

THE INDIAN HEALTH SERVICE

LAB for Non-Laboratorians

Resource Patient Management System



Accessioning Lab Tests

Superior Health Information Management
Now and for the Future

Session Objectives

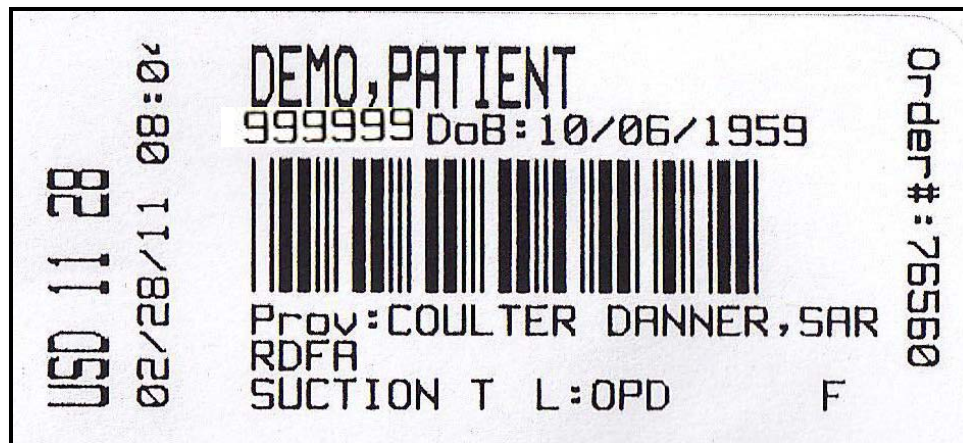
- Accession tests.
- Discuss printing Labels and/or shipping manifest for Reference Laboratory Information System Perform Accessioning (exercise).

Accessioning orders into lab

- When an order is placed, it is assigned an Order Number, which is available in the EHR orders tab. Copy or write the order number down.
- When the order is received, the order must be accessioned into the laboratory. This means the order has been received and specimens are ready to be collected, or have been collected.
- The laboratory package assigns a unique Accession Number by laboratory area, based on where the specimen testing is performed.

Accessioning orders into lab (cont.)

- Specimen accession labels are printed and can be placed on collected samples.



Accessioning Orders from the order number on the Orders tab

The screenshot shows a medical software interface for a patient named Abbott, Ray Mitchell. The 'ORDERS' tab is selected, displaying a list of orders. An arrow points to the order with ID #60596, which is a CBC BLOOD LC ONCE. A callout box below the table contains the text: 'Locate order and copy or write down order number.'

View Orders	Active Orders (Includes Pending & Recent Activity) - ALL SERVICES	Order	Duration	Provider	Nurse	Clerk	Chart	Status
Active Orders (Includes)	Lab	FASTING GLUCOSE BLOOD SERUM SP LB #60709	Start 12/06/10 14:25	User.X				active
White Orders	Lab	FASTING GLUCOSE BLOOD SERUM SP LB #60708	Start 12/06/10 11:24 Stop 12/06/10 11:51	User.X				complete
Delayed Orders								
Nursing Orders...	Lab	FASTING GLUCOSE BLOOD SERUM SP LB #60682	Start 11/29/10 17:18	User.Z				active
Nurse Order (Generic T	Lab	FASTING GLUCOSE BLOOD SERUM SP LB #60676	Start 11/29/10 16:16	User.Z				active
Consults	Lab	FASTING GLUCOSE BLOOD SERUM SP LB #60675	Start 11/29/10	User.Z				pending
Laboratory Outpatient...	Lab	GLUCOSE BLOOD SERUM SP ONCE Indication: Diabetes Mellitus Without Mention Of Com... LB #60671	Start 11/29/10	User.Z				pending
Imaging...	Lab	RENAL PANEL BLOOD SERUM SP ONCE Indication: Diabetes Mellitus Without Mention Of Com... LB #60661	Start 11/18/10 15:17	User.B				pending
Outpatient Medications:	Lab	MICROALBUMIN, URINE URINE SP ONCE Indication: Diabetes Mellitus Without Mention Of Com... LB #60662	Start 11/16/10	User.B				pending
Phys Medication Menu:	Lab	GLUCOSE BLOOD SERUM LC ONCE Indication: Diabetes II/Unspec Not Uncontr LB #60596	Start 11/16/10 15:00	User.B				active
Medi Given in Clinic...	Lab	CBC BLOOD LC ONCE Indication: Diabetes II/Unspec Not Uncontr LB #60596	Start 11/16/10 15:00	User.B				active
Inpatient Menu...	Lab	HEMOGLOBIN A1C BLOOD SP ONCE *PLEASE LB #43703	Start 10/03/07	User.B				pending
Outside Meds	Lab	MICROALBUMIN, URINE URINE SP ONCE LB #44018	Start 12/20/07	User.B				pending
Admission Order Menu:	Lab	GLUCOSE BLOOD SERUM SP ONCE LB #44018	Start 12/20/07	User.B				pending
	Lab	LIPID PROFILE BLOOD SERUM SP ONCE LB #44010	Start 12/20/07	User.B				pending
	Lab	HEMOGLOBIN A1C BLOOD SP ONCE LB #43661	Start 12/20/07	User.B				pending
Consults		TOBACCO CESSATION REQUEST Core Consultant's Choice	Start 05/08/08 10:25	User.N				pending

