

Select Patient Name: **FARKLE, SPARKLE J** 12-2-43 444557788
 Date to START with: TODAY// <RET> (**APR 9, 1989**)
 Date to END with: T-30// <RET> (**MAR 2, 1989**)

DEVICE: HOME// [**Enter print device**]

Please note that the user can specify any time period. It is important that your hospital staff know an approximate time range available to them. (How long will you keep data in the system — 90 days, 60 days?) If data is to be looked up for a previous calendar year, the date entered must include the month, the day, and the year.

Because of the complexities of the archiving algorithm, there is no good way of indicating an exact time period available in the system. Data is available if it is still in the ^LR global. Your site, if T-90 is used at the time of archiving, can at least guarantee 90 days for CH-subscribed tests and 365 days + 90 days for MI-subscribed tests.

Interim Report for Selected Tests as Ordered [LRRSP]

This report is a detailed format for an individual patient. The report is displayed for selected tests as they were ordered (lookup is done by orders in ^LRO(69)). This option allows the user to select a specific test or panel, or select the “ANY” test default which will output all verified tests for that patient during the specified time period.

Again, please remember, only verified tests will print with this option or any of the interim report options.

The time period available for lookup with this option is based on different criteria from the other interim report options. The period of time available for lookup is set up in the for Grace Period for Orders field (#15) in LABORATORY SITE file (#69.9). Whatever is in this field entry will be at least the minimum retention available for lookup.

Interim Report for Selected Tests [LRRP3]

The Interim Report for Selected Tests [LRRP3] option is not to be confused with the Interim Report for Selected Tests as Ordered[LRRSP] option. This option allows you to select a test or multiple tests for lookup, even if the orders have been purged, the data is available.

By Provider

Interim Report by Provider[LRRD]

This report can be used to select single provider, a range of providers, or all providers. Only one day's worth of results can be printed. If more than one provider is selected, the printout is alphabetical by provider. There will be a title page with the first few characters of the provider's name as section breaks. Then the patient's name will follow in alphabetical order.

Interim Report by Provider

```
DAILY REPORT FOR DAY: TODAY// <RET>
Do you want (A)ll providers, a (R)ange of providers,
or (S)elected providers? S// <RET>
```

Interim Reports for 1 Provider (manual queue) [LRRD BY MD]

This report is for only one Provider for one day. Both of the Provider reports as well as the other interim report options use the collection date of the specimens.

By Location

Interim Reports for 1 Location (manual queue) [LRRS BY LOC]

This option can be used by ward staff to call up data for patients on their respective floors. This option could be useful to call up before ward rounds. The only information that needs to be entered through this option is the date and location. Many floor locations with the new system may be different from what the house staff is currently using. These location names should be known by the staff. CCU may now be 5ICU or other floors may be subdivided into several wards. (i.e., can be divided into three locations, in the system - 3B (NEURO), 3B (RHEUM), and 3B (ORTHO.)

These reports contain more than one accession per page and print by order number. Therefore, less paper is generated than by Interim Report by Patient.

Each time the option is called, all the data for that day will print. An example of this would be if you use this option at 6 A.M. for rounds to get the verified results for that day, you would get all verified data since 12:00 A.M. to 6:00 A.M. If you call this report again at 1:00 P.M. that afternoon, you would get all the verified data for that day from 12:00 A.M. until 1:00 P.M. that day. You can not get only the new data since the last printing of your interim report. The old data is repeated with the new verified data.

Interim Reports by Location (manual queue) [LRRS]

This option is the manual equivalent of the tasked options. All verified patient data for that day will print. All locations will print unless otherwise specified. Again, all data for that day will print whether or not the option or floor had data printed at earlier times. The sorting sequence of this report will be alphabetically by location and then alphabetically within location.

Interim Contents

What can you expect to find on your interims?

The format of the interim is entirely different from that of the cumulative report. Some of the features of this report include:

- Form number 10-1338
- Patient demographic information: Name, social security number, age, and ward location
- Title, which includes hospital name followed by Clinical Laboratory Report
- Date and time of printing of the report
- Ordering information: Provider, date and time of collection, and specimen type
- Laboratory data

This section includes the name of the test as it appears in the LABORATORY TEST file (#60). However, for laboratory test names in File #60 that exceed more than 20 characters, the report defaults to the name in the Print Name field of File #60. For long panels, if one name exceeds 20 characters, this can make for some strange output.

The laboratory result is displayed with units of measurement and reference range for the specimen type. If the \$SELECT function was used for sex or age for reference lows and highs, the correct reference range to match the patient's age or sex will be displayed.

The tests will also appear according to the print order number assigned within an accession area.

If you have entered information in the Interpretation subfield of the field Site/Specimen in File #60, the information will be displayed as:
Eval: And your interpretation...

There is also a KEY: to explain any high, low, or critical value flags.

Supervisor's Report

The Supervisor's Report outputs results by hospital location for a single (or group of) major header(s) as defined in the LAB REPORTS file (#64.5). This report uses the same file as the cumulative report to retrieve data. Since the cumulative report updates this file, the Supervisor's Summary Report for TASKMAN [LRTASK ACS] option should be run after the cumulative report is finished.

- The Daily Summary Reports field (#15) in LAB REPORTS file (#64.5) is an arbitrary name given to a particular report. For each name, any number of headers can be selected to be included in the report. These headers point to the major headers already defined in the same file. All tests that are defined for the major headers will be included in the Report.
- Unless the Sort By Patient field (#14) in the LAB REPORTS file (#64.5) is set to "YES" the report is sorted by location.
- To task the report, use the Task Manager Schedule/Unschedule [ZTMSCHEDULE] option and answer the prompts for "Queued to Run at What Time" field (#200), "Device for Queued Job" field (#201), and "Rescheduling Frequency" field (#202). This report may also be scheduled by editing the OPTION file (#19).
- To manually request a Supervisor's Report, use the Supervisor's Report [LRACS MANUAL] option in the Supervisor Reports Menu [LRSUPER REPORTS].

LAB MENU OPTIONS

Lab Menu Options

Lab Menu Options

Laboratory DHCP Menu [LRMENU]

The Laboratory DHCP Menu is the Laboratory package main menu. This menu includes all the options that is used by the Lab package. It is locked with the LRLAB key.

```
1      Phlebotomy menu ... [LR GET]
2      Accessioning menu ... [LR IN]
3      Process data in lab menu ... [LR DO!]
4      Quality control menu ... [LRQCM]
5      Results menu ... [LR OUT]
6      Information-help menu ... [LRHELP]
7      Ward lab menu ... [LRWARDM]
8      Anatomic pathology ... [LRAP]
      **> Locked with LRANAT
9      Blood bank ... [LRBL]
      **> Locked with LRBLOODBANK
10     Microbiology menu ... [LRMI]
      **> Locked with LRMICRO
11     Supervisor menu ... [LRSUPERVISOR]
      **> Locked with LRSUPER
```

You have access to different parts of this menu on the basis of what keys you are assigned and which part of the menu is assigned to you.

Phlebotomy Menu [LR GET]

This menu contains options that the lab uses to **get** (collect) the test orders and specimens.

```
Add tests to a given accession. [LRADD TO ACC]
  **> Locked with LRLAB
Add tests to an already existing order number. [LRADD TO ORDER]
Add to collection list [LRPHMAN]
  **> Locked with LRPHSUPER
Delete entire order or individual tests [LRCENDEL]
Itemized routine lab collection [LRPHITEM]
Lab orders by collection type [LRRP5]
Lab test order [LROW]
List of lab orders not collected [LRNODRAW]
List of orders not collected (Long form) [LRNDLST]
Order/test status [LROS]
Print collection list/labels [LRPHLIST]
Print Future Collection Labels [LRUFCL]
  **> Locked with LRLAB
Print Single Future Collection Label [LRUFCLS]
  **> Locked with LRLAB
Receipt of routine lab collection from wards [LRPHEXCPT]
Test description information [LREV]
Ward lab menu ... [LRWARDM]
PA  Interim report [LRRP2]
PO  Interim report for selected tests as ordered [LRRSP]
Add tests to an already existing order number. [LRADD TO ORDER]
Delete entire order or individual tests [LRCENDEL]
Fast lab test order (IMMEDIATE COLLECT) [LROW IMMED COLLECT]
Fast lab test order (ROUTINE) [LROW ROUTINE]
Fast lab test order (SEND PATIENT) [LROW SEND PAT]
Fast lab test order (WARD COLLECT) [LROW WARD COL]
General report for selected tests [LRGEN]
Graph results [LRDIST]
Interim report by provider [LRRD]
Interim report for selected tests [LRRP3]
Interim reports for 1 location (manual queue) [LRRS BY LOC]
Lab test order [LROW]
List of lab orders not collected [LRNODRAW]
Order/test status [LROS]
Reprint a Ward Collect Order [LROWRP]
Review by order number [LRCENLKUP]
Show list of accessions for a patient [LRUPT]
Test description information [LREV]
Ward collection summary for lab orders [LRDRAW]
```

Phlebotomy Menu Option Descriptions:

This section lists all of the blood drawing options and descriptions contained on the Phlebotomy Menu:

Option	Description
Add Tests to a Given Accession	This function allows the laboratory to add additional tests to an ALREADY EXISTING accession. A test can not be added to an accession which does not exist; instead use the option Add Tests to an Already Existing Order Number if the tests have been ordered but not accessioned.
Add Tests to an Already Existing Order Number	This function allows tests to be ordered on an already existing order number. If any of the tests are already accessioned, this function cannot be used to add any additional tests; the function Add Tests to an Existing Accession in the lab must be used.
Add to Collection List	Creates collection file (the same as LRPHSET), allows user to add more to an existing file or start a new one.
Delete entire order or individual tests	This option may be used to remove an entire order. The reason for deleting the order must be entered. If results have already been entered and verified for any part of the order, the order cannot be deleted.
Itemized Routine Lab Collection	This function allows an itemized receipt of routine lab collection from the wards. All collections received must be individually entered.
Lab orders by collection type	Prints a report of ordered tests for a collection type (LAB COLLECT, SEND PATIENT, OR WARD COLLECT) and a date.

