

ORDER ENTRY - COE HOSPITAL REGISTERED ACCOUNTS

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

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

☒ St. Elizabeth Hospital Enumclaw, WA
☒ PSC

PURPOSE

To provide instruction on using COE (Order Entry) for Hospital registered patients.

BACKGROUND

Clinical Order Entry (COE) is the order entry function used to order tests in the Cerner Laboratory Information System. While many orders will be placed in the Hospital Information System (HIS) by the nursing unit/provider, the lab must be prepared to enter orders into Laboratory Information System (LIS) when HIS is down. Lab is responsible for manually ordering (Outpatients) and any samples dropped off in the lab accompanied by a hospital manual requisition (green/white). If the order entry needs to occur for a non-hospital registered patient (i.e., Employee Health, PacLab, etc), please see COE on Patient or Client Registrations work instruction.

RELATED DOCUMENTS

R-W-CLT-0204 Order Entry - COE Patient or Client Registrations
R-W-CLT-0117 Footnotes Templates and Phrases

STEPS

Patient Search

1. Enter **COE** from the select prompt in Cerner and press <enter>.
2. Search for a patient by the options below. Options a and b are best to insure the right account is ordered upon:
 - Hospital Financial Account # (**FIN**), located below label bar code will have a J for SJMC, F for SFH, etc. Press <F12> twice to toggle the field for FIN# entry. Press UP Arrow until the cursor is inside the (0000) area. Use the facility indicated by the letter in front of the FIN # for your hospital selection below.
 - Leave all zero's for SJMC (0000), enter the remaining FIN#s
 - Up arrow and Enter 1 for SFH (0001), enter the remaining FIN#s
 - Up arrow and Enter 2 for SCH (0002), enter the remaining FIN#s
 - Up arrow and Enter 3 for SAH (0003), enter the remaining FIN#s
 - Up arrow and Enter 4 for SEH (0004), enter the remaining FIN#s
 Or use the bar-code scanner to enter the data from the hospital bar-code label.
 - **Or, MRN** entry, press <F12>. Press UP Arrow until the cursor is inside the (0000) area. Use same entry as described above to choose the correct facility, then enter the MRN.
 - **or, NAME** entry, enter "Last name, First name" format.
Note: Be sure to use 2 patient identifiers when choosing a patient account to ensure that the correct patient is being selected. (Full name AND MRN, DOB or SSN.
3. If using FIN# entry above, the "exact" match (patient and encounter) should display for order entry.

4. If using MRN entry above, the “exact” patient should come up. Choose the correct encounter carefully based on the information (label or order) *before you.
5. If using the NAME entry above, the correct patient must be selected from all possible names displayed. Use 2 patient identifiers to make correct selection.
6. When the correct patient is displayed, notice the **DOS** field at top middle area. If the DOS field says **DSCH**, this account **must** not be used as the lab tests need to be ordered on an active account. Repeat steps 2-5 above to select the correct active account.

| | | | |
|---|------------------|---------------------------|----------------|
| C L I N I C A L O R D E R E N T R Y (COE) | | PATIENT (0004)000-00-0633 | |
| | | ST ELIZABETH HOSPITAL | |
| NAME TEST, BARB | AGE 88 | SEX F F SE | N ECCU R DSCH- |
| DR MAXA, LIANA | DOS DSCH PT I | ID TST375 | BILL 1 |
| DX PAT DOB 05/30/24 | FIN # 0000001214 | ADMT 05/30/12 | |

PROCEDURE



7. Adding a new encounter for a hospital registered account will only be necessary if the HIS system or interface is down and you have a FIN/MRN number to use. If this is the case, Arrow Up. Enter A for Add a new Encounter. Enter correct data using supplied info on manual downtime label, order or requisition.

Order Entry

8. The cursor will move under “Procedure”.
9. Test order code entry may be done if order codes are known. Otherwise, order codes can be determined by either using HELP (Shift F5) or searching for test in the FHS/PacLab Test Directory on the intranet. [FHS/PacLab Test Directory](#)
10. To search HELP w/in COE entry, press Shift F5. Enter A to search for ALL.
11. Enter the beginning letter(s) of the order code you need. All possible choices will be displayed. (Searching only occurs on the Cerner order code, not the full test description). Page forward using PF1 (“Num Lock” key) or backward using PF2 (“/” key) to view all possible tests.
 - If you cannot find the exact test needed, consider trying a new search by using the FIND key (usually mapped to the “HOME” key on the keyboard above the directional arrows).




