1. Open VISTA icon from VA Shortcuts

2. Enter “ ^FAST “ when prompted for menu option which should launch Bypass Normal Data Entry/Verify. NOTE: If this function does not open, then do a menu search by typing “ 0 “ (zero) and choose the appropriate menu option from the list.

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.

NOTE: You may choose, instead, to enter the FIRST initial of the patient’s last name, followed by the last 4 digits of their social security number, HOWEVER, if that combination presents more than one patient to choose from, you MUST pick the correct patient from the list or you will enter result in the incorrect patient record. ALWAYS VERIFY PATIENT IDENTITY USING TWO IDENTIFIERS,

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

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 8 above.

PROVIDER: ACHEE,TEE A

10. Urgency defaults to routine, hit enter key

Select URGENCY: ROUTINE//

11. Enter test name “BINAX”.

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

For COVID-19 DIAG PANEL (AT) NASOPHARYNX

12. Enter specimen collection at “DRAW DATE/TIME:” Two digit day, two digit month and two digit year OR “T” for “Today”, then type “ @ “ and military time as two digit hours : two digit minutes.

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

13. After “POLICY”, hit “enter”

Nature of Order/Change: POLICY// I

LAB Order number: 1024393

ACCESSION: POCT 0204 349 <0110350349>

COVID-19 DIAG PANEL (AT) NASOPHARYNX

12. At “Work Load Area” prompt type in “SEROL “

Work Load Area: SEROLOGY

13. At “COVID-19 ANTIGEN (BINAX) //” type in your test result after the double hatch marks. POSITIVE or NEGATIVE. At “ COVID-19 BINAX QC”, type in your internal QC result as “acceptable”. NOTE: If internal QC result is UNACCEPTABLE, DO NOT REPORT PATIENT RESULT AND REPEAT TEST PER KIT INSTRUCTIONS. At “COVID-19 BINAX LOT#”, type in the kit lot number. At “COVID-19 BINAX EXP DATE”, type in the kit expiration date.

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: POCT 0204 349 [0110350349]

 2/4 12:09d

COVID-19 ANTIGEN (BINAX) //NEGATIVE Negative

COVID-19 BINAX QC //ACCEPTABLE Acceptable

COVID-19 BINAX LOT # //132218A

COVID-19 BINAX EXP DATE //05/10/2021

14. At “COMMENTS”, type in the name of the person who performed the test if other than the person verifying the test in step 16. 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.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):

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

Approve for release by entering your initials: LGL

NOTE: If you omit the above step, error message will appear that says

“ Nothing verified! “

Avoid these mistakes:

1. DO NOT leave any of the four result fields blank. See example highlighted below:

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

Pat Info: Sex: FEMALE Age: 91yr as of Dec 09, 2021

Provider: GIRGIS,AML RAMSIS Voice pager:

 Phone: 2479 Digital pager:

ACCESSION: POCT 1209 2806 [1I13432806]

 12/9 11:54d

COVID-19 ANTIGEN (BINAX) //

COVID-19 BINAX QC //A Acceptable

COVID-19 BINAX LOT # //145512

COVID-19 BINAX EXP DATE //1/14/22

Select COMMENT:

B. DO NOT verify incomplete results. All incomplete fields will appear as “pending” in CPRS. See highlighted example below:

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

Pat Info: Sex: FEMALE Age: 91yr as of Dec 09, 2021

Provider: GIRGIS,AML RAMSIS Voice pager:

 Phone: 2479 Digital pager:

ACCESSION: POCT 1209 2806 [1I13432806]

 12/9 11:54d

COVID-19 BINAX QC Acceptable

COVID-19 BINAX LOT # 145512

COVID-19 BINAX EXP DATE 1/14/22

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

Approve for release by entering your initials: LGL

Report Released Date/Time: Dec 09, 2021@11:57

Provider: GIRGIS,AML RAMSIS

 Specimen: NASOPHARYNX. POCT 1209 2806

 Specimen Collection Date: Dec 09, 2021@11:54

 Test name Result units Ref. range Site Code

COVID-19 ANTIGEN (BINAX) pending [557]

 Eval: ABBOTT BINAX (557)

 Eval: THIS TEST IS AUTHORIZED UNDER THE FDA EMERGENCY RELEASE AUTHORIZATION

 Eval: (EAU)

COVID-19 BINAX QC Acceptable [557]

COVID-19 BINAX LOT # 145512 [557]

COVID-19 BINAX EXP DATE 1/14/22 [557]

1. DO NOT enter results without verifying them by entering your initials. They will appear as “collected-specimen in lab” when viewed under CPRS lab tab. See highlighted example below:

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

Pat Info: Sex: FEMALE Age: 91yr as of Dec 09, 2021

Provider: GIRGIS,AML RAMSIS Voice pager:

 Phone: 2479 Digital pager:

ACCESSION: POCT 1209 2806 POCT 1209 2831 [1I13432831]

 12/9 11:54d 12/9 12:39d

COVID-19 ANTIGEN (BINAX) Negative Negative

COVID-19 BINAX QC Acceptable Acceptable

COVID-19 BINAX LOT # 145512 145512

COVID-19 BINAX EXP DATE 1/14/22 1/14/22

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

Approve for release by entering your initials:

 Nothing verified!

Press ENTER or RETURN to continue

Report Released Date/Time:

Provider: GIRGIS,AML RAMSIS

 Specimen: NASOPHARYNX. POCT 1209 2831

 Specimen Collection Date: Dec 09, 2021@12:39

 Test name Result units Ref. range Site Code

COVID-19 DIAG PANEL (AT) Collected - Specimen In Lab

If you encounter any of these errors, you will have to enter your results again.

To view your results in CPRS, click on the lab tab. Press “previous” until result appears on screen. You may also change the view to “All Tests By Date”. For questions, contact Lisa Lee, Ancillary Testing Coordinator at ext 2124 or Lisa.Lee10@va.gov