Option	Description
Lab Test Order	This is to be used by the wards for order entry, not by the lab! The purpose of this function is to allow selection between sending the patient or specimen with the order number to the lab where it can be accessioned, or holding the test request in the computer until a collection list can be made and routine phlebotomy collection by the laboratory on the wards occurs.
List of Lab Orders not Collected	This option lists orders which have been indicated as not being collected by the phlebotomist after routine collection by lab on the ward.
List of orders not collected (Long form)	This option is a complete display of orders in File #69 which do not have a status of "C" (collected) and have a collect type of LC, SP, or WC. This option is the same as List of lab orders not collected option except that it is more complete.
Order/test status	After selecting a patient the status for all tests for that day are given. Each day will be prompted in inverse order. Future days can be requested. The report will output for a specified patient, Order #, Urgency, Status (test complete, on collection list, testing in progress, collected), Provider, and Accession #.
Print collection list/labels	Prints information which may be used for routine phlebotomy collection.
Print Future Collection Labels	This option is used to print collection labels for Lab collect. This option has several possible uses. The routine will print any order which has the collection type of Lab Collect (LC) or Immediate Collection (IC). IC is what the ward uses to request specimen collection at a specific time outside of scheduled routine collection time (LC). Not all sites will provide the IC service. The option will prompt for dates to search for uncollected LC and IC collection types.

Option	Description
Print Single Future Collection Label	<p>The option will search those dates and print collection labels. A collection label differs from an Accession Label in two areas:</p> <ol style="list-style-type: none"> 1) A collection label can be printed only for uncollected specimens. 2) The collection label has no accession number, instead the requested collection time is printed. <p>Except for these two areas the two labels have identical information. A possible use for this option would be to print a list of patient collection labels in anticipation of computer down time. This option prints all orders having the type of LC or IC for the specified date(s). The option Print Single Future Collection Labels should be used to obtain a single collection label.</p>
Receipt of routine lab collection from wards	<p>This option is a single label version of Print Future Collection option. There are two major differences from the other option.</p> <ol style="list-style-type: none"> 1) This option requires the user to supply the Order Number. 2) It only prints a single label at a time. <p>After routine phlebotomy collection has been made, accessions are designated as being in the lab by running this function. For a given location, orders not collected may be indicated, with the remainder for the location being logged in.</p>
Test description information	<p>This function displays limited information from the LABORATORY TEST file (#60), such as special ordering information, normal ranges, etc.</p>
Ward lab menu	<p>For options name and descriptions assigned to this menu, please see the section on Ward lab menu of this manual.</p>

Accessioning Menu [LR IN]

This menu contains the options used to order laboratory tests for the Laboratory V. 5.2 software package.

```
Accessioning tests ordered by ward order entry [LROE]
Accessioning, standard (Microbiology) [LRMICROLOGIN]
Add tests to a given accession. [LRADD TO ACC]
  **> Locked with LRLAB
Bypass normal data entry [LRFASST]
Delete entire order or individual tests [LRCENDEL]
Delete test from an accession [LRTSTOUT]
Fast lab test order (IMMEDIATE COLLECT) [LROW IMMED COLLECT]
Fast lab test order (ROUTINE) [LROW ROUTINE]
Fast lab test order (SEND PATIENT) [LROW SEND PAT]
Inquiry to LAB TEST file [LRTESTDIQ]
  **> Locked with LRSUPER
Lab add test(s) to an existing order [LRADDTST]
  **> Locked with LRLAB
Lab orders by collection type [LRRP5]
Lookup accession [LR LOOKUP ACCESSION]
Manual Enter Clinic Stop Codes [LRSTOPC]
  **> Locked with LRLAB
Manually accession QC, Environmental, etc. [LRQCLOG]
Multipurpose accessioning [LRQUICK]
Order/test status [LROS]
Print accession list(s) ... [LRUAC]
  Accession and test counts by shift [LRUPACS]
  Accession list by date [LRUPAD]
  Accession list by number [LRUPA]
  Lab accession and test counts [LRUPAC]
  Test counts by treating specialty [LRUPACT]
Print future collection labels [LRUFCL]
  **> Locked with LRLAB
Print single future collection label [LRUFCLS]
  **> Locked with LRLAB
Remove an accession [LRDELOG]
Reprint accession label(s) [LRLABXT]
Reprint order accession label(s) [LRLHBXOL]
Review by order number [LRCENLKUP]
Show list of accessions for a patient [LRUPT]
Special test accessioning [LRNONCOM]
Test description information [LREV]
```


Accessioning Menu Option Descriptions:

These options are used to order laboratory tests.

Option	Description
Accessioning tests ordered by ward order entry	The first question asked is the Order number. If the order has not been placed in the computer, this number does not exist and the question should be skipped. The patient and test information will be asked and an order number assigned. The option will then proceed to accession the order as if the Order number had been entered in the first place. The Order number is normally assigned at the time the ward places the order. This option is then used to accession tests ordered and brought to the lab by the ward, or to accession tests ordered by the ward and brought to the lab by the patient.
Accessioning, standard (Microbiology)	This option allows you to accession requested tests. It is especially useful for accessioning unusual specimens, or accessioning specimens that require a descriptive comment. You may also comment about the order. When you are asked to select the label printer, if you enter “^” labels will not be printed. You will then be asked to select a label printer with each new patient you select. When you select a printer, that printer will be used until you terminate that session.
Add tests to a given accession	This function allows the laboratory to add additional tests to an ALREADY EXISTING accession. If the accession does not exist, it can not be done. A test can not be added to an accession which does not exist; instead use the Add Tests to an Already Existing Order Number option if the tests have been ordered but not accessioned.

Option	Description
Bypass normal data entry	<p>This option bypasses normal ordering, accessioning, and data entry. Where the results are in hand and no information regarding the order is in the computer, this option may be used to enter the patient name, the test, and the results. Note that information such as the person ordering the test, or alternative routing information is not asked (the report routing is taken from MAS information in the computer).</p>
Delete entire order or individual tests	<p>This option may be used to remove an entire order. The reason for deleting the order must be entered. If results have already been entered and verified for any part of the order, the order cannot be deleted.</p>
Delete test from an accession	<p>This option may be used to remove individual tests from an accession.</p>
Fast lab test order (IMMEDIATE COLLECT)	<p>This option is used by the wards to request immediate collection of a test specimen by the laboratory. This option is similar to the Fast Lab Test Order (ROUTINE) except that these orders are not for scheduled laboratory collection times. These order are placed for irregular collection times. Immediate Collect orders are restricted because the laboratory has set certain time frames and days when this option can be used. If the requested times are not allowed, the user must make a PHONE CALL TO THE LAB TO ARRANGE FOR SPECIMEN COLLECTION</p> <p>NOTE: It is recommended that the ordering person always call the laboratory to confirm the receipt of the placed order.</p>
Fast lab test order (ROUTINE)	<p>Tests for routine collection on the ward by the lab may be entered with this option prior to the creation of a collection list.</p>

Option	Description
Fast lab test order (SEND PATIENT)	Same as multipurpose accessioning dialogue, only no labels are made, no accessions are created, and only appropriate for "SEND PATIENT" type of orders. The order number generated is used under the function "Accessioning Tests From Ward Order Entry" to generate the labels and indicate the specimen is in the lab.
Inquiry to LAB TEST file	This function displays information from the LABORATORY TEST file (#60). All defined fields that are associated with the requested test in File #60 are displayed. If information is missing on a particular test, the desired information must be first added to File #60. This option is just a lookup option to allow the user to inquire about how a test is defined in the LABORATORY TEST file (#60).
Lab add test(s) to an existing order	Tests on additional specimens may be kept with the original order number using this option. Note that additional accession(s) will be created.
Lab orders by collection type	Prints a report of ordered tests for a collection type (LAB COLLECT, SEND PATIENT, OR WARD COLLECT) and a date.
Lookup accession	This function allows the user to find information about a single accession.
Manual Enter Clinic Stop Codes	This option is used to load clinic stop codes manually. This option should be used when the system has been down and none of the stop codes were captured.
	NOTE: If you plan to retroactively accession your work that was missed during system down time, THERE IS NO NEED TO USE THIS OPTION. IT WILL BE CAPTURED AUTOMATICALLY.

