1. Open VistA icon from VA Shortcuts

2. Enter LRM or LRFASTS when prompted for menu option.

3. Choose Bypass normal data entry from your menu list when prompted for a menu option number. See example below. NOTE: YOUR MENU MAY BE DIFFERENT FROM LIST BELOW:

1 Clear instrument/worklist data

2 Build a load/work list

3 Enter/verify data (auto instrument)

4 Enter/verify/modify data (manual)

5 Enter/verify data (Work list)

6 Bypass normal data entry

7 Long form accession list

8MI Results entry

9MI Results entry (batch)

10MI Verification of data by supervisor

11 Clear Lab Collection List

Select Processing Menu Option: 6 Bypass normal data entry

4. Performing lab should default to DUBLIN VAMC. Press the “enter” key.

Select Performing Laboratory: DUBLIN VAMC// GA VAMC 557

5. Type “Y” or “Yes” for entering draw times.

Do you want to enter draw times? No// YES (Yes)

6. At patient name prompt, enter full 9 digit patient social security number.

Select Patient Name: 000001414 ZZTEST,PATIENT FOURTEEN 9-1-30 0000014

14

WARNING : You may have selected a test patient.

Enrollment Priority: Category: IN PROCESS End Date:

7. Enter VistA abbreviation for patient location or use default (default is to left of double hash marks). To view full listing at prompt, type in double question marks ( ?? ). Location abbreviation can also be found in CPRS under “Orders” tab. To return to previous line after search, press shift key and up carat key.

PATIENT LOCATION: CPRS// DUB CPRS TESTING MILES,FREDDIE T

8. Select “ SP “ when prompted for how specimen is collected or hit enter key if listed as default.

Select one of the following:

LC LAB COLLECT(INPATIENTS-MORN. DRAW)

SP SEND PATIENT

WC WARD COLLECT

Specimen collected how ? : SP// SEND PATIENT

9. Enter ordering provider, last name, first name or search with double question mark as in number 7 above.

PROVIDER: ACHEE,TEE A

10. Urgency defaults to routine, hit enter key

Select URGENCY: ROUTINE//

11. Enter test name exactly as it appears below. You may also search using double question mark as in number 7 above.

Select LABORATORY TEST NAME: COVID-19 DIAG PANEL (AT)

For COVID-19 DIAG PANEL (AT) NASOPHARYNX

DRAW DATE/TIME: T@N ??

DRAW DATE/TIME: T@1209 (FEB 04, 2021@12:09)

Nature of Order/Change: POLICY// I

LAB Order number: 1024393

ACCESSION: CH 0204 349 <0110350349>

COVID-19 DIAG PANEL (AT) NASOPHARYNX

12. At Work Load prompt type in “ SEROL “

Work Load Area: SEROLOGY

13. At “COVID-19 ANTIGEN (BINAX) //” type in your test result after the double has marks. POSITIVE or NEGATIVE

Sample: NASOPHARYNX

Specimen: NASOPHARYNX

1 COVID-19 DIAG PANEL (AT)

ZZTEST,PATIENT FOURTEEN SSN: 000-00-1414 LOC: CPRS

Pat Info: Sex: FEMALE Age: 90yr as of Feb 04, 2021

Provider: ACHEE,TEE A Voice pager:

Phone: 3139 Digital pager:

ACCESSION: CH 0203 392 CH 0204 349 [0110350349]

2/3 14:49d 2/4 12:09d

COVID-19 ANTIGEN (BINAX) //NEGATIVE

14. Type in the name of the person who performed the test if other than the person verifying the test in step 18. NOTE: ONLY THE PERSON WHOSE PIV CARD IS INSERTED CAN VERIFY TEST USING THIS FUNCTION.

Select COMMENT: PERFORMED BY DONALD DUCK, RN

(PERFORMED BY DONALD DUCK, RN)

15. Type in the kit lot number and expiration date, then kit enter.

Select COMMENT: KIT LOT 134439

(KIT LOT 134439)

Select COMMENT: KIT EXPIRATION 5/10/21

(KIT EXPIRATION 5/10/21)

16. Type in the following comment, “ Internal control valid “

Select COMMENT: INTERNAL CONTROL VALID

ZZTEST,PATIENT FOURTEEN SSN: 000-00-1414 LOC: CPRS

Pat Info: Sex: FEMALE Age: 90yr as of Feb 04, 2021

Provider: ACHEE,TEE A Voice pager:

Phone: 3139 Digital pager:

ACCESSION: CH 0203 392 CH 0204 349 [0110350349]

2/3 14:49d 2/4 12:09d

COVID-19 ANTIGEN (BINAX) POSITIVE Negative

COMMENTS: PERFORMED BY DONALD DUCK, RN

COMMENTS: KIT LOT 134439

COMMENTS: KIT EXPIRATION 5/10/21

17. Choose if you need to edit what you’ve entered so far, choose “E” or “C” to edit or add comments, otherwise hit the enter key.

SELECT ('E' to Edit, 'C' for Comments, 'W' Workload):

18. Enter your VistA initials. Usually your first, middle and last, no spaces, then press enter key.

Approve for release by entering your initials: LGL

To view your results in CPRS, click on the lab tab. Press “previous” until result appears on screen. NOTE: USING BYPASS NORMAL DATA ENTRY FUNCTION CREATES AN ADDITIONAL ORDER THAN THE ONE ORDERED BY THE PROVIDER IN CPRS. YOU WILL SEE THE PROVIDER ORDER LISTED AS PENDING. THE ORDER YOU CREATE WHEN ENTERING RESULTS WILL BE LISTED AS COMPLETE.

For questions, contact Lisa Lee, Ancillary Testing Coordinator at ext 2124 or [Lisa.Lee10@va.gov](mailto:Lisa.Lee10@va.gov)