



RESOURCE AND PATIENT MANAGEMENT SYSTEM

Introduction to Use and Maintenance of the Laboratory Suite

Announcement and Agenda

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Office of Information Technology
Albuquerque, New Mexico

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1.0 General Information

1.1 Purpose of Training

This course is designed for those individuals who have been assigned the responsibility for using and maintaining the Laboratory Package at their site. Participants will be introduced to laboratory file structure and maintenance for configuring the database to the workflow at their facility and to provide ongoing support of the laboratory package.

The training consists of lecture with PowerPoint presentations, demonstration of the tool, and hands-on exercises using individual computer terminutesals and a simulated training database.

1.2 Prerequisites

None

1.3 Intended Audience

This class is oriented towards Laboratory professionals (e.g., Medical Laboratory Technicians, Medical Laboratory Technologists) who are responsible for processing Laboratory Tests at their facilities as well as maintenance and integration into the EHR. Facilities may be able to work on their own systems during the training. This course assumes that participants have limited knowledge of the RPMS Laboratory Suite (RPMS-LAB) and RPMS.

1.4 Course Material and References

1.4.1 At the IHS FTP Site

The following materials may be downloaded from the RPMS Training FTP site at <ftp://ftp.ihs.gov/pubs/RPMS/Training/IntroLab/>:

- Tab 1 – Introduction
 - Introduction to RPMS
 - User Tip Chart
- Tab 2 – Day One Materials
 - PowerPoint Presentation
 - Introduction to Use and Maintenance Manual
 - Order Tests PowerPoint Presentation
 - Resulting Labs PowerPoint Presentation

- Accession Tests PowerPoint Presentation
- GUI Accessioning
- Tab 3 – Day One Exercises
 - Order Scripts
 - Accessioning Scripts
 - User Tip Chart
 - Day One Exercises
- Tab 4 – Day Two Materials
 - Panel Configuration
 - Day Two Test Configuration
- Tab 5 – Day Two Exercises
 - Day Two Exercises
- Tab 6 – Day Three Materials
 - Editing the IHS Lab CPT Code File PowerPoint Presentation
 - Laboratory Reports PowerPoint Presentation
 - Load Work List
 - Track Laboratory Tests
 - Deactivating a Laboratory Tests
 - Lab Link Diagram
 - Taskman Queued Jobs for RPMS EHR Optimization
 - System Maintenance
 - Accession Area and Laboratory Site Files
- Tab 7 – Day Three Exercises
 - Editing the IHS Lab CPT Code File
 - Day Three Exercises

1.4.2 At the IHS Website

- None

2.0 Learning Objectives

The purpose of this class is to teach the end user how to use the Lab suite and navigate RPMS in order to conduct laboratory operations with or without an EHR environment.

3.0 Detailed Agenda

3.1 Day 1

Topic	Duration
Welcome Introductions Review Agenda and Training Materials Review Objectives	30 minutes
Introduction to RPMS	60 minutes
Break	15 minutes
Introduction to RPMS	30 minutes
Ordering in RPMS	90 minutes
Lunch	60 minutes
Accessioning in EHR	60 minutes
Break	15 minutes
Accessioning in RPMS	45 minutes
GUI Accessioning	60 minutes
Questions/Site Issues	30 minutes

3.2 Day 2

Topic	Duration
Day Two Overview Review from Day One Questions Day Two Objectives	30 minutes
Test Configuration	60 minutes
Break	15 minutes
Test Configuration	105 minutes
Lunch	60 minutes
Panel Configuration	120 minutes
Break	15 minutes
Panel Configuration	45 minutes
Questions/Site Issues	30 minutes

3.3 Day 3

Topic	Duration
Day Two Overview Review from Day Two Questions Day Three Objectives	30 minutes
Load/Work List	30 minutes
Accession Area and Laboratory Site	60 minutes
Break	15 minutes
Editing the Lab CPT File	45 minutes
Tracking and Laboratory Reports	60 minutes
Lunch	60 minutes
System Maintenance	90 minutes
Logging a Support Issue	30 minutes
Wrap Up and Survey	30 minutes

Certificates are emailed from OIT.