Option	Description
Manually Accession QC, Environmental, etc.	<p>This option allows you access to various files other than the PATIENT file (i.e., REFERRAL PATIENT file (#67), RESEARCH file (#67.1), STERILIZER file (#67.2), ENVIRONMENTAL file (#67.3)) to accession Quality Control and other non patient specimens and proficiency testing samples. These files may also be accessed via regular accessioning options (multipurpose, etc.) by use of "extended syntax" at the "Select Patient name:" prompt enter the file name (or enough letters to define the unique name) followed by a colon and then the name of the desired entry.</p> <p>Example: Select Patient name: S: LAB AUTOCLAVE</p>
Multipurpose accessioning	<p>This function can be used by the laboratory to accession manually requested tests into the computer. Different areas of the laboratory may have different lists of their most often ordered tests (Accession Test lists) to speed entry. If one selects a single test on set-up, the function serves as a means of batch entry of the single test.</p>
Order/test status	<p>After selecting a patient, the status for all tests for that day are given. Each day will be prompted in inverse order. Future days can be requested. The report will output for a specified patient, Order #, Urgency, Status (test complete, on collection list, testing in progress, collected), Provider, and Accession #.</p>
Print accession list(s)	<p>Lists of accessions for an accession area. Choice of by date, by number, by patient, or for a collection sample.</p>

Option	Description
Accession and Test Counts by Shift	Lists counts of each type of specimen and tests in the ACCESSION file (#68) by shift from one date to another.
Accession List by Date	Provides a list of accessions for an accession area by date. Can print by accession number, patient, or collection sample.
Accession List by Number	Provides a list of accessions for an accession area by number. Can print by accession number, patient, or collection sample.
Lab Accession and Test Counts	Lists counts of each type of specimen and counts of each test from one date to another in the ACCESSION file (#68). If Autopsy, Surgical pathology, Cytopathology, or EM is selected only accession counts are given.
Test Counts by Treating Speciality	This option lists tests and counts by treating speciality for date range specified.
Print future collection labels	This option is used to print collection labels for Lab collect. This option has several possible uses. The routine will print any order which has the collection type of Lab Collect (LC) or Immediate Collection (IC). IC is what the ward uses to request specimen collection at a specific time outside of scheduled routine collection time (LC). Not all sites will provide the IC service. The option will prompt for dates to search for uncollected LC and IC collection types. The option will search those dates and print COLLECTION LABELS.

Option	Description
	<p>A collection label differs from an Accession Label in two areas.</p> <ol style="list-style-type: none">1) A collection label can be printed only for uncollected specimens.2) The collection label has no accession number, instead the requested collection time is printed. <p>Except for these two areas the two labels have identical information. A possible use for this option would be to print a list of patient collection labels in anticipation of computer down time. This option prints all orders having the type of LC or IC for the specified date(s). The Print Single Future Collection Labels option should be used to obtain a single collection label.</p>
Print single future collection label	<p>This option is a single label version of Print Future Collection option. There are two major differences from the other option.</p> <ol style="list-style-type: none">1) This option requires the user to supply the Order Number.2) It only print a single label at a time.
Remove an accession	<p>Completely removes an accession from the system. The original order still remains for the record. Use the option Remove an Accession [LRDELOG] to remove an unwanted accession so that the rollover option, if activated, will work as desired.</p>
Reprint accession label(s)	<p>Reprint the labels for a selected accession or range of accessions.</p>
Reprint order accessions label(s)	<p>This option will reprint all of the accession labels for an entire order.</p>

Option	Description
Review by order number	If the order number is known, essential information related to the order can be displayed with this function.
Show list of accessions for a patient	If you need to find all the accession numbers (in one accession area) for one patient, you may do so with this option. All lab tests associated with each number are also displayed. The information is displayed on the screen only. You cannot print the list with this option.
Special test accessioning	Similar to Multipurpose accessioning, several additional questions are asked in this option. Key question indicate which accession area the test(s) will be put under and which file must be accessed (Patient, Referral, Environmental, etc.,). If the order number is known and entered, the accessioning is the same as the [LROE] option with the above noted exception. This option may be used for accessioning such specimens as employee health patients and other non standard patients; e.g., research animals. It is the only option which allows a tech to choose an accession number (not automatically assigned by the system).
Test description information	This function displays limited information from the LABORATORY TEST file (#60), such as special ordering information, normal ranges, etc.

Process Data in Lab Menu [LR DO!]

This menu contains options the Laboratory uses to process (**do**) data on the specimens.

```

EA      Enter/verify data (auto instrument) [LRVR]
EL      Enter/verify data (Load list) [LRVRW2]
EM      Enter/verify/modify data (manual) [LRENTER]
EW      Enter/verify data (Work list) [LRVRW]
GA      Group verify (EA, EL, EW) [LRGV]
        **> Locked with LRLIASON
MP      Misc. Processing Menu ... [LR PROCESS, MISC]
GD      Group data review (verified & EM) [LRGVP]
GU      Group unverified review (EA, EL, EW) [LRGP]
        Active Load Work Listing [LRLLP]
        Clear instrument/worklist data [LRINSTCLR]
        **> Locked with LRVERIFY
        Incomplete test status report [LRWRKINC]
        Insert a Sample on a Load/Work list [LRLINST]
        Keypad differential for CRT's [LA KB DIFF]
        *Lab statistics menu ... [LR WKLD]
        Long form accession list [LRACC1]
        Move a Load/Work list entry [LRLLMOVE]
        Remove a Load/Work list entry [LRLREMOV]
        Rollover Accession (Manual) [LR ROLLOVER]
        Set new "starting sequence number" [LRL NEW 1ST SEQUENCE #]
        Short accession list [LRACC2]
        Smac Support menu ... [LRSMACMENU]
        Clear instrument/worklist data [LRINSTCLR]
        **> Locked with LRVERIFY
        Flagged Specimens [LRSMAC3]
        Group verify (EA, EL, EW) [LRGV]
        **> Locked with LRLIASON
        Halt Smac Run [LRSMAC6]
        Quality control display (Levey-Jennings) [LRQC]
        Run Smac [LRSMAC5]
        Work sheet Accession list [LRACC3]
        Work sheet of all unverified accessions for a date [LRACC4]
        Accession order then immediately enter data [LR ACC THEN DATA]
        Batch data entry (chem, hem, tox, etc.) [LRSTUF]
        **> Locked with LRVERIFY
        Build a load/work list [LRL]
        Bypass normal data entry [LRF]
        Download a load list to an Instrument. [LA DOWN]
        Fast Bypass Data Entry/Verify [LRF]
        **> Locked with LRLAB
        Lookup accession [LR LOOKUP ACCESSION]
        Order/test status [LROS]
        Print a load/work list [LRLP]
        STD/QC/REPS manual workload count [LR WKLD STD/QC/REPS]^
        Unload Load/Work List [LRLCT]
    
```



```

*Lab statistics menu ... [LR WKLD]
  Edit Workload Comments [LR WKLD COMMENTS]
  File listings ... [LR WKLD3]
    **> Locked with LRSUPER
      1      WKLD code list by code [LR WKLD CODE BY CODE]
      2      WKLD code list by name [LR WKLD CODE BY NAME]
      3      Lab section list by code [LR WKLD SECTION BY CODE]
      4      Lab section list by name [LR WKLD SECTION BY NAME]
      5      Lab subsection list [LR WKLD SUBSECTION]
      6      Lab subsection by Lab section [LR WKLD SUB BY SECTION]
      7      Service dictionary [LR WKLD SERVICE]
      8      Requesting center dictionary [LR WKLD REQUEST]
      9      Test dictionary [LR WKLD TEST DICT]
     10     WKLD log file download [LRCAPDL]
  Lab test turnaround time [LR CAPTT]
  LMIP Reports/Data Collection ... [LR WKLD4]
    **> Locked with LRLIASON
      1      PHASE 1: Move data from 64.1 to 67.9. [LR WKLD LMIP 1]
            **> Locked with LRSUPER
      2      PHASE 2: Collect data for transmit to NDB. [LR WKLD LMIP 2]
            **> Locked with LRSUPER
      3      PHASE 3: Print of data to be sent to NDB. [LR WKLD LMIP 3]
            **> Locked with LRSUPER
      4      PHASE 4: Create E-mail message for NDB. [LR WKLD LMIP 4]
            **> Locked with LRSUPER
            PHASE 5: Purge monthly WKLD data from 67.9. [LR WKLD LMIP 5]
            **> Locked with LRLIASON
            Recompile Phase 1 LMIP Data. [LR WKLD LMIP 1 REPEAT]
            **> Locked with LRSUPER
  Review accession workload [LR WKLD AUDIT]
  STD/QC/REPS manual workload count [LR WKLD STD/QC/REPS]
  Turn on site workload statistics [LR WKLD STATS ON]
    **> Locked with LRLIASON
  Turn on workload stats for accession area
    [LR WKLD STATS ON ACC AREA]
    **> Locked with LRLIASON
  WKLD statistics reports ... [LR WKLD2]
    **> Locked with LRSUPER
      1      PHASE 3: Print of data to be sent to NDB [LR WKLD LMIP 3]
            **> Locked with LRSUPER
      2      Workload statistics by accession area and shift [LRRP8]
            **> Locked with LRSUPER
      3      Workload cost report by major section [LRCAPML]
      4      Detail Workload Report [LRRP6]
      5      Treating Specialty Workload Report [LRCAPTS]
      6      Workload Report [LRCAPR1]

  Workload manual input [LR WKLD MANUAL INPUT]

```

Process Data in Lab Menu Option Descriptions:

These options are used to process data on the specimens.

