**Weekly Updates**

**May 9, 2013**

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| Test | Description of Change(s) | Affected Individuals |
| Patient ID’s | If you find an error in EPIC with patient identification, please send or escort the patient to registration. Registration is able to fix and/or clarify any demographic errors. (Errors such as a misspelling or name change)   * We encountered a patient with a misspelling recently. We still released and drew labs on the patient. A better option would have been to stop and then send the patient to registration for them to fix the discrepancy. * Once the error is resolved the patient will return to lab and then we can assist them. | All Staff |
| Patients who collect urine at home | If a patient is unable to void here and requests to collect at home.   1. Reorder the urine tests in EPIC. 2. Cancel the current Cerner order. 3. Patient unable to void. 4. Print an EPIC label and label cup. 5. Send patient home with urine cup, hat, and OB wipe. 6. Instruct patient to return specimen immediately or in less than 2 hours after collection to the lab for testing. | All Staff |
| EPIC Orders | FYI: The providers have several choices when ordering labs in EPIC. The standard/default choices are:  Priority: routine  Order Class: lab collect/Unit collect  Status: Future  If a provider changes the status to “now” or “normal” the order will auto-release (like PAPs). This is a problem, unless it is a PAP smear, because the lab order will not appear as a future order. Instead, if you did a chart review under the lab tab, the order would say “pending.” | All Staff |
| Gloves & Lab Coats | When you leave the lab, you should not be wearing gloves or lab coat. Always remove gloves and/or lab coats and wash hands when leaving the lab. | All Staff |
| Pending Logs | It is each techs job to check the pending log(s) throughout the day. Review the log and troubleshoot specimens as necessary. | All Staff |
| NEW – Provider Error Logs | At the front and back are now ‘Provider Error Logs.’ Simply place a hash mark in the appropriate box – choose the provider and the error. This log replaces yellow sheets and post-it note documentation. If you have a mislabeled/unlabeled, continue to document on the Mislabeled/Unlabeled form. If your error isn’t a choice, choose other and add additional documentation to the error log. | All Staff |

**Procedure Additions, Updates and Changes:**