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Owner Jeanna Begay
Area Administrative - Waived Testing
Applicability Hopi Health Center

Electronic Health Record POC Lab Entry Button for Entering Point of Care Test Results Procedure

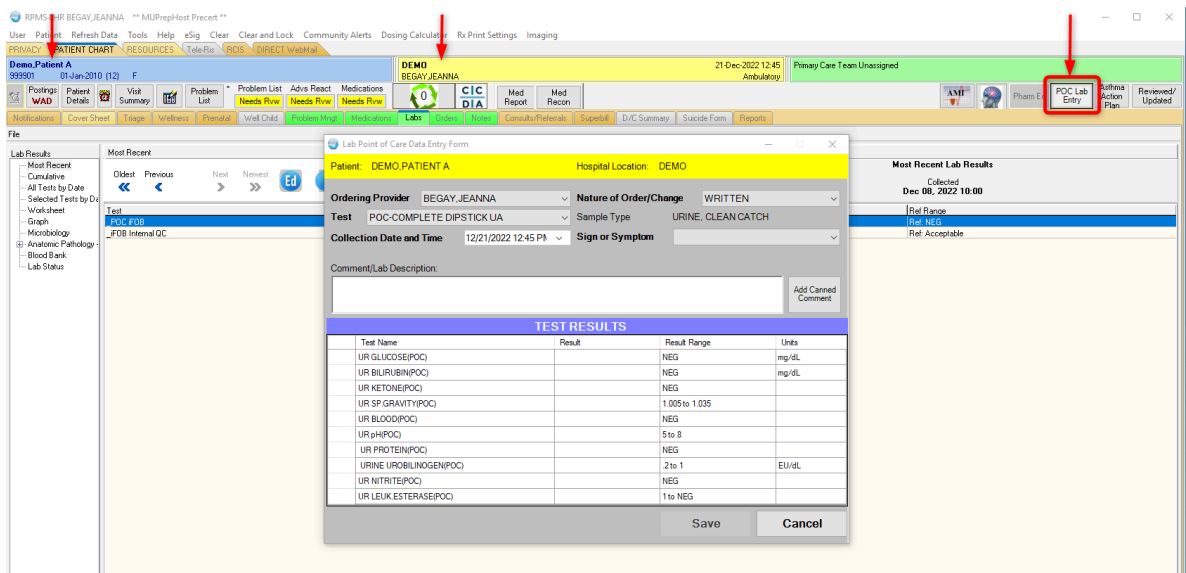
PURPOSE:

The point of care (CLIA-waived) testing staff will follow this procedure to ensure that test results are entered correctly under the right patient name, chart number, location of service, and the ordering medical provider for timely result review.

PROCEDURE:

Log into EHR:

1. Select patient (blue box), select the visit and primary provider (yellow box).
2. After performing point of care laboratory testing, click on the "POC Lab Entry" button to open up the **Lab Point of Care Data Entry Form**.



- The **Lab Point of Care Data Entry Form** will appear, verify the ordering provider is correct.
- Select Test by selecting drop down arrow.

Lab Point of Care Data Entry Form

Patient: DEMO, PATIENT A Hospital Location: DEMO

Ordering Provider: DEMO, PHYSICIAN MDFNPPA Nature of Order/Change: [Dropdown]

Test: [Dropdown] Sample Type: [Dropdown]

Collect: [Dropdown] Sign or Symptom: [Dropdown]

Comment: [Text Area] Add Canned Comment

TEST RESULTS

Test Name	Result	Result Range	Units

Save Cancel

5.

- The **TEST RESULTS** box will open up. The **Nature of Order/Change** will default to "WRITTEN".
- Enter the correct date and time the specimen was collected using the **Collection Date and Time** box by clicking on the drop down arrow. The current date and time will display. Enter the correct time by highlighting the time and free-texting time or use the arrow button to move the hour and minute.
- Next, enter the **Sign or Symptom** for the test selected by clicking on the drop down arrow. If sign or symptom is not listed, you may select "Other..." at the bottom, another window (SNOMED CT Lookup) will open, and type in the Search box.

Lab Point of Care Data Entry Form

Patient: DEMO,PATIENT A Hospital Location: DEMO

Ordering Provider: BEGAY,JEANNA Nature of Order/Change: WRITTEN

Test: POC-COMplete DIPSTICK UA Sample Type: URINE, CLEAN CATCH

Collection Date and Time: 12/21/2022 12:45 PM Sign or Symptom: [Dropdown]

Comment/Lab Description: [Text Area] Add Canned Comment

TEST RESULTS			
Test Name	Result	Result Range	Units
UR GLUCOSE(POC)		NEG	mg/dL
UR BILIRUBIN(POC)		NEG	mg/dL
UR KETONE(POC)		NEG	
UR SP.GRAVITY(POC)		1.005 to 1.035	
UR BLOOD(POC)		NEG	
UR pH(POC)		5 to 8	
UR PROTEIN(POC)		NEG	
URINE UROBILINOGEN(POC)		.2 to 1	EU/dL
UR NITRITE(POC)		NEG	
UR LEUK. ESTERASE(POC)		1 to NEG	

Save Cancel

- Go to the **TEST RESULTS** box and enter the lab results in the Result column. If necessary, click on the Tab button to navigate through the data entry form. Typing a "?" will show you the options available for the test.