Option	Description
Enter/verify data (auto instrument)	Data from an automated instrument can be reviewed/edited individually by accession, by worklist sequence, by tray-cup. If the LRVERIFY key is owned, the data may also be verified. Once verified, the data are not available for viewing with this option. Likewise, if test results have been previously verified for a given accession, even new data from the automated instrument can neither be viewed or verified. Entering the "*" character for any entry will substitute the word "canceled" as the result.
Enter/verify data (Load list)	Data from a loadlist can be reviewed /edited individually by the sequence defined on the loadlist. If the LRVERIFY key is owned, the data may also be verified. Once verified, the data are not available for viewing with this option. Likewise, if test results have been previously verified for a given accession, even new data can neither be viewed nor verified.
Enter/verify/modify data (manual)	Data may be entered and validated (if LRVERIFY key is owned). Data which has been previously validated may be corrected. Entering the "*" character for any entry will substitute the word "canceled" as the result.
Enter/verify data (Work list)	Data from a worklist can be reviewed/edited individually by the sequence defined on the worklist. If the LRVERIFY key is owned, the data may also be verified. Once verified, the data are not available for viewing with this option. Likewise, if test results have been previously verified for a given accession, even new data can neither be viewed nor verified.

Option	Description
Misc. Processing Menu....	This menu contains menu items which have been moved from the [LR DO!] Processing menu. This relocation will allow the entire Processing menu to fit on one screen display.
Group data review (verified & EM)	Batch form of LRENTER function, for print-out only; no editing.
Group unverified review (EA, EL, EW)	Batch review of automated instrument data, similar printout to LRGVP; no editing or verification is done.
Active Load Work Listing	This option will print a listing of all active Load/Work which have not been [UNLOADED]. The listing shows the Load List Name, the date built, user who requested the work list to be built, and the Accession Area. NOTE: The "*" after the date indicates list has existed for more than 1 Day
Clear instrument/worklist data	This option clears the instrument data from the ^LAH(global. Use the Unload Load/Work List options to clear load/work list.
Incomplete test status report	Use this option to display or print a report of all incomplete tests in a specific accession area. You may list by accession number or by date. You may also limit the report to a specific test of combination of tests.
Insert a Sample on a Load/Work list	This allows one to insert a sample on a load/work list, and allows you to move any sample previously occupying the same position.

Option	Description
Keypad differential for CRT's	<p>This is an option for entering differential counts in hematology using a CRT keyboard. It functions very much like an automated instrument that is connected to the LSI. The parameters that define what characters on the keyboard represent what portions of the differential are defined in the AUTO INSTRUMENT file (#62.4) under the entry Keyboard Diff. For each test there are three parameters PARAM. PARAM 3 is the character on the keyboard that represents that test. For example, if the test SEGS had a PARAM 3 equal to 1, then whenever the character "1" was pressed, a SEG would be added to the total count of SEGS. Tests that occupy internal numbers 1-27 in the AUTO INSTRUMENT file (#62.4) at the level CHEM TESTS are used in the entry of the WBC count. WBC count occupies three rows of characters: (1-9), (10-18), and (19-27). The keys "-", "!" and "?" are reserved functions. If PARAM 2 is equal to "1" for these tests, then these tests will be used in the total count of WBC cells. PARAM 2 equal to "2" means that the test is not included in the total count. PARAM 1 is used to change the value of V, which is the value of the test you are counting or editing. For example, using the previous example, whenever you press "1", you are adding 1 to the total count of SEGS, so the value of SEGS (V at this point) is changed to a percentage of total WBC cells counted. RBC Morphology tests are located at internal numbers 31-58 occupying three rows on the keyboard (31-39), (40-48), and (49-58). The backslash "\ " is used to display the WBC values. To verify data entered with this option use the "EA" option. The conditions of reviewing and verifying data entered with this option are the same as any other automated instrument.</p>

Option	Description
	<p>The Load/Work List field entries used to test this option are as follows: NAME: DIFF LOAD TRANSFORM: UNIVERSAL TYPE: SEQUENCE/BATCH CUPS PER TRAY: 0 FULL TRAY'S ONLY: NO VERIFY BY: ACCESSION PROFILE: DIFF ACCESSION AREA: (what ever is appropriate) TEST: (what ever is appropriate) This option will only work with CRT's that have cursor addressing capabilities and is VT-100 compatible.</p>
Lab Statistics Menu.....	<p>This is the menu for workload recording statistical and LMIP reports. Since the Lab Statistics Menu has a number of specialized support functions, it has its own menu.</p>
Edit Workload Comments	<p>This option permits the editing of WKLD Workload Comments. This should be used to record special situation or changes in methods of doing or recording workload. You may edit comments for the following:</p> <ol style="list-style-type: none"> 1) The institution (Lab) 2) The WKLD Code itself 3) Make comments for a specific date(s)
File listings....	<p>College of American Pathologists file listings.</p>
WKLD code list by code	<p>This option lists in ascending WKLD code sequence the WKLD code, procedure name, unit weight, and unit for count. You may select a range of WKLD codes to print.</p>

Option	Description
WKLD code list by name	This option lists in alphabetical order WKLD code procedures. The procedure name, WKLD code, unit weight and unit for count is listed. You may select an alphabetical range of names to work with.
Lab section list by code	This option lists by section code every WKLD section on file for your site.
Lab section list by name	This option lists alphabetically every WKLD section on file for your site.
Lab subsection list	This report lists all WKLD (lab) subsections on file for your site.
Lab subsection by Lab section	This report lists the relationship between WKLD (lab) sections and subsections.
Service dictionary	This option lists all requesting location by treating specialties for your site. This option is useful in determining which locations do not have abbreviations entered in the file. The option [LR WKLD REQUEST] Requesting Center Dictionary ONLY list treating specialties with abbreviations.
Requesting center dictionary	This option lists by abbreviation every requesting center (or treating specialty) on file for your site. NOTE: Only those treating specialties with abbreviations will be listed by this option. Use [LR WKLD SERVICE] Service Dictionary for a complete listing.
Test dictionary	This report lists all tests and procedures, synonyms, test cost, and accession area.

Option	Description
WKLD log file download	This option can be used to download data from the WKLD LOG FILE (#64.03) to spread sheets. The user is able to select the character used to separate data to match the spread sheet used. The “^” character is not allowed as a field separator and the character may not be null. The output can be captured in an ASCII file to be later imported into a spread sheet. The Collect Wkld Log File Data field (#616) that controls the collection of the data is located in the LABORATORY SITE file (#69.9). To stop data transfer, press return/enter key.
Lab test turnaround time	Provides counts of selected tests for a hospital location for a selected time. The test must have the date and times for receipt in lab and a completion of test to be included in the report.
LMIP Reports/Data Collection...	This menu contains options which perform various function related to collection and reporting LMIP data. Also there are several related printed reports found in this menu. This menu should be controlled by the Laboratory Information Manager or the Chief Technologist. Functions performed by this menu have national impact.
PHASE 1: Move data from 64.1 to 67.9.	This option performs the first step in producing your monthly report for LMIP and management. This option's function is to extract from your workload file (#64.1) ^LRO(64.1, which contains your daily workload, and roll up the data in a condensed form. The condensed data is stored in the LAB MONTHLY WORKLOADS file (#67.9) ^LRO(67.9). This option should be used two days after the last day of the month you wish to collect data for. Refer to your package documentation for more information.

Option	Description
PHASE 2: Collect data for transmit to NDB.	This option is the second phase of LMIP data reporting. In this step, data is condensed further and formatted for transmission to the National Data base. This formatted message is stored in a temporary global from which a review report will be created for your certification. Care should be taken with who has access to this menu. The Laboratory Information Manager or the Chief Technologist should control this option.
PHASE 3: Print of data to be sent to NDB.	This option produces a printable report of the data the system has collected for the requested reporting period. This data is in a format which allow transmission to the National Data center. In order for you to be able to review the compiled data it must be converted to human readable format. This report allows you to have a hard copy of the LMIP data for review. This data cannot be edited. The files which the data is extracted are editable to a limited degree. If this report does not conform to your manual workload tally procedures, a package implementation review may be required. Consult your Package documentation for further information.
PHASE 4: Create E-mail message for NDB.	This is the last phase of data collection leading to the creation of a mail message containing LMIP data. This option will take the formatted data from the temporary file and place the data into appropriately formatted mail message. The mail message will be sent only to the user creating the message. The User must forward the message via MailMan options to the National Data location. Consult LMIP directive for the proper forwarding procedures. If for some reason the message creation fails, this option can be ran multiple times.

Option	Description
PHASE 5: Purge monthly WKLD data from 67.9.	<p>The National Data center will only accept one data message for a single month. Send only one message to the National Data Base. The second one for any month will not be processed. Consult your package documentation for more information.</p>
Recompile Phase 1 LMIP Data	<p>This option is used to purge LMIP data from the LAB MONTHLY WORKLOADS file (#67.9) after data has been sent to the national database. It can also be used to purge data which is incorrect before building Workload Mail messages. Care should be taken that data is not deleted prematurely. If the site elects to archive this file, this should be done before this option is used to delete data.</p> <p>Allows the user to rerun Phase 1 of LMIP data collection. If for some reason, it becomes necessary to recompile the LMIP report this option will delete the data in ^LRO(67.9 for the selected reporting period (Month) and then reset the pointers in ^LRO(64.1 to allow the date to be recompiled again.</p> <p>PHASE 1 LMIP MUST BE RE-RUN AFTER THIS OPTION IS USED.</p> <p>NOTE: THIS OPTION SHOULD NOT BE USED AFTER DATA HAS BEEN SUBMITTED TO THE NATIONAL DATA CENTER.</p> <p>THIS OPTION SHOULD BE USED AFTER LMIP DATA HAS BEEN REVIEWED AND ERRORS OR DISCREPANCIES ARE NOTED.</p> <p>THIS OPTION MAY USE LARGE AMOUNTS OF JOURNAL SPACE. COORDINATE WITH IRM BEFORE USING.</p>

