

OIT Laboratory Package Assessment

Site:

Assessor:

Assessment Date:

Lab Package Administrator:

Lab Administration Team:

Basic Lab Package

Requirement	Yes	Partial	No	N/A	Action Plan/Comments	Priority
					Responsible Party	Due Date
1. Has administrator attended RPMS Basic Lab training?						
2. Has administrator attended EHR training?						

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Requirement	Yes	Partial	No	N/A	Action Plan/Comments	Priority
					Responsible Party	Due Date
3. Has administrator attended Reference Lab Setup training?						
4. Is Lab package fully installed and up to date with all patches?						
5. Is EHR installed and implemented?						
6. Is this a multidivisional laboratory, and if so, are divisions set up?						

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Requirement	Yes	Partial	No	N/A	Action Plan/Comments	Priority
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7. Are any setup tests generating errors?						
8. Are lab tests set up in File 60 for all accession areas and all divisions?						
9. Are load worklists set up?						
10. Are all instruments interfaced and is autoinstrument file up to date and functional?						

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11. Are LOINC codes mapped?					Percent mapped:	
12. Are RPMS Lab package programming menus complete and user friendly?						
13. Are test order menus in the EHR satisfactory?						
14. Are the incomplete lab status lists clean?						

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Requirement	Yes	Partial	No	N/A	Action Plan/Comments	Priority
					Responsible Party	Due Date
15. If no, is there a plan to clean them up and maintain them?						
16. Is sufficient equipment available to print orders, reports, and labels as appropriate?						
17. Is there a policy and procedure for reportable values, including a CRITICAL value reporting process?						

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Provider Order Entry

Requirement	Yes	Partial	No	N/A	Action Plan/Comments	Priority
					Responsible Party	Due Date
1. Have Ward Collect or Send Patient quick orders and menus been built?						
2. Does the facility have an emergency room?						
3. If yes, have Immediate Collect quick orders and menus been set up?						
4. Have quick order sets been created?					Recommended sets? Site specific? Bundling/unbundling issues? Tested and working?	

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5. Venipuncture issue How do we deal with the venipuncture issue (i.e., is it "ordered" and "resulted" or is there a better alternative?)						
6. Does the facility have inpatient wards?						
7. If yes, are inpatient collection times set up in the Lab package?						
8. If yes are you able to build the timed collection lists and print lists and labels?						

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9. If yes, have Routine Lab Collect quick orders and menus been set up?						
10. If yes, has an Immediate Collect Inpatient quick order menu been set up?						
11. Are ward collect tests set up, and has the menu been set up, if applicable?						
12. Is there a plan for training the nurses and providers for POE?						

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13. Have quick orders been tested, and are they working?						
14. Is the Lab package electronic signature (Esig) running? (Esig should be turned off if the EHR is being used.)						
15. Have TIU lab objects been created for templates?						
16. Have lab notifications been set up, and are they working?						

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Requirement	Yes	Partial	No	N/A	Action Plan/Comments	Priority
					Responsible Party	Due Date
17. Have lab taxonomies been populated for diabetes and CMS reporting?						
18. Run CPOE report.					% Electronic Orders:	

Point of Care Lab Entry

Requirement	Yes	Partial	No	N/A	Action Plan/Comments	Priority
					Responsible Party	Due Date
1. Is there a glucose meter interface? If not, is there a need for a glucose meter interface, or will one be set up?						

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Requirement	Yes	Partial	No	N/A	Action Plan/Comments	Priority
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2. Identify tests that need to be set up for POCT. List tests on appropriate sheet.						
3. Identify POCT tests set up in File 60. List tests on appropriate sheet.						
4. Has the Point of Care button been installed and set up?						
5. Is there a policy for POCT labs?						

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Requirement	Yes	Partial	No	N/A	Action Plan/Comments	Priority
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6. Is there a training plan for POCT implementation?						
7. What agency is the laboratory accredited by?						
8. Is the POCT program overseen by the laboratory?						
9. Is there a separate CLIA certificate for the POCT program?						

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Requirement	Yes	Partial	No	N/A	Action Plan/Comments	Priority
					Responsible Party	Due Date
10. Is there a competency process for the POCT program?						
11. Identify timeline for implementation of the following: (Timeline will be determined jointly by site and Area team.)						
(a) Outpatient labs programmed and in use					Setup Goal Date: Go Live Goal Date:	
(b) Inpatient labs programmed and in use					Setup Goal Date Go Live Goal Date:	

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Requirement	Yes	Partial	No	N/A	Action Plan/Comments	Priority
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(c) ER labs programmed and in use					Setup Goal Date: Go Live Goal Date:	
(d) POCT test entry programmed and in use					Setup Goal Date: Go Live Goal Date:	
12. Have training needs been determined? List on appropriate sheet.						

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Reference Lab Interface

Requirement	Yes	Partial	No	N/A	Action Plan/Comments	Priority
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1. Who is your reference lab?						
2. Is there an interface from this reference lab?						
3. Are the reference lab tests set up in File 60? List tests on appropriate sheet.						
4. Is there a load worklist set up for the reference lab? List on appropriate sheet.						

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5. Have the Lab UI test codes been entered?						

Facility Capacity

Requirement	Yes	Partial	No	N/A	Action Plan/Comments	Priority
					Responsible Party	Due Date
1. Clinical personnel: Does facility have staffing to support project?						
2. IT infrastructure/hardware needs: Are there adequate computers in patient care areas to accommodate provider order entry?						

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3. Are contingency plans for system down time in place? COOP should already be in place. Has it been updated for EHR?						
4. Determine what will be printed.						

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POCT Tests

[illegible]

Medical Records Subcommittee Members

[illegible]

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Required Training

Topic	Person/Group to Attend
Basic Lab Package	
Intermediate Lab Package	
EHR Setup	
Reference Lab Setup	