Lab Point of Care Data Entry Form

Patient: DEMO.PATIENT A Hospital Location: DEMO

Ordering Provider: BEGAY,JEANNA Nature of Order/Change: WRITTEN

Test: POC-COMplete DIPSTICK UA Sample Type: URINE, CLEAN CATCH

Collection Date and Time: 12/21/2022 12:45 PM Sign or Symptom:

Comment/Lab Description:

Add Canned Comment

TEST RESULTS

Test Name	Result	Result Range	Units
UR GLUCOSE(POC)	?	NEG	mg/dL
UR BILIRUBIN(POC)		NEG	mg/dL
UR KETONE(POC)		NEG	
UR SP.GRAVITY(POC)		1.005 to 1.035	
UR BLOOD(POC)		NEG	
UR pH(POC)		5 to 8	
UR PROTEIN(POC)		NEG	
URINE UROBILINOGEN(POC)		.2 to 1	EU/dL
UR NITRITE(POC)		NEG	
UR LEUK.ESTERASE(POC)		1 to NEG	

Save Cancel

Result Entry Help

Choose from:

NEG	NEGATIVE
TRACE	TRACE
1+	1+(250mg/dL)
2+	2+(500mg/dL)
3+	3+(>=1000mg/dL)

OK

10. **NOTE:** For POC tests performed with devices containing an internal QC or performance area, the internal QC must be documented as "Acceptable" or "INVALID". This includes the following tests: Rapid Strep, Urine Pregnancy, Gastrocult, and Fecal Occult Blood. Gastrocult test entry requires the card expiration date and the developer lot number and expiration date.

Lab Point of Care Data Entry Form

Patient: DEMO,PATIENT A Hospital Location: DEMO

Ordering Provider: BEGAY,JEANNA Nature of Order/Change: WRITTEN

Test: POC-PREGNANCY TEST,URINE Sample Type: URINE, CLEAN CATCH

Collection Date and Time: 12/21/2022 12:45 PM Sign or Symptom:

Comment/Lab Description:

TEST RESULTS

Test Name	Result	Result Range	Units
_POC Urine Pregnancy Test	NEGATIVE	NEGATIVE	
_Urine hCG Internal QC	?	Acceptable	

Result Entry Help

Choose from:
 A Acceptable
 I INVALID

OK

Save Cancel

11. Double check entry is correct, then click on the **Save** button.
12. The result is now in EHR/RPMS and can be accessed as needed.

HOW TO CORRECT "WRONG RESULT(S) ENTERED"

If the result was entered incorrectly in the CORRECT patient electronic health record:

1. When an error is discovered in that the wrong result was entered and the result was saved, notify the ordering provider of the wrong entry. Re-enter the POC test with the correct result.
2. Notify the Laboratory POC Coordinator, Laboratory Supervisor, or designee to edit, cancel, and/or remove the wrong result(s). Indicate the reason for the test cancellation in the comment field.

If the result was entered in the WRONG patient electronic health record:

1. When an error is discovered in that the result was entered under the WRONG patient medical record number, the POC testing staff will write down the name of the wrong patient name, medical record number, and the POC test that was entered. Fill out the "Laboratory Quality Management Form". Notify the ordering provider of the incorrect entry.
2. The nursing staff will enter the POC test using the CORRECT patient medical record number, and enter the test result correctly and save the information. No information is typed into the COMMENT section.
3. Return the completed form to the Laboratory POC Coordinator, Laboratory Supervisor or designee. Laboratory staff will edit the wrong result and/or cancel/remove the results, and document the reason for the test cancellation in the comment field.

Attachments

[Laboratory Quality Management Form.docx](#)

Approval Signatures

Step Description	Approver	Date
Medical Officer Pathologist	Noelle Blue Arm: Medical Officer Pathologist	02/2024
Chief Nurse Executive	Rachel Hamblin: Chief Nurse Executive	02/2024
Lab Supervisor	Kendrick Fritz: Supervisory Medical Technologist	02/2024
Director of Quality Management	Jose Burgos: Public Health Nurse Director	02/2024
Medical Technologist	Jeanna Begay	02/2024
	Jeanna Begay	02/2024

Applicability

Hopi Health Center