Option	Description
Long form accession list	Detailed list of accessions by accession area. The list produces a complete listing of accessions over a specified time period. The user can opt to print only specified tests and/or only uncompleted entries. The status of each test for an accession is also given. Microbiology has its own "Long Form Accession list" (LRMIACC1). The Long Form Accession list can effectively replace log books, provide a list of uncompleted test(s) for an accession area, and be used at the end of the shift and work day to monitor what is left on the list. Use the option "Remove an Accession" [LRDELOG] to remove an unwanted accession so that the "rollover" option, if activated, will work as desired.
Move a Load/Work list entry	Entries on a Load/Work list may be moved to alternative positions on the list.
Remove a Load/Work List Entry	This function allows the removal of a single load or work list entry from the list.
Rollover Accession (Manual)	<p>This option should be used if the task option LRTASK ROLLOVER does not run for some reason. This option should not be the normal method for transferring incomplete accession from the previous day to the present day's accession file. If it becomes necessary to use this option, there has probably been a problem with TASK MANAGER. IRM Service should be notified if this option is required to move accession onto day's list.</p> <p>NOTE: This option can be run multiple times without harm. It checks to see if the DATE ROLLOVER LAST RUN field is set correctly before actually performing the rollover function.</p>

Option	Description
Set New Starting Sequence Number	This function allows the user to reset the first sequence number in the data an automated instrument transmits. This option can only be used if the instrument is set up to transmit and identify data strictly by the order the data comes off the machine.
Short Accession List	An condensed list of accessions. You may combine more than one accession area on the list which may serve as a very abbreviated worklist.
SMAC Support Menu....	Since the SMAC has a number of specialized support functions, it has its own menu.
Clear Instrument/Worklist Data	This clears the instrument data. Use the Unload function to unload the load/work list.
Flagged Specimens	Reviews the specimens which have been flagged by the SMAC.
Group Verify (EA,EL,EW)	This option provides for batch verification of automated instrument data. If a delta check or critical range check is found, the data need not be approved. Must have the LRVERIFY key to use this option.
Halt SMAC Run	Terminates the interactive link between the interface and the tied terminal for the SMAC run.
Quality Control Display (Levey-Jennings)	Quality control data is displayed against the normal mean and standard deviation entered for the requested test (in the Test field of the LAB CONTROL NAME file (#62.3)). The option uses a modified Levey-Jennings format to allow a printout on the VA printers. This format is vertical and the time scale is sequential and not proportional.

Option	Description
	<p>The report will list all dates, control values, total # of controls (N), target range, actual range obtained, and will flag any values outside of 3SD. The control values outside of 3SD are not used in the calculation of the actual range obtained. The report also has a line where the responsible laboratory official may review the output of the report (CAP Requirement). The "mean" is denoted by the ***** line, 1SD & 3SD are denoted by the lines, and 2SD is denoted by the ::::: lines.</p>
<p>Run SMAC</p>	<p>This option starts a new SMAC run. You must first build the load list before this option will run.</p>
<p>Work Sheet Accession List</p>	<p>This prints an Accession list in the format of a work-list.</p>
<p>Work sheet of all unverified accessions for a date</p>	<p>This option will print a list of all accessions that have any unverified tests on them. It will print in the work sheet format.</p>
<p>Accession order then immediately enter data</p>	<p>Specimens which possess order numbers are accessioned and results are enter data entered within the one option.</p>
<p>Batch Data Entry (chem, hem, tox, etc.)</p>	<p>Once the set of accessions is specified, and the test to be edited is specified, the system loops through the accessions with minimum tech intervention. If the Automatically Stuff option is selected, and the text for entry is preceded by a "/" the text will not be checked with the input transform (data of a type other than that defined in the LABORATORY TEST file (#60) may be entered; (e.g., /canceled) for numeric fields.</p>

Option	Description
Build a Load/Work List	This creates a load or work list for an instrument or manual test(s).
Bypass Normal Data Entry	<p>This option bypasses normal ordering, accessioning, and data entry. When the results are in hand and no information regarding the specimen is in the computer, this option may be used to enter the patient's name, the test, and the results.</p> <p>NOTE: Information such as the person ordering the test, or alternative routing information is not asked (the report routing is taken from MAS information in the computer).</p>
Download a Load List to an Instrument	This option invokes an instrument specific routine to take a load list and prepare it for sending (downloading) to the instrument.
Fast Bypass Data Entry/Verify	<p>This option is similar to Bypass normal data entry, except it allows you to accession of several tests on the same patient. After the tests have been accessioned, the option will prompt the user with the accession numbers for the previously accessioned tests.</p> <p>THIS OPTION IS INTENDED TO PHASE OUT THE USE OF BYPASS NORMAL DATA ENTRY OPTION.</p>
Lookup Accession	This function allows the user to find information about a single accession.
Order/test status	<p>After selecting a patient, for each day prompted, the status for all tests for that day are given. Each day will be prompted in inverse order. Future dates can be requested. The report will output for a specified patient, Order #, Urgency, Status (test complete, on collection list, testing in progress, collected), Provider, and Accession #.</p>

Option	Description
Print a Load/Work List	Prints a load or work list. You can start printing from any entry and it will reflect revised and new current status of specimens.
Std/QC/Repeats manual workload count	Allow the tech to manual update Standards, QC and repeats workload.
Unload Load/Work List	Remove the samples from the Load/Work list so they may be added to another Load/Work list or so a new one can be created.

Quality Control Menu [LRQCM]

This menu contains options for maintaining quality assurance.

```
Add/edit QC name &/or edit test means [LRQCADDNAME]
  **> Locked with LRSUPER
Bull algorithm quality control [LRQCC]
Edit control placement on load/work list [LRLC CONTROLS]
  **> Locked with LRSUPER
Edit controls added to the accessions each day [LR ACC CONTROLS]
  **> Locked with LRSUPER
Manually accession QC, Environmental, etc. [LRQCLOG]
Quality control display (Levey-Jennings) [LRQC]
```

Quality Control Menu Option Descriptions

<u>Option</u>	<u>Description</u>
Add/edit QC name &/or edit test means	Quality control names can be added or edited. Tests for listing on worklists may be edited. Tests can be individually listed for entering the expected mean and standard deviations. New control lots should have new name entries in this file.
Bull algorithm quality control	Displays cumulative data from the Bull algorithm. This is a Hematology Quality Control option which allows the Hematology Supervisor to monitor the MCH, MCV, and MCHC hematology indices. These indices are grouped in "sets" of 20 values, from which the mean and delta values are calculated. It has been reported that these three indices do not vary except in extreme disease states. Hence, the indices are an indication of the stability and precision of the automated hematology instrument. Before using this option, the original article by Dr. Brian Bull should be studied. Refer to standard quality control manuals.
Edit control placement on load/work list	This option allows the user to specify where on the load/work list controls are to be placed and what tests are to be performed.

Option	Description
Edit controls added to the accessions each day	This option allows the user to specify what accessions are to have what tests. These are placed in the system at the beginning of each day. Be aware that the accession will not be added if the number to be assigned is already in use performed.
Manually accession QC, environmental, etc.	This option allows you access to various files other than the Patient file (i.e., Referral, Research, Sterilizer, and Environmental) to accession Quality Control and other non patient specimens and proficiency testing samples. These files may also be accessed via regular accessioning options (multipurpose, etc.) by use of "extended syntax" at the "Select Patient name:" prompt enter the file name (or enough letters to define the unique name) followed by a colon and then the name of the desired entry. Example: "Select Patient name: S: LAB AUTOCLAVE."
Quality control display (Levey-Jennings)	Quality control data are displayed against the normal mean and standard deviation entered for the requested test (in the Test field of the Lab Control Name file). The option uses a modified Levey-Jennings format to allow a printout on the VA printers. This format is vertical and the time scale is sequential and not proportional. The report will list all dates, control values, total # of controls (N), target range, actual range obtained, and will flag any values outside of 3SD. The control values outside of 3SD are not used in the calculation of the actual range obtained. The report also has a line where the responsible laboratory official may review the output of the report (CAP Requirement). The "mean" is denoted by the ***** line, 1SD & 3SD are denoted by the lines, and 2SD is denoted by the ::::: lines.

