeat steps 8-14.
 - You can press Shift F3 and be prompted for new Collection Date/Time.
- 15. Labels? Y Press ENTER Key to generate labels.
 - How many additional labels? 0
 - Press ENTER to not generate extra labels or enter number of extra labels you want (NOTE: Usually we do NOT print extra labels).
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 - Verify that this is the label printer at your site. If it is not change to the label printer at your site.
 - The word "Working..." will flash at the bottom left of your screen while Cerner logs in your samples.
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 - The order disappears off the screen (this is what happens if you SPR from a main lab at one of our hospitals) or
 - The order status changes to "RM COL" (this is what displays when performing this function from a PSC).
- 18. If at a PSC note that the samples are in RM COL
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 - Follow the STL protocol for your site.
- 19. If at a PSC, these orders will fall to a STL for transport to the appropriate lab for testing.
- 20. Return to OID and refresh screen (PF2) if needed. OID will show the correct Collection date/Time that you entered during MODIFY for those specimens received.
- 21. If an error occurs and the incorrect Date/Time of collection is not entered during the SPR function, manual steps to correct are necessary. Changing the date/time using ROU will not fix this transaction.
- 22. Cancel and reorder the testing with the proper information as soon as possible. If the issue is found after testing has been completed notify Client Service of this issue for troubleshooting.

DOCUMENT APPROVAL Purpose of Document / Reason for Change:							
12/13/12 – New document created for handling orders from EMR interfaced ordering clients.							
□ No significant change to process in above revision. Per CAP, this revision does not require further Medical Director approval.							
Committee Approval Date	 ☑ Date: 12/13/12 ☑ N/A - revision of department-specific document which is used at only one facility 	Medical Director Approval (Electronic Signature)	Juide D. Burkebordt, MD 12/17/12		2		
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