SEND OUT TESTING PAML PROCESSING

☒ **St. Joseph Medical Center Tacoma, WA**   ☐ **St. Clare Hospital Lakewood, WA**   ☐ **St. Elizabeth Hospital Enumclaw, WA**
☐ **St. Francis Hospital Federal Way, WA**   ☐ **St. Anthony Hospital Gig Harbor, WA**   ☐ **PSC**

PURPOSE

To provide instructions on processing PAML send outs within the Cerner system so the test orders cross to PAML's system.

BACKGROUND

Processing referral tests in a uniform manner ensures continuity, decreases the chances for error and makes follow-up easier. PAML samples are routed through one of two ways: electronically from Cerner to PAML using an interface to the PAML System or manually for tests that do not cross electronically.

RELATED DOCUMENTS

PAML   Flexilab Specimen Tracking Procedure
R-W-SPC0315   Send Out Testing Verification for Proficiency Samples

STEPS

- Retrieve the rack in the refrigerator, freezer or room temperature marked PAML SENDOUTS
- Pull a Cerner PKL for each PAML workcenter / testsite (wc/ts) by following these instructions i.e. 950/975, 950/976, 950/977 and 950/978.
- PKLs are "built" until the lists are small enough to "pull".
- A PKL must be "pulled" as part of the clean up at shift hand off and every sample accounted for.

Building a PKL - See specific screen shots in the Pulling a PKL on next page.

1. From the select prompt type PKL <ENTER>

2. Workcenter: 950 (SJ)

3. Testing site: 975 – 978

4. Notice that the RUN NBR does not match the NEXT RUN NBR. Match them up by typing the NEXT RUN NBR in the RUN NBR field (these two numbers should now match). This will allow the system to automatically pick up all outstanding accession numbers and place them on the packing list.

5. Press <ENTER>

6. At the prompt: Run does not exist, create? (Y/N) – Accept the Y default. Press Enter. System prompts please wait . . .

7. Push DELETE once. At the prompt: Automated resequence of bar code? (Y/N) – Accept the Y default.

8. Push and HOLD the DELETE button and all the accession numbers will be deleted.

9. Scan all samples present and ready for that temperature.

10. When finished, press HOME <F8> key to accept this list.

11. Continue with Step 10 below under Pulling a PKL.

**Pulling a PKL**

1. From the select prompt type **PKL** <ENTER>

2. Workcenter: 950 (SJ)   NOTE: PAML destined orders all route to SJ (950).

3. Site: 975 – PAML Refrigerated
              976 – PAML Frozen
              977 – PAML Room Temperature
              978 – REF PAML and tests with prompts
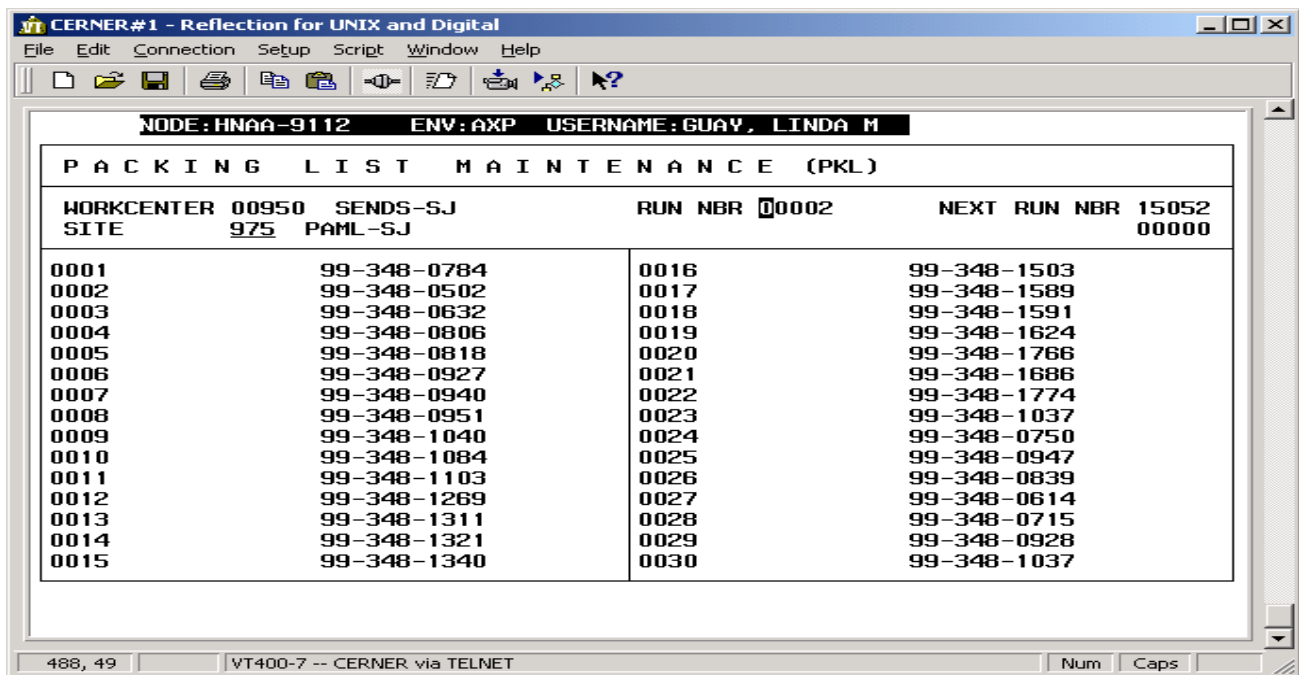
4. Notice that the RUN NBR does not match the NEXT RUN NBR. Match them up by typing the NEXT RUN NBR in the RUN NBR field (these two numbers should now match). This will allow the system to automatically pick up all outstanding accession numbers and place them on the packing list.