Results Menu [LR OUT]

This menu contains options that the lab uses to report or send out patient test results.

```
Edit/print/display preselected lab tests...
  PR  Print/display preselected lab tests
  EN  Enter/edit user defined lab test lists
General report for selected tests
Graph results
Interim report
Interim report by provider
Interim report for selected tests as ordered
Interim report for selected tests
Interim reports by location (manual queue)
Interim reports for 1 location (manual queue)
Interim reports for 1 provider (manual queue)
Order/test status
Print a full patient summary
Review by order number
```

Results Menu Option Descriptions:

Option	Description
Edit/print/display preselected lab tests.....	User defined lab tests and patient lists for display/print from one date to another.
Enter/edit user defined lab test lists	Allows a user to define lab test panels to print/display. Each panel can have up to seven tests each. The tests must be chem, hem, ser, tox, coag, RIA, or ones for a urinalysis.
Print/display preselected lab tests	This option prints/displays preselected lab tests selected by the lab or the user. If no user selection the default is lab selection. Users can keep their own lists of patients to print which can be edited upon entering the option. This option is intended to be used by a physician who wants a quick list of preselected lab tests for his patients from one date to another and is not intended for chart copy.
General Report for Selected Tests	<p>This function displays data in a highly generalized fashion. All tests requested are displayed up to 18 fields in a cumulative format. If more than 18 tests are to be displayed, an alternate format is used. If a test has a special format (predefined in the LABORATORY TEST file (#60)) then that test must be requested separately. If a specimen is specified, normal ranges are displayed if available.</p> <p>NOTE: If a specimen is chosen for which there is no data, no data will be displayed.</p>

Option	Description
Graph Results	<p>This option plots data in a highly generalized fashion. If a specimen is specified, normal ranges are displayed if available. One may also, choose to plot the data centered about the normal range or centered about the mean of the data being plotted. If the selected plot is according to ranges, then any values that differ from the mean of the normal ranges by more than three standard deviations are plotted in the extreme left or right column of the display, as the case may be. In addition to being plotted in the extreme left or right column, the value is distinguished by a "*" rather than a "X".</p>
Interim Report	<p>This option will print or display interim reports for a selected patient, within a given time period. The printout will go in reverse date order. This report will printout all tests for the time period specified. If no results are available, the option will ask for another patient. This option will only print verified results.</p>
Interim Report by Provider	<p>This option is used to obtain all data on one day for selected physicians. All physicians can be selected or a range of physicians (this may be helpful if obtaining reports for all physicians but you wish to split the load between multiple printers). Multiple selections are allowed for selecting specific physicians. All reports are sorted by Provider name. If no results are available for a Provider, the option will print the physician's name followed by the next physician's name. This option is an alternative to having the Interim report tasked to the TaskManager. Only verified results will be printed. This option is not part of the cumulative report and the reports should not be charted. The date chosen for this report is the collection date.</p>

Option	Description
Interim report for selected tests as ordered	<p>If a test is ordered on one day and verified on the next, you have to select the order date to see the report.</p> <p>Detailed report format for an individual patient. Report is done for selected tests as they are ordered. If the orders have been purged, the results will not be found because the result look-up is dependent on the orders. This option allows the user to select a specific test or panel, or select the "ANY" test default which will output all the verified tests for that patient during the time period specified. If no results are available, the option will ask for another patient. This option will only print verified results and should be used for information only. The printout should not be charted.</p>
Interim report for selected tests	<p>This report will display results in inverse date order. The option allows the user to select a specific test or panel of tests for a specified time period. Regardless of whether the orders have been purged, the results will be displayed. The report should not be charted.</p>
Interim reports by location (manual queue)	<p>Detailed report format for all data for one day sorted by location. If no results are available for a location, the option will print out the location heading followed by the next location heading. This option will only print verified results, and is not part of the cumulative report. The printout should not be charted. The date chosen for this report is the collection date. If a test is ordered on one day and verified on the next day, you must select the order date to see the report with this option.</p>

ARG	Application Requirements Group. A designated group of applications experts who work with the developers of a software package to define and approve the contents of the package.
Array	An arrangement of elements in one or more dimensions. A MUMPS array is a set of nodes referenced by subscripts which share the same variable name.
ASCII	American Standard Code for Information Interchange. A series of 128 characters, including uppercase and lowercase alpha characters, numbers, punctuation, special symbols, and control characters.
Attribute Dictionary	See data dictionary.
Audit	An audit is a physical record of access to a file. The VA FileMan and Kernel provide audit tools that may be used to maintain a continuous audit trail of changes that are made to an existing database. Elements that can be tracked include, but are not limited to, fields within files and files themselves. Records are kept of the date/time and user making changes. In addition, the Kernel provides tools for auditing system access, option access, and device usage. Logs store the date/time of access, user identification and name of the option or device used.
Audit Access	A user's authorization to mark or indicate that certain information stored in a computer file should be audited.
Audit Trail	A chronological record of computer activity automatically maintained to trace the use of the computer.
Auto Instruments	Automated instruments used in the Lab that identify and measure tissue or other specimens.
Backup	The process of creating duplicate data files and/or program copies that serve in case the original is lost or damaged.

Baud (Baud rate)	A measure of times per second that switching can occur in a communications channel. Data transmission speed roughly equivalent to 1 bit per second (bps). Commonly used baud rates include 300, 1200, 2400, 3600, 4800, and 9600.
Bidirectional	Automated instruments that send and receive information from DHCP.
Boolean	A term used in computer science for data that is binary (i.e., either true or false).
Boot	To load instructions into main memory to get a computer operational.
Buffer	A temporary holding area for information.
Bug	An error in a program. Bugs may be caused by syntax errors, logic errors, or a combination of both.
Bypass Options	Ability to bypass selected data pages not meaningful to the end user. This could include system-generated data, banner pages, alignment pages or selected reports in multiple report file.
CAP	College of American Pathology
CAP CODES	Numbers assigned to lab procedures by the College of American Pathology for compiling workload statistics.
Caret	A symbol expressed as ^ (up caret), < (left caret), or > (right caret). In many MUMPS systems, a right caret is used as a system prompt and an up caret as an exiting tool from an option. The up caret is also known as the up-arrow symbol or "shift-6" key.
Checksum	The result of a mathematical computation involving the individual characters of a routine or file.
Cipher	A system that arbitrarily represents each character by one or more other characters.

Collection List	A listing of routine laboratory tests ordered for inpatients. The list is used by the Phlebotomy team during routine collection of specimens from the wards. The list is sorted by ward location, and includes both patient information (Name, SSN, bed/room number) and test information, type of specimen to collect, amount needed, date and time tests were ordered, urgency status, order number and accession number.
Command	A combination of characters that instruct the computer to perform a specific operation.
Computed Field	This field takes data from other fields and performs a predetermined mathematical function (e.g., adding two columns together). You will not, however, see the results of the mathematical calculation in the file. Only when you are printing or displaying information on the screen will you see the results for this type of field.
Computer	A device that processes information. A machine that has input, output, storage, and arithmetic devices plus logic and control units.
Control Key	The Control Key (Ctrl on the keyboard) performs a specific function in conjunction with another key. In some word-processing applications, for example, holding down the Ctrl key and typing an A will cause a new set of margins and tab settings to occur; Ctrl-S causes printing on the terminal screen to stop; Ctrl-Q restarts printing on the terminal screen; Ctrl-U deletes an entire line of data entry when the return key is pressed.
Core	The fundamental clinical application packages of DHCP. The original core of applications built on the Kernel and VA FileMan were Admission, Discharge and Transfer (ADT), Scheduling, Outpatient Pharmacy, and Clinical Laboratory. Additional software packages were added to implement Core+6 and Core+8 configurations.

CPU	Central Processing Unit. Those parts of computer hardware that carry out arithmetic and logic operations, control the sequence of operations performed, and contain the stored program of instructions.
Cross Reference	A cross reference on a file provides direct access to the entries in several ways. For example, the Patient file is cross referenced by name, social security number, and bed number. When asked for a patient, the user may then respond with either the patient's name, social security number, or bed number. Cross reference speeds up access to the file for printing reports. A cross reference is also referred to as an index or cross index.
CRT	Cathode Ray Tube. A piece of computer hardware that looks something like a television screen. The CRT and keyboard collectively are called your terminal. A vacuum tube that guides electrons onto a screen to display characters or graphics. Also called VDT for video display terminal.
Cumulative	A chartable patient report of all data accumulated on a patient over a given time period.
Cursor	A flashing image on your screen (generally a horizontal line or rectangle) that alerts you that the computer is waiting for you to make a response to an instruction (prompt).
Data	In the generic sense, data is information that can be processed and/or produced by computers.
Data Attribute	A characteristic of a unit of data such as length, value, or method of representation. VA FileMan field definitions specify data attributes.

Database	A set of data, consisting of at least one file. that is sufficient for a given purpose. The Kernel database is composed of a number of VA FileMan files. A collection of data can be about a specific subject (e.g., the Patient file). A data collection has different data fields (e.g., patient name, SSN, date of birth). An organized collection of data about a particular topic.
Database Management System	A collection of software that handles the storage, retrieval and updating of records in a database. A Database Management System (DBMS) controls redundancy of records and provides the security, integrity, and data independence of a database. VA FileMan is the Database Management System for the DHCP software.
Data break options	Ability to break to the next microfiche or the next column whenever a significant change in data occurs. This allows selective grouping of specific reports to various user groups, or a selective breakdown of a large report to specific user areas.
Data Dictionary	A Data Dictionary (DD) contains the definitions of a file's elements (fields or data attributes); relationships to other files; and structure or design. Users generally review the definitions of a file's elements or data attributes; programmers review the definitions of a file's internal structure.
Data Dictionary Access	A user's authorization to write/update/edit the data definition for access computer file. Also known as DD access.
Data Dictionary Listing	This is the printable report that shows the data dictionary. DDs are used by users, programmers, and Documenters.

Data Processing	Logical and arithmetic operations performed on data. These operations maybe performed manually, mechanically, or electronically. Sorting through a card file by hand would be an example of the first method; using a machine to obtain cards from a file would be an example of the second method; and using a computer to access a record in a file would be an example of the third method.
DBA	Within the VA, the Database Administrator oversees package development with respect to DHCP Standards and Conventions (SAC) such as name-spacing, file number ranges, and integration issues.
Debug	To correct logic errors and/or syntax errors in a computer program. To remove errors from a program.
Default	A response the computer considers the most probable answer to the prompt being given. It is identified by double slash marks (/) immediately following it. This allows you the option of accepting the default answer or entering your own answer. To accept the default, you simply press the enter (or return) key. To change the default answer, type in your response.
Delete	The key on your keyboard (may also be called D or backspace on some terminals) which allows you to delete individual characters working backwards by placing the cursor immediately after the last character of the string of characters you wish to delete. The "@" sign (shift-2 key) may also be used to delete a file entry or data attribute value. The computer will ask "Are you sure you want to delete this entry?" to insure you do not delete an entry by mistake.
Delimiter	A special character used to separate a field, record, or string. VA FileMan uses the double quote character (") as the delimiter within strings.