Locate order and copy or write down order number.

Accessioning orders into lab (cont.)

- In RPMS select the Laboratory menu
- Select option 2 Accessioning menu ...
- Select Option: Accessioning tests ordered by ward order entry
- At the prompt: enter the order number from the orders tab
 - Select Order number: 60675

Accessioning orders into lab (cont.)

The order will come up as follows:

```
ABBOTT, RAY MITCHELL      144239      Requesting location: AC
Date/Time Ordered: 11/29/10 11:40      By: USER, XSTUDENT
  -Lab Order # 60675      Provider: USER, XSTUDENT
BLOOD      SERUM
FASTING GLUCOSE ROUTINE Requested (SEND PATIENT) for: 11/29/2010
Sign or Symptom: DIABETEST MELITIS
Is this the correct order? Yes//
```

Enter the time and date of collection:

```
Collection Date@Time: N// (NOV 29, 2010@16:16:52)
ACCESSION: CH 1129 1 <0003330001>
FASTING GLUCOSE      BLOOD      SERUM
```

Accessioning orders into lab (cont.)

- Bar code labels are generated to apply to samples.
- Tests are accessioned into specified accession areas and given an accession number. Accession number consists of accession area, date, and number:
 - Sendout Anti-nuclear Antibody would accession as:
SO 145 or QU 145
 - In house Urinalysis may accession as:
IN-HS 222 or UA 222
- The accession numbers are what are used to later result the tests.

Adding a test to an Accession

This option used when the provider calls and asks to add a test which will need to be combined to another accession.

Use the option:

“Add test to an existing accession.”

Add a test to an accession (cont.)

1. Note the accession to receive the additional test.
2. From main Lab menu:
 - a. Select “Accessioning menu.”
 - b. Select “Add test to an accession.”
 - c. Enter the accession number.
 - d. Enter the Nature of order.
 - e. Enter a test originally ordered.
 - f. Enter the test to be added to the accession.
 - g. Enter the sign or symptom for the test .

Delete a test from an Accession

This option used when a provider cancels a test that has already been accessioned, but the result has not been entered.

Use the option:

“Delete test from an existing accession”

Delete a test from an accession (cont.)

1. Note the accession that is to be deleted
2. From main Lab menu:
 - a. Select “Accessioning menu.”
 - b. Select “Delete test from an accession.”
 - c. Enter the accession number
 - d. Enter the test to be deleted at the “Change which test?” Prompt.
 - e. Enter cancellation reason (Use “ ?” for choices).
 - f. Select NP comment Lab Description screen (Use “ ?” for choices); Usually K for General.
 - g. Type the free text reason the test was not performed.