5. Press <ENTER>

6. At the prompt: Run does not exist, create? (Y/N) – Accept the Y default. Press Enter. System prompts System is building Que please wait . . .
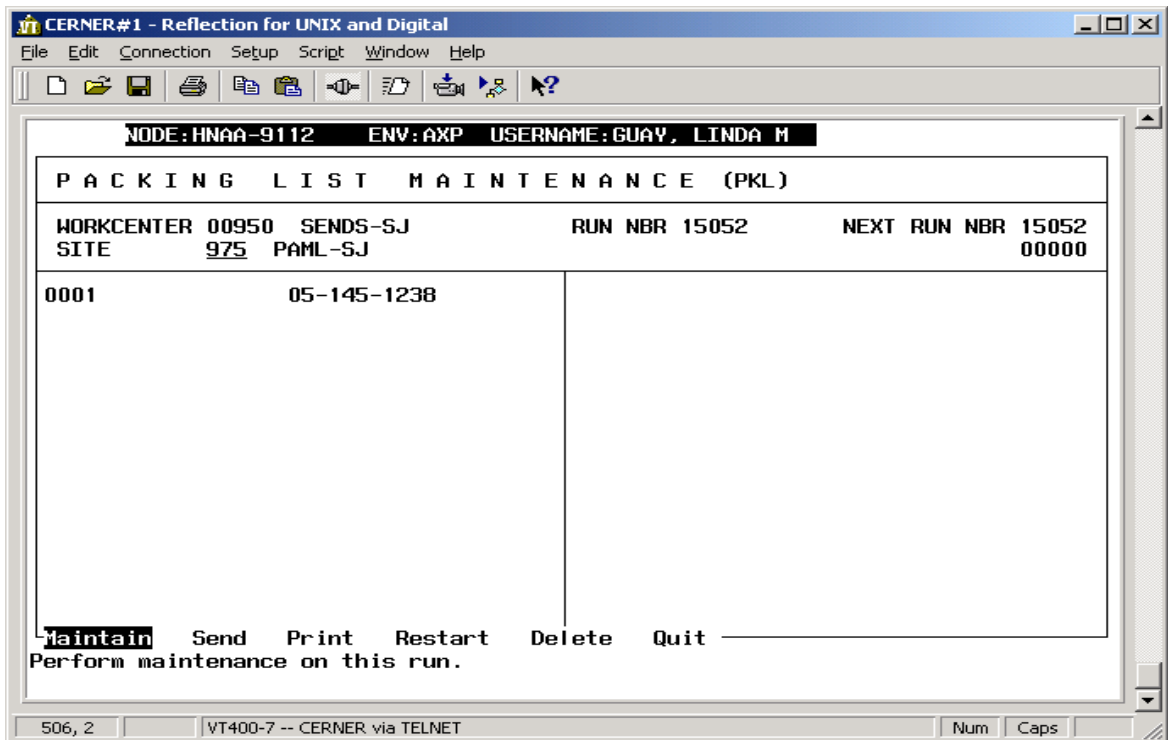
7. The screen will now be refreshed and will look like this:

It may take Cerner a few minutes to build your packing list. Wait until your screen appears as follows:
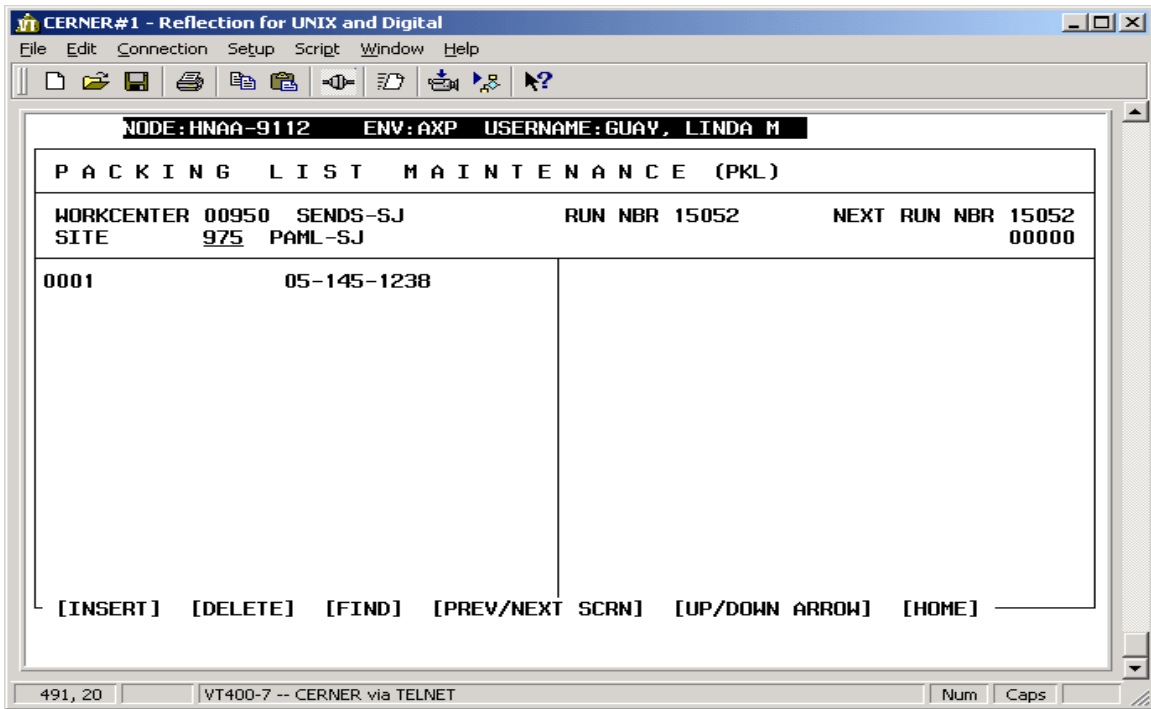
8. Notice that the cursor will park itself on the very first accession number.
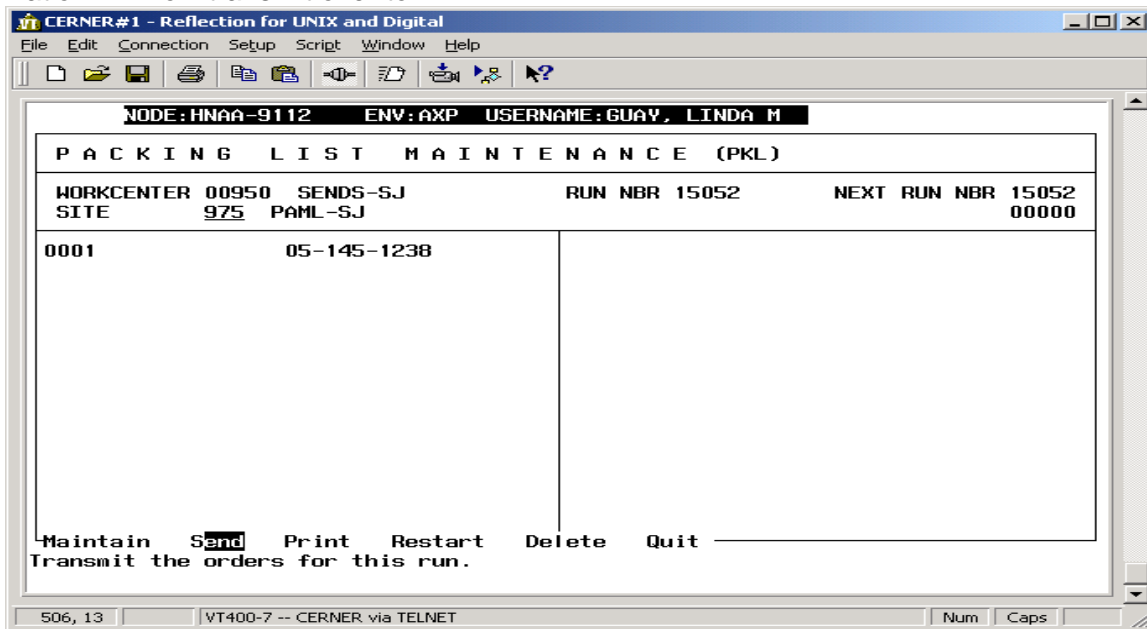
9. Press the F8 key (home) to accept this list.

