SPR SPECIMEN RECEIVE 700 OR 3000 TYPE ACCOUNTS

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☒ **St. Francis Hospital Federal Way, WA** ☒ **St. Anthony Hospital Gig Harbor, 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.

8. 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.

Figure 1


```
 S P E C I M E N   R E C E I V E D   (SPR)  SPECIMEN STATUS  4 IN LAB
 ┌─────────────────────────────────────────────────────────────────────┐
 │ PAT NBR (0708)000034▮▮▮       ▮▮▮▮▮▮▮▮▮▮▮▮                             │
 │ COLLECT DATE 10/15/12  ADMIT 10/15/12  AGE  40 SEX F LOCATION SFAM  - │
 ├───┬────────┬────┬──────────────┬──────────┬──────┬───────────────────┤
 │LIN│REQ DATE│TIME│  ACCESSION # │ PROCEDURE│STATUS│DRAWN DATE/TIME/ID  │
 │   │        │    │              │          │      │                   │
 │   │        │    │              │          │      │VENI:              │
 │   │        │    │              │          │      │                   │
 │   │        │    │              │          │      │LABEL COMMENT:     │
 │   │        │    │              │          │      │                   │
 │   │        │    │              │          │      │                   │
 │   │        │    │              │          │      │RECEIVED DATE/TIME/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.

Figure 2


```
 S P E C I M E N   R E C E I V E D   (SPR)  SPECIMEN STATUS  4 IN LAB
 ┌─────────────────────────────────────────────────────────────────────┐
 │ PAT NBR (0710)000034▮▮▮       ▮▮▮▮▮▮▮▮▮, ▮▮▮▮▮▮▮                       │
 │ 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 │
 │                                                   │CURRENT LOC: LABJ  │
 │                                                   │                   │
 │                                                   │RECEIVED DATE/TIME/ID│
 │                                                   │  10/15/12 1400  156│
 └───────────────────────────────────────────────────────────────────────┘

       Select  Modify  Receive  mIss  remoVe  Home  Quit
```

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

```
 S P E C I M E N   R E C E I V E D   (SPR)  SPECIMEN STATUS   4 IN LAB

 PAT NBR (0710)0000344███              ████████████████
 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
                                                        |CURRENT LOC: LABJ

                                                        |RECEIVED DATE/TIME/ID
                                                        | 10/15/12 1400 156

     LINE 001 THRU 004                              *** SELECT ***
     Select  Modify  Receive  mIss  remoVe  Home  Quit
```

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.

Figure 4

```
 S P E C I M E N   R E C E I V E D   (SPR)  SPECIMEN STATUS   4 IN LAB

 PAT NBR (0710)0000344███              ████████████████
 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   004
                                                       |      10/15/12 0930 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: 03 LAV TOP
004 10/15/12f1030 12-289-03460         DIFF       DSPTCH|LABEL COMMENT:
               *** END OF DATA ***
```

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

G:\Lab\Lab\Document Control\Specimen Processing Active\SPR Specimen Receive 700 or 3000 Type Accounts-00	Effective Date: 12/13/12	Page 4 of 10

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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).

Figure 1

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

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)

G:\Lab\Lab\Document Control\Specimen Processing Active\SPR Specimen Receive 700 or 3000 Type Accounts-00	Effective Date: 12/13/12	Page 5 of 10

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Figure 3

```
 S P E C I M E N   R E C E I V E D   (SPR)  SPECIMEN STATUS  7 IN REMOTE COL

 PAT NBR (0703)000030▪▪▪          ▪▪▪▪▪▪▪, ▪▪▪▪▪
 COLLECT DATE 02/15/13  ADMIT 07/17/12  AGE  98 SEX F LOCATION CHST DSCH

 LIN REQ DATE TIME    ACCESSION #      PROCEDURE  STATUS DRAWN DATE/TIME/ID
                                                         02/15/13 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                      T4         PD DIS LABEL COMMENT:
 005 07/17/12 2000                      HFP        PD DIS
 006 07/17/12 2000                      A1C        PD DIS
 007 02/15/13f2000                      HFP        PD DIS ORDER #  000070263
 008 02/15/13f2000                      LIP        PD DIS CURRENT LOC: LABJ
                 *** END OF DATA ***
                                                         RECEIVED DATE/TIME/ID
                                                         10/15/12 1438 156