Shipping Manifest

- If the order is a Send out test, the accessioning of the test will trigger the Printing a manifest.
- Shipping Manifest is a Requisition sent out with the sample for reference lab testing.
- There is an option to Reprint a Shipping Manifest if it fails to print.
- Ask at order questions are printed on the Shipping Manifest.
- Discuss printing labels and/or shipping manifest for Reference LAB

Shipping Manifest

INDIAN HEALTH SERVICE EREQ PAGE: 1 of 1
REF LAB NAME: LABCORP CLIENT #: 02305092
FACILITY: LITTLE BUILDING HOSPITAL Dec 29, 2003@16:21:38
ADDRESS: P.O. BOX 187, DULCE, 87528

=====
ORDER (Control): 13334 ORDER DATE: Dec 29, 2003 MID:
PATIENT: TEST,PATIENT CHILD CHART (Patient ID): 088888
SEX: M DOB: AUG 8,2000
LOCATION: OP Bill Type: Client
PRACTITIONER: MILLS, CHRISTOPHER UPIN: 320057
LAB ARRIVAL (COLLECTION DATE/TIME): Dec 29, 2003@10:00
TEST NAME: LEAD, PEDIATRIC (724500) SAMPLE: BLOOD
SOURCE: BLOOD ACCESSION: 6003000233
URGENCY: ROUTINE

ORDER ENTRY QUESTIONS:
Race?(1=White,2=Black,3=Indian,4=Asian,5=Other) 3
Hispanic (1=Yes,2=No,9=Unknown) 2
Type? (U=Urine,V=Venous,F=Fingerstick) F
Purpose? (I=Initial,R=Repeat,F=Follow-up) I
County Code? (2 Digit County Code) 02
Figure 6-9: Shipping manifest example

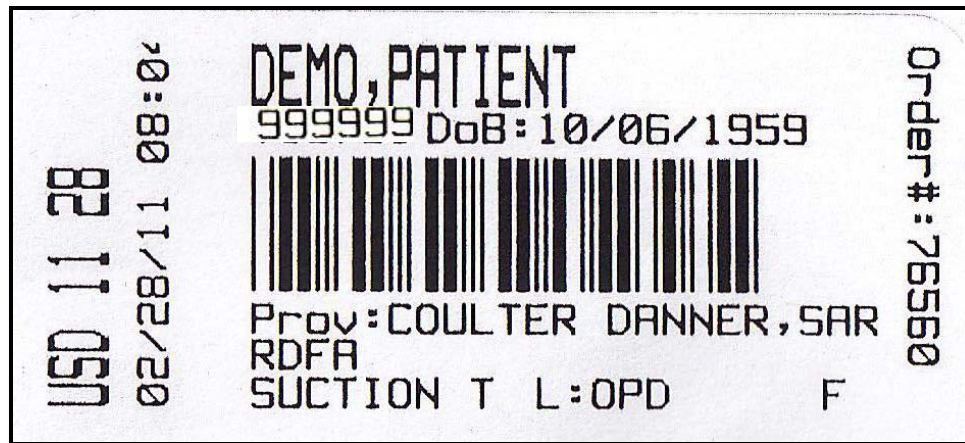
Reprinting the Shipping Manifest

From the main Laboratory DHCP Menu:

1. Select: BLR IHS Lab Main Support Menu
2. Select: REFL Reference Lab Main Menu
3. Select: Reprint the Shipping Manifest
4. Enter the accession number:
 - Reprint for which Accession Number (UID) :
 - A 10 digit number appearing with Accession must be entered: ex. REF 1421 6011001421
 - The number that has to be entered is 6011001421
 - Job number is: 595
 - Enter

Printing Labels

- Accession labels can be configured to print after accessioning.
- These labels can be affixed to samples.



Reprinting Labels

- Obtain the Accession number to reprint, or entire Order number to reprint.
- From Laboratory DHCP Menu Option:
 1. Select: Accessioning menu
 2. Select: Reprint accession label(s) or Reprint order accession label(s)
 3. Enter accession or order number, whichever is appropriate.



Questions & Discussion