Unauthorized use or copying of this document is prohibited by FHS.
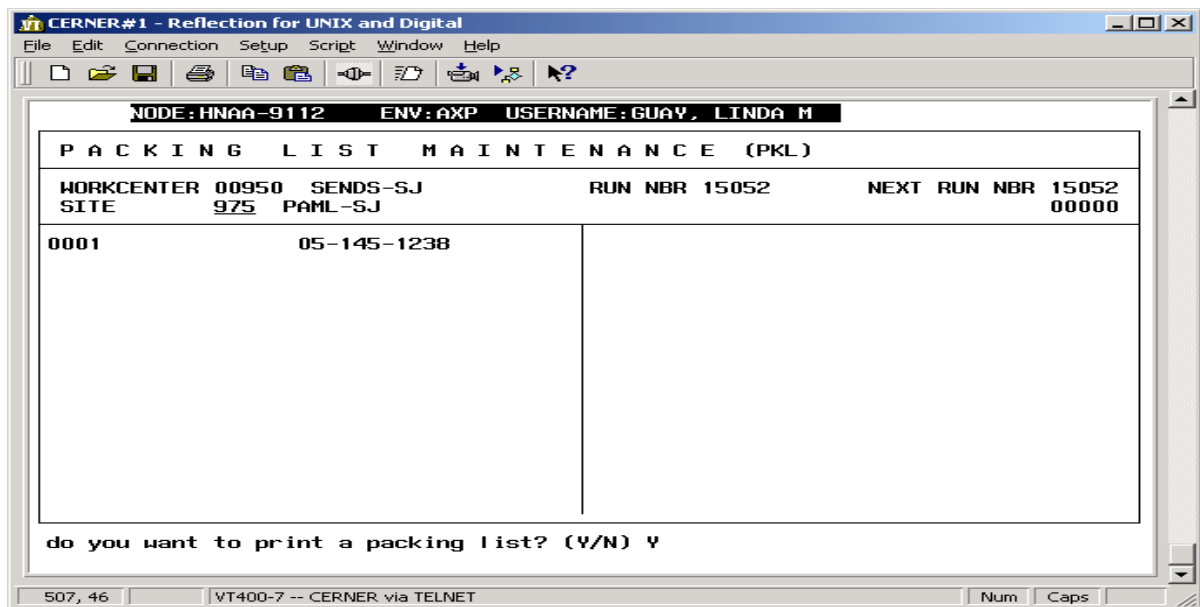
10. Press the right Arrow moving your cursor over to the **Send**

11. Press <Enter>

12. The information will now transmit over to PAML

13. Cerner will now display your packing list. An example follows:

14. Change the N default to **Y**

15. Press <Enter>

16. Cerner will now display the list you want to print:

17. Run 15052 thru 15052

18. Press <Enter>

19. Press <Enter>

20. Select the printer you want to print on

21. Press <Enter>

22. Press **<R>** for Restart and enter the next workcenter/testsite – you will need to repeat these instructions for wc/ts 950/976, 950/977 and 950/978.

Note: The only purpose the packing list serves is to electronically force orders from Cerner to the PAML system. The packing list may also be used as a Shipping Manifest if the PAML system is down.

Note: Chameleon should always be open and minimized. Verify this before proceeding.   Having Chameleon open allows Chameleon labels to automatically print when you transmit a PKL.

Sample Accountability

A critical part of working the list is to account for every sample being sent to PAML.

