FAST competency questions

Registration:

1. The correct process for entering patient into FAST is
2. The first step for the user to take when entering a manual order is to click on the name button to start the registration process. The user will enter each name component in the distinct fields.
3. If avaialable, the prefix and suffix name component should be entered without a period after the alpha characters.
4. The middle name field can be entered in two ways:
5. The full middle name can be entered into the field.
6. The first initial of the middle name can be entered in the field with no period after it.
7. A and B
8. All above.
9. When in FAST which color will alert you that the data is mandatory and which color indicates the data is requested?
10. Yellow fields are mandatory and Blue fields are requested.
11. Blue Fields are mandatory and Yellow fields are requested.
12. In Registration screen which fields are mandatory?
13. Name, MRN#, DOB, Sex and Species.
14. Name, MRN#, DOB, Insurance and Responsible Party
15. Name, DOB, Insurance and Responsible Party
16. If the insurance is not available in Fast, enter “Unknown” and tab to populate. Type in the insurance name, policy and group number in the memo section.
17. True
18. False

Order Entry

1. When in Active Orders screen, to ensure you are not reusing a received lab accession. What should you do?
2. Make sure labacc field is blank.
3. Click on Un-recevd button
4. Look at the “datecollectiontime” field for the month you are in.
5. A and B
6. If Client ID is not provided on the order, when in Order Entry screen what is the best method to ensure you have the correct client ID selected?
	1. Ensure at least two of the elements match. Phone and address, phone and fax, Address and fax, etc.
	2. Search by Phone no using format 630-123-4569
	3. Search by phone no using format 6301234569
	4. A, B and C
	5. None of the above

7. When selecting ACL Unknown Client (ACL01) the following is true.

1. If unable to determine valid ACL ordering client ID, ACL01 can be selected.
2. Upon ordering tests, WILD1 test code will auto order. The client name, client phone and client fax are mandatory questions that must be answered with accurate data elements. **Note:** The performing lab should never be changed for the WILD1 test code.
3. A red phone fax request must be completed.
4. A and B
5. All of the above
6. FAST will indicate if ABN is needed based on CMS guidelines. Once ABN is printed what elements of the ABN must be completed by the patient in order to make it a valid ABN?
7. Signature and date
8. Options, Signature and Date
9. Options and Signature
10. Which statement/statements are true when using the Split functionality in fast.
11. Splitting accessions should be done in View Only mode before the user selects the Edit Order button.
12. After splitting a test code, the performing lab code and the receive date and time field will be blank on the new fast accession, which is displayed in the Active Order screen.
13. Splits cannot be done when the user is in edit mode.
14. A and b
15. All of the above.
16. Which statements apply to a Test Direct Order.
17. We can receive an order from a Test Direct client on an ACL outreach requisition, a Physician Script, or an ACL Testdirect requisition.
18. Orders can be found in fast by scanning the requisition barcode into the *Search For* field, found in the fast integrated search screen, or by using the *Search By* Auto field.
19. Orders can be found in fast by scanning the requisition barcode into the *Search For* field, found in the fast integrated search screen, or by using the *Search By* Req. ID field.
20. A and B
21. A and C
22. The following statements are true when entering a source in FAST:
23. The source MUST be entered from the list provided in the answer assistant box.
24. In case of a discrepancy between the source written on the requisition and the source written on the original container, the original container source is transcribed.
25. When a source code is not available in the assistant answer box, use a close match of the source from the answer assistant box and additionally free text with a dash and a semi-colon for extra description.
26. If orders originated from an electronic order, the source must also be updated in the “Q” section to match that which is on original container or requisition as well.
27. All of the above

11. Ordering a test(s) under the wrong Client ID may be a HIPAA violation. What search options are available within FAST Order Entry to locate appropriate Client ID?

1. Name and code
2. Name, code and telephone number
3. Name, code, address, telephone number, fax number
4. Name and address

12. When all accessions on a batch are highlighted and the RECV SELECTED IN LIS button is clicked the batch will close and the batch contents will disappear?

a. True

b. False

13. Workload codes need to be created at the time standing order is created.

1. True
2. False

14. Single Receipt question: When verifying a single accession that is not performed at your site, what appears backlit in red?

1. Lab accession
2. Performing Lab Code
3. Container Code