        LINE 007 THRU 008                          *** SELECT ***
        Select  Modify  Receive  mIss  remoVe  Home  Quit
```

9. 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.

Figure 4

```
 S P E C I M E N   R E C E I V E D   (SPR)  SPECIMEN STATUS  7 IN REMOTE COL

 PAT NBR (0703)000030▪▪▪          ▪▪▪▪▪▪▪, ▪▪▪▪▪
 COLLECT DATE 02/15/13  ADMIT 07/17/12  AGE  98 SEX F LOCATION CHST DSCH

 LIN REQ DATE TIME    ACCESSION #      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                      T4         PD DIS LABEL COMMENT:
 005 07/17/12 2000                      HFP        PD DIS
 006 07/17/12 2000                      A1C        PD DIS
 007 02/15/13f2000                      HFP        PD DIS ORDER #  000067069
 008 02/15/13f2000                      LIP        PD DIS CURRENT LOC: LABJ
                 *** END OF DATA ***
                                                         RECEIVED DATE/TIME/ID
                                                         10/09/12 1636 156

        Select  Modify  Receive  mIss  remoVe  Home  Quit
```

10. 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.

Figure 5

```
  S P E C I M E N   R E C E I V E D   (SPR)  SPECIMEN STATUS  7 IN REMOTE COL

  PAT NBR (0703)0000304███         ████████████
  COLLECT DATE 02/15/13  ADMIT 07/17/12  AGE  98 SEX F LOCATION CHST DSCH

 LIN|REQ DATE|TIME|   ACCESSION #   | PROCEDURE | STATUS |DRAWN DATE/TIME/ID    001
                                                          02/14/13 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                    T4          PD DIS |LABEL COMMENT:
 005 07/17/12 2000                    HFP         PD DIS |
 006 07/17/12 2000                    A1C         PD DIS |
 007 02/15/13f2000                    HFP         PD DIS |ORDER #  000067069
 008 02/15/13f2000                    LIP         PD DIS |CURRENT LOC: LABJ
            *** END OF DATA ***                          |
                                                         |RECEIVED DATE/TIME/ID
                                                          10/09/12 1636 156

     AUTO SELECT LINE 001                                   *** MODIFY ***
     Select  Modify  Receive  mIss  remoVe  Home  Quit
```

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**.

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

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.

Figure 2

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)

Figure 3


```
  S P E C I M E N   R E C E I V E D   (SPR)  SPECIMEN STATUS  7 IN REMOTE COL

  PAT NBR (0708)000023▓▓▓           ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓
  COLLECT DATE 10/15/12  ADMIT 10/15/12  AGE  32 SEX F LOCATION SFAM        -

 LIN REQ DATE TIME    ACCESSION #     PROCEDURE  STATUS DRAWN DATE/TIME/ID
                                                          10/15/12 1439 HIS
 001 10/15/12f1439                    PAP CY     NR DRW VENI:  9 NO CREDIT
             *** END OF DATA ***
                                                        CONT:
                                                        LABEL COMMENT:


                                                        ORDER #  000078488
                                                        CURRENT LOC: LABJ

                                                        RECEIVED DATE/TIME/ID
                                                          10/15/12 1519 156

    LINE 001 THRU 001                                *** SELECT ***
    Select  Modify  Receive  mIss  remoVe  Home  Quit
```

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 P E C I M E N   R E C E I V E D   (SPR)  SPECIMEN STATUS  7 IN REMOTE COL

  PAT NBR (0708)000023▓▓▓           ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓
  COLLECT DATE 10/15/12  ADMIT 10/15/12  AGE  32 SEX F LOCATION SFAM        -

 LIN REQ DATE TIME    ACCESSION #     PROCEDURE  STATUS DRAWN DATE/TIME/ID   001
                                                          10/15/12 1330 HIS
 001 10/15/12f1439                    PAP CY     NR DRW VENI:  9 NO CREDIT
             *** END OF DATA ***
                                                        CONT:
                                                        LABEL COMMENT:


                                                        ORDER #  000078488
                                                        CURRENT LOC: LABJ

                                                        RECEIVED DATE/TIME/ID
                                                          10/15/12 1519 156

                                                     *** MODIFY ***
```

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).

16. 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.

17. 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).

18. 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.

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)*	*Linda D. Burkhardt, MD* 12/17/12