Device	A terminal, printer, modem, or other type of hardware or equipment associated with a computer. A host file of an underlying operating system may be treated like a device in that it may be written to (e.g., for spooling).
DEVICE file	A DHCP file (in VA FileMan) where devices (printers or terminals) are defined.
DHCP	The Decentralized Hospital Computer Program of the Veterans Health Administration (VHA), Department of Veterans Affairs (VA). DHCP software, developed by the VA, is used to support clinical and administrative functions at VA medical centers nationwide. It is written in MUMPS and, via the Kernel, will run on all major MUMPS implementations regardless of vendor. DHCP is composed of packages which conform with name spacing and other DHCP standards and conventions.
Disk	The medium used in a disk drive for storing data.
Disk Drive	A peripheral device that can be used to “read” and “write” on a hard or floppy disk.
Documentation	User documentation is an instruction manual that provides users with sufficient information to operate a system. System documentation describes hardware and operating systems provided by a system vendor. Program documentation describes a program’s organization and the way in which the program operates and is intended as an aid to programmers who will be responsible for revising the original program.
DRG	Diagnostic Related Group
DSCC	The Documentation Standards and Conventions Committee
DSS	Decision Support System

E3R	Electronic Error Enhancement Reporting System.
Electronic Signature	A code that is entered by a user which represents his or her legally binding signature.
Encryption	Scrambling data or messages with a cipher or code so that they are unreadable without a secret key. In some cases encryption algorithms are one directional; they only encode and the resulting data cannot be unscrambled (e.g., access/verify codes).
Enter	Pressing the return or enter key tells the computer to execute your instruction or command or to store the information you just entered.
Entry	A VA FileMan record. It is uniquely identified by an internal entry number (the .001 field) in a file.
EP	Expert Panel
Extended Core	Those applications developed after the basic core DHCP packages were installed (e.g., Dietetics, Inpatient Pharmacy). Also referred to as Core+6 or Core+8.
Eyeball pages	Eye readable data to highlight major changes within data; for example: new report, or change in departments. Data breaks can be used with the eyeball pages to advance to the top of the next column for quicker user access to their data.
Field	In a record, a specified area used for the value of a data attribute. The data specifications of each VA FileMan field are documented in the file's data dictionary. A field is similar to blanks on forms. It is preceded by words that tell you what information goes in that particular field. The blank, marked by the cursor on your terminal screen, is where you enter the information.

File	A set of related records treated as a unit. VA FileMan files maintain a count of the number of entries or records.
FileManager	See VA FileMan.
FOIA	The Freedom Of Information Act. Under the provisions of this public law, software developed within the VA is made available to other institutions, or the general public, at a nominal charge that covers the cost of reproduction, materials, and shipping.
Free Text	The use of any combination of numbers, letters, and symbols when entering data.
FTAM	File Transfer, Access, and Management
GKS	Graphic Kernel Standard
Global	In the MUMPS language, a global is a tree-structured data file stored in the common database on the disk.
Global Variable	A variable that is stored on disk (MUMPS usage).
GOSIP	Government Open Systems Interconnection Profile.
GUI	Graphic User Interface
Hacker	A computer enthusiast; also, one who seeks to gain unauthorized access to computer systems.
Handshake	A method for controlling the flow of serial communication between two devices, so that one device transmits only when the other device is ready.
Hardware	The physical equipment pieces that make up the computer system (e.g., terminals, disk drives, central processing units). The physical components of a computer system.
Header	Information at the top of a report.

Help Prompt	The brief help that is available at the field level when entering one or more question marks.
HINQ	Hospital Inquiry. A system that permits medical centers to query the Veterans Benefits Administration systems via the VADATS network.
HIS	Hospital Information Systems
HOST	Hybrid Open System Technology
IFCAP	Integrated Funds Distribution, Control Point Activity, Accounting and Procurement
IHS	Indian Health Service
IHS	Integrated Hospital System
Interactive Language	The dialogue that takes place between the computer and the user in the form of words on the screen of the user's CRT.
Initialization	The process of setting variables in a program to their starting value.
Input Transform	An executable string of MUMPS code which is used to check the validity of input and converts it into an internal form for storage.
IRAC	Information Resources Advisory Council
IRM	Information Resource Management
ISC	Information Systems Center
JCAHO	Joint Commission for the Accreditation of Health Care Organizations.

Jump (also called Up-Arrow Jump)

The Up-Arrow Jump allows you to go from a particular field within an input template to another field within that same input template. You may also Jump from one menu option to another menu option without having to respond to all the prompts in between. To jump, type an up-arrow (^) - the “shift-6” key on most keyboards - and then type the name of the field in the template or option on your menu you wish to jump to.

Kernel

A set of DHCP software routines that function as an intermediary between the host operating system and the DHCP application packages such as Laboratory, Pharmacy, IFCAP, etc. The Kernel provides a standard and consistent user and programmer interface between application packages and the underlying MUMPS implementation. Two Kernel components, VA FileMan and MailMan, are self-contained to the extent that they may stand alone as verified packages. Some of the Kernel components are listed below along with their associated namespace assignments.

VA FileMan	DI
MailMan	XM
Sign-on Security	XU
Menu Management	XQ
Tools	XT
Device Handling	ZIS
Task Management	ZTM

Key

A security code that is assigned to individual users that allows access to options.

Lab Subsection

Refers to the subdivision of lab major sections. If your lab uses this system, your reports will be printed and totaled by lab subsection as well as lab section.

LAYGO access

A user’s authorization to create a new entry when editing a computer file. (Learn As You Go, the ability to create new entries).

LIM

Laboratory Information Manager

Line Editor	This is VA FileMan's special line-oriented text editor. This editor is used for the word-processing data type.
LMIP	Laboratory Management Index Program
Local Variable	A variable that is stored in a local partition.
Load List	Used for organizing the workload in various accession areas of the laboratory. A load list is generated for each automated instrument, and is used to arrange the order in which standards, controls and patient specimens are to be run on the specific instrument.
Log In/On	The process of gaining access to a computer system.
Log Out/Off	The process of exiting from a computer system.
Looping	A set of instructions in a program that are repeatedly executed. When set up correctly, VA FileMan allows you to loop through groups of entries in a file without having to select each entry individually.
LSI	Large Scale Integrating Device also known as Laboratory System Interface, an instrument for translating data between DHCP and auto instruments.
Magnetic Tape	Plastic or mylar tape on reels or cassettes used for data storage (also called mag tape).
MailMan	An electronic mail system that allows you to send and receive messages from other users via the computer.
Major section	Refers to the grouping of lab subsections into major groups within the lab. A lab may consist of the following major sections: General Clinical (may include hematology, toxicology, serology, chemistry, etc.,) Blood Bank Microbiology, and Anatomic Pathology. If your lab uses this system, your workload report will be reported by major section ("Section Workload Report").

Mandatory Field	This is a field that requires a value. A null response is not valid.
MAS	Medical Administration Service
Menu	A list of options you are authorized access to and may select from.
Menu Tree	A series of menus you sequence through in order to get to the specific option you desire.
Microfiche	A device for microfilming for data storage.
MicroScan	An automated instrument used for organism identification and for measuring antibiotics within the Microbiology module.
MIRMO	Medical Information Resources Management Office in the Department of Veterans Affairs Central Office in Washington, DC.
MIS	Management Information Systems
Modem	<p>A device for connecting a terminal to a telephone line, allowing it to communicate with another modem. Modems include the following types.</p> <p>Direct Connect - The modem is directly hooked into the phone line.</p> <p>Acoustic - The modem is connected to the telephone through the handset.</p> <p>Auto Answer - When it detects a ring signal, the modem will "answer the phone."</p> <p>Auto Dial - The modem, upon command from the terminal or the computer, will dial another modem.</p>
Multiple-valued	More than one data value is allowed as the value of a data attribute for an entry.
MUMPS	Massachusetts General Hospital Utility Multi-Programming System

Name spacing	A convention for naming DHCP package elements. The DBA assigns unique character strings for package developers to use in naming routines, options, and other package elements so that packages may coexist. The DBA also assigns a separate range of file numbers to each package.
NAVAP	National Association of VA Physicians
NCD	National Center for Documentation, located at the Birmingham ISC.
NIST	National Institute of Standards and Technology
NOAVA	Nationwide Office Automation for Veterans Affairs
Node	In a tree structure, a point at which subordinate items of data originate. A MUMPS array element is characterized by a name and a unique subscript. Thus the terms node, array element, and subscripted variable are synonymous. In a global array, each node might have specific fields or "pieces" reserved for data attributes such as name. In data communications, the point at which one or more functional units connect transmission lines.
Numeric field	A response that is limited to a restricted number of digits. It can be dollar valued or a decimal figure of specified precision.
OE/RR	Order Entry and Results Reporting
Online	A device is online when it is connected to the computer.
On the fly	A term given to the process of not permanently storing data in the data dictionary but having a computation performed at run time.

