



RESOURCE AND PATIENT MANAGEMENT SYSTEM

Introduction to the Basic Laboratory Package

Announcement and Agenda

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Office of Information Technology
Division of Information Technology

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1.0 Purpose of Training

This basic laboratory course is designed for persons 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 terminals and a simulated training database.

2.0 Prerequisites

Participants have to be proficient with basic Resource and Patient Management System (RPMS) Laboratory functions, including:

- Use of Multipurpose Accessioning.
- Review of Order/Test Status.
- Manual Result (test) entry and verification.
- Review of patient Interim Reports.
- Familiarity with the Indian Health Service (IHS) Electronic Health Record (EHR) Laboratory Order process.

3.0 Intended Audience

The Basic Laboratory Package class is oriented towards (but *not* limited to) Laboratory professionals (e.g., Medical Laboratory Technicians and Medical Laboratory Technologists) who process Laboratory Tests at their facilities and have responsibility for maintenance and integration into the EHR. This course assumes that participants do have some knowledge of the RPMS Laboratory Suite (RPMS-LAB) and both EHR and RPMS.

This training has been prepared specifically for:

- RPMS Laboratory Package owners.
- Area Laboratory Consultants.
- Area and Site Clinical Application Coordinators supporting RPMS-Laboratory Information System (LIS).
- Users from related services:
 - Pharmacy.
 - Nursing.
 - Laboratory.
 - Radiology.

4.0 Learning Objectives

At the end of this training, participants should be able to:

- Edit Day One files to accommodate the testing performed in their laboratory.
- Order and accession tests on patient samples for both current and future collections.
- Result tests using manual options.
- Look-up test results within the system.
- Summarize basic laboratory terminology.
- Perform basic FileMan tasks.
- Perform basic RPMS tasks.
- Describe the anatomy of a laboratory test - data name.
- Define the LIS workflow and its interactions with other RPMS modules.
- Generate Patient LIS Reports.
- Describe the Reference LIS Interface.
- Generate Quality Assurance Reports.
- Maintain the RPMS Lab Package.
- Populate test taxonomies required for proper data collection in Diabetes Management System, and Government Performance and Results Act reporting.
- Recognize the importance of Clinical Laboratory Improvement Amendments, Joint Commission, and other regulations as they relate to laboratory policies and procedures.
- Attain a basic understanding of the interrelationship of RPMS with Third-Party Billing and the Patient Care Component, and be able to maintain the BLR link.

5.0 Detailed Agenda

5.1 Tuesday –Day 1

Start	Topic
8:30 a.m.	Welcome and Introductions: <ul style="list-style-type: none"> Review agenda and learning objectives.
9 a.m.	Overview of Menus and Keys/ Overview of RPMS
9:30 a.m.	Basic FileMan/ Overview of File Structure: <ul style="list-style-type: none"> FileMan basics. FileMan functions.
10:00 a.m.	Break
10:15 a.m.	Day 1 Files/ Introduction to Day 1 Files: <ul style="list-style-type: none"> Topography (#61). Collection Sample (#62). Accession (#68). Lab Data (#63). Laboratory Test (#60).
12:00	Lunch
1:00 p.m.	Introduction to Day 1 Files (cont.): <ul style="list-style-type: none"> Laboratory Test (#60). Accession Test Group (#62.6). Laboratory (#69.9).
1:45 p.m.	Build Data Name (for day 2).
2:45 p.m.	Break
3:00 p.m.	Interim Report (#62.6).
3:30 p.m.	Lab Descriptions (#62.05).
4:00 p.m.	IHS Lab Current Procedural Terminology Code.
4:30 p.m.	Wrap-up/Questions.
5:00 p.m.	Adjourn.

5.2 Wednesday – Day 2

Start	Topic
8:30	Review Previous Day's Training: Overview FileMan 60.
9:00 a.m.	Build tests FM60: <ul style="list-style-type: none"> • ROYGBIV Atomic. • Panel rainbow Cosmic. • Print Interim report of builds. • LOINC. • CPT.
10:30 a.m.	Break
10:45 a.m.	Build tests FM (cont.).
12:00 p.m.	Lunch
1:00 p.m.	Basic Microbiology Package.
2:00 p.m.	Ordering/ Accessioning.
2:45 p.m.	Break
3:00 p.m.	Process data.
4:00 p.m.	BLR INQ.
4:30 p.m.	Wrap-up/Questions.
5:00 p.m.	Adjourn.

5.3 Thursday – Day 3

Start	Topic
8:30	Review Previous Day's Training: Questions.
9:00 a.m.	Quality Assurance/ Compliance: <ul style="list-style-type: none"> • New test builds. • Re-cross-reference indexes Cumulative file. • FM INQ. • Interim Reports. • Review test implementation Plan.
10:30 a.m.	Break
10:45 a.m.	Monitor laboratory workflow: <ul style="list-style-type: none"> • Print Accession reports. • Incomplete lists. • Load/WorkList.
12:00 p.m.	Lunch
1:00 p.m.	Tasks reviews: <ul style="list-style-type: none"> • LS Link Transaction Processor Status. • Background Task HLZTCP. • LABT lab options TASKED. • Mailman groups.
1:30 p.m.	Maintenance: <ul style="list-style-type: none"> • LS. • Check files for inconsistencies. • GIS. • LEDI.
2:00 p.m.	Break
2:15 p.m.	Lab Accession BLGU review.
2:45 p.m.	Basic Reference Lab Interfaces.
4:00 p.m.	Wrap Up/Questions.
4:30 p.m.	Adjourn.

Acronym List

Acronym	Meaning
EHR	Electronic Health Record
IHS	Indian Health Service
LIS	Laboratory Information System
RPMS	Resource and Patient Management System