HOME key

12. To activate an order comment (footnote) when ordering a test, enter F11 key before entering order code. (See footnote WI for further guidance).
13. Enter the correct test code and press <enter>. The cursor has moved over to the right side for continued entry of this order.
14. Continue through the following fields:
 - **Priority:** The LIS allows the following priority designations:
 - RT –routine
 - AS –ASAP
 - AM –AM Rounds at your facility (not used at SEH)
 - TS – Time Study for a designated time
 - ST – Stat
 - **Collected Y/N:** Enter “Y” if the sample is already collected. Enter N if this is for a future collection of if the sample is not yet in the lab.
 - **Collected BY:** If the sample was collected by a lab employee, enter the Tech ID, or enter 888 for nurse/patient collections.
 - **Status:** A status number will populate this field (7). <Enter>.
 - **Date:** Default will be the current date. <Enter> to accept or change if needed.
 - **Time:** Default will be the current time. <Enter> to accept or change if needed. NOTE: the correct date/time of collection is important for test result review. Please be accurate and thorough by looking for correct information on the sample or requisition for entry.
 - **Requesting Dr:** The default will be the admitting Dr/provider. Change if you have a different provider ordering the test. Choose HELP (Shift F5) and enter last name, first. Choose ordering provider cautiously as many provider names are similar.
 - **Requesting LOC:** The default will be your current location tied to your sign on. If you need tests to load to a different testing hub due to the nature or priority of the test, enter it here.
 - **Specific Source:** If the test entered above is a Microbiology built test, this prompt will display. Enter the specific code for the source or choose HELP (Shift F5) for the source dictionary. Enter first few characters of likely source code, <enter>. Choose from list. (If ordering from SEH site, see separate list).
 - **Free-Text Source:** If specific source could not be located or additional clarification of source is needed, enter it in this field. (Field only displays for Micro test).
 - **Micro Comment:** If a comment is needed to communicate something further to the Microbiology staff, enter it in this field. (Field only displays for Micro test).
 - **Label Comment:** If a label comment is necessary to communicate a message to the staff, enter a short message here.
15. Some procedures have prompts attached, such as fasting hrs, time of birth, fluid type, which should be entered if known. The prompt will display for entry at this point.
16. The cursor will return to the area under PROCEDURE. If there are additional tests, enter the next code now. <Enter>.
17. The cursor will return to the right side of the screen beside the TIME field. Arrow up if any of the above fields are different for subsequent tests. If all fields are the same, press the HOME (F8) key to accept the other entries and the cursor returns to the PROCEDURE area for additional orders.
18. If all order entry is complete, press the <Enter> key.

19. The cursor moves to the bottom and allows a final review. CORRECT Y/N? Y Press <Enter> if correct, otherwise N and correct the entry above.
- You may use the down arrow key to move through the list of tests that need to be corrected. Once the test is highlighted, correct the code if in error, <enter> and the cursor will shift to the right side of the screen for further corrections. If none, enter F8 (HOME). Once all corrected, enter F8 to return to the CORRECT Y/N? prompt. Press <Enter>.
20. The label printer prompt displays at the bottom right of the screen. Accept the label printer default if correct, or change to the LP desired. If no labels are needed, enter LPME.
21. Labels will immediately print and Accession number(s) will be assigned. Note the accession numbers if needed on your paperwork.
22. Enter your Tech ID on the requisition/order as the person who ordered the tests in the red lined spot below.

| | | | | | | | |
|--|--|--------------------------------------|--|--------------------------------|--|--|--|
| PRIORITY | | | | | | | |
| <input type="checkbox"/> STAT | | <input type="checkbox"/> ASAP | | | | | |
| <input type="checkbox"/> ROUTINE | | <input type="checkbox"/> TIMED STUDY | | | | | |
| COLLECTION INFORMATION (TO BE COMPLETED IN UNIT) | | | | TIME REQUEST RECEIVED IN LAB → | | | |
| DATE TO BE COLLECTED | | TIME TO BE DRAWN | | PRE-OP | | DATE OF SURGERY | |
| | | | | TR BY | | | |
| | | | | COLLECTION INFORMATION | | | |
| FORM COMPLETED (SECRETARY) (RN) | | DATE / TIME | | CALL OR FAX REPORT TO: | | COLLECTION DATE | |
| REQUESTING PHYSICIAN | | | | | | COLLECTION TIME | |
| | | | | COMMENTS | | COLLECTED BY | |
| | | | | | | URINE | |
| | | | | | | <input type="checkbox"/> RANDOM <input type="checkbox"/> CATH | |
| | | | | | | <input type="checkbox"/> MID STREAM <input type="checkbox"/> TIMED | |
| | | | | | | HRS | |

23. File this requisition/order in the Daily Hospital Requisition file.

| | | | |
|---|--|--|--|
| DOCUMENT APPROVAL Purpose of Document / Reason for Change: | | | |
| 9/27/12 – New header/format. Added new Purpose, Background and Related document sections. Added new DISC example picture. Added Keyboard pic. Added IP Req pic. Minor edits throughout. Dup ID SPC-0602 and replaced with SPC-0502. | | | |
| Committee Approval Date | <input checked="" type="checkbox"/> Date: 9/27/12 <input type="checkbox"/> NA – revision of department-specific document which is used at only one facility | Medical Director Approval (Electronic Signature) |  9/25/12 |