Operating System	A basic program that runs on the computer, controls the peripherals, allocates computing time to each user, and communicates with terminals.
Order number	A number generated by the computer each time a test is ordered - unique for each patient's order - starting at midnight JAN 1 with order number 1. The order number provides identification of patient specimens both during transport to the laboratory and until accession numbers have been assigned to the specimens. Generally used by non-laboratory personnel; e.g., ward, section, number.
OS/M	Occurrence Screen/Monitor
Output Transform	An executable string of MUMPS code which converts internally stored data into a readable display.
PACS	Picture Archiving and Communications Systems
Package	The set of programs files, documentation, help prompts, and installation procedures required for a given software application. For example, Laboratory, Pharmacy, and MAS are packages. A DHCP software environment composed of elements specified via the Kernel's Package file. Elements include files and associated templates, name spaced routines, and name spaced file entries from the Option, Key, Help Frame, Bulletin, and Function files. Packages are transported using VA FileMan's DIFROM routine that creates initialization routines to bundle the files and records for export. Installing a package involves running the installation routines that will recreate the original software environment. Verified packages include documentation. As public domain software, verified packages may be requested through the Freedom of Information Act (FOIA).

Password	A user's secret sequence of keyboard characters, which must be entered at the beginning of each computer session to provide the user's identity.
Pattern Match	A preset formula that includes any one of the following types: 1) letters, numbers, or symbols; 2) letters, numbers, and symbols; 3) letters and numbers; 4) symbols and letters; 5) numbers and symbols. If the information entered (does not match the formula exactly, the computer rejects the user's response).
Peripheral Device	Any hardware device other than the computer itself (central processing unit plus internal memory). Typical examples include card readers, printers, CRT units, and disk drives.
Pointer	Points to another file where the computer stores information needed for the field of the file in which you are currently working. If you change any of the information in the field in which you are working, the new information is automatically entered into the "pointed to" file.
POSIX	Portable Operating System Interface for Computing Environments
Printer	A printing or hard copy terminal.
Program	A list of instructions written in a programming language and used for computer operations.
Programmer Access Code	An optional three-to-eight character code that allows the computer to identify you as a user authorized to enter into programmer mode (see also access code). Once in programmer mode, you will use Standard MUMPS, DHCPs official programming language, to interact with the computer. Programmer access is very tightly restricted to authorized, qualified individuals.

Programmer Access	Privilege to become a programmer on the system and work outside many of the security controls of Kernel.
Prompt	The computer interacts with the user by issuing questions called prompts, to which the user issues a response.
QA	Quality Assurance
RAM	Random Access Memory
Read Access	A user's authorization to read information stored in a computer file.
Reader-printer	A device for displaying and printing microfiche.
Record	A set of related data treated as a unit. An entry in a VA FileMan file constitutes a record. A collection of data items that refers to a specific entity. For example, in a name-address-phone number file, each record would contain a collection of data relating to one person.
Required Field	A mandatory field, one that must not be left blank. The prompt for such a field will be asked until the user enters a valid response.
RMEC	Regional Medical Education Center
ROM	Read Only Memory. A type of memory that can be read but not written.
Routine	A program or a sequence of instructions called by a program, that may have some general or frequent use. MUMPS routines are groups of program lines which are saved, loaded, and called as a single unit via a specific name.

SAC	Standards and Conventions. Through a process of verification, DHCP packages are reviewed with respect to SAC guidelines as set forth by the Standards and Conventions Committee (SACC). Package documentation is similarly reviewed in terms of standards set by the Documentation Standards and Conventions Committee (DSCC).
SACC	Standards and Conventions Committee of the Decentralized Hospital Computer Program.
Screen (Noun)	The display surface of a video terminal.
Screen (Verb)	The process of checking a user's input for a predefined format or condition (e.g., date within a permitted range).
Screen Editor	This is VA FileMan's special screen-oriented text editor. This editor is used for the word-processing data type.
Scroll/no scroll	The scroll/no scroll button (also called hold screen) allows the user to "stop" (no scroll) the terminal screen when large amounts of data are displayed too fast to read and "restart" (scroll).
SERA	Systematic External Review of Autopsies.
SERS	Systematic External Review of Surgical Pathology.
Set of codes	Usually a preset code with one or two characters. The computer may require capital letters as a response (e.g., M for male and F for female). If anything other than the acceptable code is entered, the computer will reject the response.
Site Manager/IRM Chief	At each site, the individual who is responsible for managing computer systems, installing and maintaining new modules, and serving as liaison to the ISCs.

SIUG/ARG	Special Interest User Group/Application Requirements Group. A designated group of applications experts who work with the developers of a software package to define and approve the contents of the package.
SNOMED	Systematized Nomenclature of Medicine, developed to standardize the coding of information regarding specific diseases.
Software	The set of instructions and data required to operate the computer. One type is called operating system software - fundamental computer software that supports other software. The second type is called applications software - customized programs that tell the computer how to run applications (e.g., Pharmacy, Laboratory).
Spacebar Return Feature	You can answer a VA FileMan prompt by pressing the spacebar and then the return key. This indicates to VA FileMan that you would like the last response you were working on at that prompt recalled.
Spooling	Procedure by which programs and output can be temporarily stored until their turn to print.
SQL	Structured Query Language
Stop Code	A number assigned to the various clinical, diagnostic, and therapeutic sections of a facility.
Sub-routine	A sequence of MUMPS code that performs a specific task, usually used more than once.
Subscript	A symbol that is associated with the name of a set to identify a particular subset or element. In MUMPS, a numeric or string value that is enclosed in parentheses; is appended to the name of a local or global variable; identifies a specific node within an array.
Syntax	A term for the rules that govern the construction of a machine language.

Template	A means of storing report formats, data entry formats, and sorted entry sequences is the opposite of "On-the-Fly". A template is a permanent place to store selected fields for use at a later time.
Terminal	See CRT. May be either a printer or CRT/monitor/visual display terminal.
Titling	Methods of displaying titles on microfiche are normal and reverse polarity. By title segments or portion of segments. Multiple number and variable size of characters by title segments.
Treating Area	The section or service of the hospital that requests a test. Some hospital systems have an embedded code that determines if the ordered test is for an inpatient or outpatient.
Tree Structure	A term sometimes used to describe the structure of a MUMPS array. This has the same structure as a family tree, with the root at the top, and ancestor nodes arranged below, according to their depth of subscripting. All nodes with one subscript are at the first level, all nodes with two subscripts at the second level, and so on.
Trigger	A trigger is an instruction that initiates a procedure. In VA FileMan, a trigger can be set up when entry of data in one field automatically updates a second field value.
Truncate	Truncating is a process that drops characters of text or numbers (without rounding) when the text or numbers are limited to a specific location to store or print them. For example, the number 5.768 is truncated to 5.76 when stored or printed in a location that holds only four characters.
Uneditable Field	This is a status given to fields to prevent any editing of data in the field.

Up Arrow	A character on your keyboard that looks like this: “^” character is used mainly for exiting or opting out of answering VA FileMan prompts and jumping to other fields in VA FileMan. The “^” character is (shift-6 key) on most keyboards.
User Access	Access to a computer system. The user’s access level determines the degree of computer use and the types of computer programs available. The systems manager assigns the user an access level. (See also access code and programmer access code.)
Utility Routine	A routine that performs a task that many programmers utilize.
VA	The Department of Veterans Affairs, formerly called the Veterans Administration.
VACO	Department of Veterans Affairs Central Office
VADATS	Veterans Administration Data Transmission System (replaced by IDCU about two to three years ago).
VA FileMan (also called VA FileManager)	A set of programs used to enter, maintain, access, and manipulate a database management system consisting of files. A package of on-line computer routines written in the MUMPS language which can be used as a stand-alone database system or as a set of application utilities. In either form, such routines can be used to define, enter, edit, and retrieve information from a set of computer-stored files.
VA MailMan	A computer-based message system
VAMC	Department of Veterans Affairs Medical Center

Variable	A character or group of characters that refer to a value. MUMPS recognizes three types of variables: local variables, global variables, and special variables. Local variables exist in a partition of main memory and disappear at sign off. A global variable is stored on disk, potentially available to any user. Global variables usually exist as parts of global arrays. The term “global” may refer either to a global variable or a global array. A special variable is defined by system operation (e.g., \$TEST).
VAX	Virtual Address Extension
VDT	Video Display Terminal (See CRT)
Verification (data verification)	The process by which technologists review data in the computer for a specific patient and verify (validate) that it is accurate before releasing the data to the physician.
Verification (package verification)	A process of internal and external package review carried out by a DHCP verification team (people who were not involved in the development of the package. Software and associated documentation are reviewed in terms of DHCP Standards and Conventions.
Verify Code	An additional security precaution used in conjunction with the access code. Like the access code, it is also 6 to 20 characters in length and if entered incorrectly will not allow the user to access the computer. To protect the user, both codes are invisible on the terminal screen.
VHA	Veterans Health Administration
VITEK	An automated instrument is used for organism identification and for measuring antibiotics within the Microbiology module.
WKLD	Abbreviation for workload. The Department of Veterans Affairs offshoot of CAP workload reporting. Also used for LMIP applications. See LMIP.

WKLD Code	Numbers assigned to lab procedures by the Laboratory program for compiling work statistics.
Work List	Used for collecting and organizing work in various accession areas of the laboratory. A work list is generated for manual or automated tests (singly or in batches) and can be defined by number of tests and/or which tests to include. It can also be used as a manual worksheet by writing test results directly on the worklist.
Wrap-around mode	Text that is fit into available column positions and automatically wraps to the next line, sometimes by splitting at word boundaries (spaces).
Write Access	A user's authorization to write/update/edit information stored in a computer file.

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