1. If you are sending a shared sample affix a piece of pink "Multiple Tests Single Sample" Tape.

PAML Labeling

1. Affix the Chameleon label to top of the Cerner label. Be sure to leave the patient name on the Cerner Label showing but cover the Cerner barcode with the new Chameleon barcode. Chameleon will sometimes combine multiple tests on one label, only one sample need be sent to PAML in these instances.

2. If multiple labels print for the same patient sample, you must send a sample for each label printed. If the sample is short, you may follow the "Pink Tape Protocol".

Creating a Tracking List in PAML system - www.paml.com/citrix

1. Sign in to the PAML system via Citrix. User Name: sjmcl   Password: Specimen1

2. Click on Mysis via Reflections

3. A blue screen will come up. This is the Flexi (Flexilab Mysis) system.

4. At the LOGIN prompt enter ALAB and press ENTER.

5. At the DEVICE LOC prompt enter NTAC and press ENTER.

6. At the ACCESS CODE prompt enter your user name - [each employee is provided a unique user name]

7. Enter your password [defined by each user]

8. Select TRC Function to track samples to PAML. Press ENTER.

9. Enter the appropriate template code based on the rack you are tracking.
   - PTFGPA – Refrigerated
   - PTRTPA – Room Temperature
   - PTFZPA – Frozen
   - PTUNPA – Problem samples

10. Enter Q

11. Enter A four times

12. Scan the barcode of the first sample in the rack you are tracking.

13. The test(s) ordered for this accession number will be displayed. **This is a critical step!!**
   - If you have a sample for each test listed on the screen, press (enter) - all tests will be accepted as scanned.
   - If not, key in the test code for the sample you have in your hand and (enter). The scanned information will be displayed.
   - You can minus (-) tests also. Scan sample then minus (-) each test you don't have a sample for. If you do this it will ask if you want to confirm the deletion of the test off that tracking list. You must type "y" for yes.

14. When you have scanned all the samples for that batch, press ENTER one more time. This will bring you to Accept(A), Modify(M), Reject(R) prompt. If correct choose (A). If not choose (R) and start over. If you need to add more samples to the batch use (M), you will (enterx2) to get to the accession field again.

15. After the batch has been created and accepted, the system will ask where you want to print. Press zero/0 which will display the tracking list number on your screen. Make a note of the batch number which is used later.

16. To print the list, use TRPT (print function).

17. Printer: 5585

18. Host (A) Enter.

19. Select option type 1.

20. Batch number: Type in the batch number you noted earlier.

21. Sort order (enter) this will cause the list to print alpha numerically.

22. Make a copy of the list.
   - One copy goes with the samples, the other copy is used for the CAP Proficiency Test review and stamp.
   - File the CAP stamped copy in the daily file.

23. On the last tracking list per temperature each day, instead of entering zero (Step 16 above), use the tracking list number.
   - This will create a missing list. Save this missing list for the PAML bench lead for quality assurance purposes.

Tracking List Review for Send Out Testing Verification for Proficiency Testing Samples

1. Review each Tracking list, scanning for CAP survey or other Proficiency testing samples.

2. Stamp or label the Tracking list with the attestation stamp. Do not cover up other information (Stamp is placed on the bottom right corner of the page.

3. Two reviewers will review for survey samples and sign off BEFORE THE SHIPMENT LEAVES THE LAB certifying that all specimens in the batch and on the Tracking list have been checked and that specimens are not proficiency testing samples.
   - If a proficiency testing sample is found on the list, bring the sample and shipping log to a manager, supervisor or TIC immediately. Do *NOT* ship out the sample for testing.

4. Store PKL/Tracking List copies in daily file.

PAML Racks

1. When finished tracking a rack – Parafilm the rack.

2. Place each rack into a large biohazard specimen transport bag

3. Place the Tracking List associated with each rack in that bag's outside pouch

4. Store racks in designated space at proper temperature

DOCUMENT APPROVAL Purpose of Document / Reason for Change:		
8/9/12 – Updated to J document, updated WC/TS and several steps. Added background, updated Purpose. Added Send Out Verification for Proficiency Testing section. Added Build PKL section. Added new Creating a Tracking list in PAML system section.		
Committee Approval Date	☒ Date: 8/6/12 ☐ NA – revision of department-specific document which is used at only one facility	**Medical Director Approval** *(Electronic Signature)*	8/6/12 *Linda D. Burkhardt, M. D.*