



RESOURCE AND PATIENT MANAGEMENT SYSTEM

Laboratory Package

(LR)

Reference Laboratory Interface Pre-Implementation Checklist

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Purpose and Target Audience

The purpose of this document is to provide Laboratory Consultants with the guidelines required to implement the Reference Lab Interface. This checklist is primarily intended for sites that do not have a Laboratory or a Laboratory Professional.

Sites are not expected to set up the RPMS Laboratory Package or the Reference Lab Interface independent of a Laboratory Consultant.

1.0 Laboratory Package Optimization

1. LAB consultant must have Site Manager Menu with Access & Security.
2. Ensure that GIS 3.01 through patch 16 is loaded.
3. Ensure LR 5.2 through patch 27 is loaded.
4. Add three new security keys before using the LR IHS SHORT MAIN MENU:
 - a. LRZOUT – Locks LRI – Lab Short Information Menu.
 - b. LRZIN – Locks LRO – Ward Lab Order Menu.
 - c. LRZ IHS SHORT LAB – Locks IHS Short Main Menu.
5. Ensure that each lab staff member is set up as a user on the system.
6. Assign security keys.
7. Set FileMan Access of LI.
8. Ensure that each nursing and provider staff member is set up as a user on the system.
9. Assign END-USER security keys:
 - a. LRLAB
 - b. LRVERIFY
 - c. LRSUPER
 - d. LRLIAISON
 - e. BLRBYPAS
 - f. BLRZMENU
 - g. BLRZMENU
 - h. BLRRLZ
10. Ensure that each provider staff member is authorized to write med orders.
11. Modify Menus to suit Lab workflow and implementation plan (see attached mods to IHS Lab Short Main Menu).
12. Add LR ROLLOVER to short lab processing menu.
13. Add new menus to IHS Core.

14. Print Lab Description file for lab staff to review. Remove duplicates and add new entries as needed.
15. Hospital Location:
 - a. Review and add locations as needed for each logical ordering location.
 - b. Review each ward location for valid entry in file 42.
 - c. Check with Data Entry to be sure which, if any, clinic stop code is desired.
16. Is Service Unit Multidivisional? If so, be sure that:
 - a. PCC Master Control file is set up for each facility.
 - b. BLR Master Control file is set up for each facility.
 - c. Tests performed onsite are set up as multidivisional.
17. Configure Label & Report Printer(s):
 - a. Verify model number. (Intermec PC41).
 - b. Set up terminal type.
 - c. Set up device on port assigned by site manager.
 - d. Load correct label routine.
 - e. Edit file 69.9.
 - f. Edit Accession file.
18. Schedule Tasks:
 - a. LRTASK NIGHTY
 - b. LRTASK ROLLOVER
 - c. LA7TASK NIGHTY
 - d. BLRTASK LAB LOG CLEANUP
19. Define Testing Pattern by Accession Area (site specific):
 - a. Chemistry
 - b. Hematology
 - c. Urinalysis
 - d. Sendouts
 - e. Point of Care

20. Define Laboratory Test for in-house testing:
 - a. Reference ranges, criticals, therapeutic ranges, units, interpretations
 - b. Panels
 - c. Reassign accession areas
21. Determine whether site needs to populate IHS Lab CPT file for IHS Third Party Billing Package:
 - a. Reassign Lab Sections.
 - b. Review all on-site and reference lab tests for appropriate CPT codes.
22. Cumulative Report (opt):
 - a. Run Diagnostic Routine for LAB reports.
 - b. Re-cross-reference indexes in LAB REPORTS file.
23. Determine if Delta Checks are needed for in house testing:
 - a. Build and set up Estimated GFR.
 - b. EAG.
24. Lab PCC Link:
 - a. Add LR to PCC Master Control file.
 - b. Set up BLR Master Control file.
 - c. Confirm data passes to PCC.
25. Train staff who will be handling reference laboratory testing on the following options:
 - a. Accession Tests ordered by Ward Order Entry.
 - b. Multipurpose Accessioning.
 - c. Look up Accession.
 - d. Order/Test Status.
 - e. Print Accession List by Date.
 - f. Delete test from an Accession.
 - g. Add test to an Accession.
 - h. Review by Order Number.
 - i. EM: Enter manual/modify test results.
 - j. Incomplete test status Report.

