1.0 Accessioning Laboratory Test Scripts

The goal for this exercise is to be able to accession laboratory tests in laboratory package, add a test to an existing accession, or delete test from an existing accession. The accessioning process indicates to Laboratory Package that the samples have been collected or received and are ready for processing. Labels are printed which can be attached to samples. In order to accession, the order number is required. To find the order number, open the EHR.

1.1 EHR: Find the order number

With a patient and a visit selected:

1. Select the Orders tab to display all orders for the patient:

![EHR window, Orders tab](image)

Figure 1: EHR window, Orders tab

2. Copy or write down the order number.

The order number is appended to the end of the Order text. With a status of “pending,” the highlighted order is ready for sample collection and accessioning in the laboratory.
1.2 RPMS: Accessioning Procedures

1.2.1 Locating Lab Orders

1. At the Core menu select Laboratory DHCP Menu [LRMENU]

2. Select 2 Accessioning menu

3. Select Accessioning tests ordered by ward order entry

4. Type the lab order number at the LAB Order number prompt

The specimen labels may be printed for attachment to samples that are collected or submitted.
1.2.2 Interpreting Accession numbers.

Accession numbers consist of the following:

| Accession: | CH | 1129 | 1 |

In the example above:

- **CH**: The Laboratory accession area abbreviation
- **1129**: The date (November 29)
- **1**: The next number assigned

Accession numbers may start over daily, monthly, or yearly, depending on the Laboratory Package setup. The accession number is referenced to result the laboratory test.

1.2.3 Add a test to an accession

1. Perform Steps 1 and 2 in Section 1.2.1 to locate the Lab Order

Accessioning tests ordered by ward order entry
Accessioning, standard (Microbiology)
Add tests to a given accession.
Bypass normal data entry

2. Select Add test to a given accession

<table>
<thead>
<tr>
<th>CHEMISTRY</th>
<th>(DEC 14, 2010)</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABBOTT, RAY MITCHELL</td>
<td>144239</td>
<td></td>
</tr>
</tbody>
</table>

3. Type the accession number

<table>
<thead>
<tr>
<th>Nature of Order/Change: ?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Answer with NATURE OF ORDER NUMBER, or NAME, or CODE</td>
</tr>
<tr>
<td>Do you want the entire NATURE OF ORDER List? Y (Yes)</td>
</tr>
<tr>
<td>Choose from:</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>2</td>
</tr>
<tr>
<td>3</td>
</tr>
<tr>
<td>4</td>
</tr>
<tr>
<td>5</td>
</tr>
</tbody>
</table>

4. Specify the Nature of order

<table>
<thead>
<tr>
<th>Nature of Order/Change:</th>
<th>3</th>
<th>TELEPHONED</th>
</tr>
</thead>
<tbody>
<tr>
<td>TESTS ALREADY ON THE ACCESSION:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FASTING GLUCOSE</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5. Select a test originally on the order

Select Original Ordered Test **FASTING GLUCOSE**
6. Add the new test

```
Add LABORATORY TEST: LYT
  1  LYTES
  2  LYTES PLUS
CHOOSE 1-2:  1  LYTES
...OK? Yes//  (Yes)
Select URGENCY: ROUTINE//
...OK? Yes//  (Yes)
```

7. Add the sign or symptom prompting the new test

```
Enter Sign or Symptom for LYTES
  (DO NOT USE 'RULE OUT', 'PROBABLE', 'QUESTIONABLE', etc.): // DIABETES MELITUS
Is this correct? YES//
LYTES ADDED
```

8. Add additional tests as needed

```
Add LABORATORY TEST: MG MAGNESIUM
...OK? Yes//  (Yes)
```

```
Enter Sign or Symptom for MAGNESIUM
  (DO NOT USE 'RULE OUT', 'PROBABLE', 'QUESTIONABLE', etc.): // DIABETES MELITUS
Is this correct? YES//
MAGNESIUM ADDED
```

This order/change is recorded in the patient's electronic record.

Depending on the nature of this activity, a notification may be sent to the requesting clinician to electronically sign this action, and a copy of this action may be printed on the ward/clinic to be placed in the patient's chart.
1.2.4 Delete a test from an accession

1. Perform Steps 1 and 2 in Section 1.2.1 to locate the Lab Order

| Accessioning tests ordered by ward order entry |
| Accessioning, standard (Microbiology) |
| Add tests to a given accession |
| Bypass normal data entry |
| Delete entire order or individual tests |
| Delete test from an accession |
| Fast lab test order (IMMEDIATE COLLECT) |
| Fast lab test order (ROUTINE) |
| Fast lab test order (SEND PATIENT) |
| Inquiry to LAB TEST file |
| Lab add test(s) to an existing order |
| Lab orders by collection type |
| Lookup accession |
| Manually accession QC, Environmental, etc. |

2. Select Delete test from an accession

Select Accession or UID: CH 1
CHEMISTRY (DEC 14, 2010) 1
ABBOTT, RAY MITCHELL 144239

3. Type the accession number from which the test is to be deleted

<table>
<thead>
<tr>
<th>Order</th>
<th>Test</th>
<th>Urgency</th>
<th>Status</th>
<th>Accession</th>
</tr>
</thead>
<tbody>
<tr>
<td>-Lab Order # 60724</td>
<td>BLOOD</td>
<td>SERUM</td>
<td>Provider: USER,XSTUDENT</td>
<td></td>
</tr>
<tr>
<td>TESTS ON ACCESSION: CH 1214 1</td>
<td>MAGNESIUM</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>LYTE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>FASTING GLUCOSE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Change which LABORATORY TEST: LYTE</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4. Type the name of the test that is to be deleted

Select another test: Change Accession: CH 1214 1 UID: 0003480001
LYTE
Cancellation Reason: ?
Do you want the entire ORDER REASON List? Y (Yes)
Choose from:
CLOTTED SPECIMEN
DUPLICATE TESTS
HEMOLYZED SPECIMEN
INSUFFICIENT SPECIMEN
OTHER CANCEL REASON
PATIENT UNAVAILABLE
REQUESTING PHYSICIAN CANCELLED
SERVICE CORRECTION

5. Type the reason for cancelling the test; type ? to see a list of choices
Cancellation Reason: REQUESTING PHYSICIAN CANCELLED

Select NP comment Lab Description screen: ?
Choose from:
L LAB
E AP EM
S AP SURG
C AP CYTO
M MICRO
G GRAM STAIN
F FUNGUS
T TB
P PARASITE
V VIRUS
Y SPUTUM SCREEN
W SMEAR
A ORDER
D BB DISP
R BB TRANS
X BB TESTING
Z BB COLLECT
I AP GENERAL
J BB AUDIT
K GENERAL
B BB RELEASE

Press return to accept the default expansion screens.

Select the Lab Description file expansion screen.
The default expansion screens are GENERAL, ORDER and LAB
You may select addition lab description expansion screens
Press return if you want to only use the default screens

Select Lab Description file screen to be used to expand your NP reason.
Select NP comment Lab Description screen: K GENERAL

6. Type K for General

Not Perform Reason: ?

Not Perform Reason: PHYSICIAN CANCELLED

7. This is a free text response; type a reason

(PHYSICIAN CANCELLED)
Satisfactory Comment? Yes// YES

[ LYTEs ] Marked Not Performed
Select Accession or UID:

This order/change is recorded in the patient's electronic record.

Depending on the nature of this activity, a notification may be sent to the requesting clinician to electronically sign this action, and a copy of this action may be printed on the ward/clinic to be placed in the patient's chart.