- k. Interim Report.
26. Train PCC Data Entry about new LAB process.
 27. If using IHS Third Party Billing, train Business Office staff about new LAB process.
 28. CMI implements Reference LAB Interface.
 29. Determine who will be responsible for building quick orders and menus. For example: Lab Consultant, Site Lab Informaticist, Site CAC, etc.
 30. LAB Consultant's duties immediately after the Reference LAB implementation and again six weeks later.
 - a. Supervisor:
 - i. Provide a list of Tech IDS.
 - ii. Provide a file of sample Lab computer policies and procedures.
 - iii. Provide a customized user manual.
 - iv. Review Link Operation.
 - v. Review tasks.
 - vi. Review interface troubleshooting.
 - vii. Search for High/Low Values of a test.
 - viii. Lab statistics.
 - ix. Supervisor's Summary Report.
 - x. Billing Report.
 - b. Site Manager:
 - i. Review Lab/PCC Link.
 - ii. Review Lab Tasks.
 - iii. Review interface and troubleshooting.
 - iv. Review how to troubleshoot and reset print queues for label, report, and shipping manifest printers.

- v. Set up Qman lab attributes.
- vi. Setup of Diabetes Management System, BGP, and Data Warehouse (BDW) lab taxonomies.

2.0 Short Lab Menu for Small Sites

IHS Lab Short Main Menu [LR IHS SHORT MAIN MENU]:

- ACC IHS Short Accessioning Menu ...[LR IHS SHORT ACCESSIONING MENU]
- PRO IHS Short Processing Menu...[LR HIS SHORT PROCESSING MENU]
- INF IHS Short Information Menu...[LR IHS SHORT INFORMATION MENU]
- SUP IHS Short Lab Supervisor Menu...[LR IHS SHORT SUPERVISOR MENU]
- BLR IHS Lab Main Support Menu...[BLRMENU]
- GIS GIS Interface Menu...[INH MAIN MENU][

IHS Short Accessioning Menu:

- MP Multipurpose accessioning
- ADD Add tests to a given accession
- DEL Delete test from an accession
- REM Remove an accession
- LUA Lookup accession
- OTS Order/test status
- PAL Print accession list(s)...
- RAL Reprint accession label(s)
- TDI Test description information
- AOR Accessioning tests ordered by ward order entry
- REV Review by order number
- RSM Reprint Shipping Manifest

IHS Short Processing Menu:

- EM Enter/verify/modify data (manual)
- BP LAB Fast Bypass Data Entry/Verify
- EW Enter/verify data (Work list)
- CW Clear instrument/work list data
- EA Enter/verify data (auto instrument)
- AL Long form accession list
- OTS Order/test status
- INC Incomplete test status report
- ACC Accession order then immediately enter data

IHS Short Information Menu:

- OTS Order/test status
- RON Review by order number
- TDI Test description information
- INQ Inquiry to LAB TEST file
- GR General report for selected tests
- IST Interim report for selected tests as ordered
- IRL Interim reports for one location (manual queue)
- IMD IHS Interim report for one provider (manual queue)
- IPT Interim report

IHS Short Lab Supervisor Menu:

- AQC Add/edit QC name and/or edit test means
- EQP Edit control placement on load/work list
- EQA Edit controls added to the accessions each day

QCD Quality control display (Levey-Jennings)

POA Purge old orders & accessions

EAT Edit atomic tests

ECT Edit cosmic tests

CUM IHS Short Lab Cumulative Menu...

LL IHS Short Lab Liaison Menu...

LI IHS Short Lab Interface Menu...

IHS Lab Main Support Menu:

LS Link Transaction Processor Status

7421 Will restart the PC41 label routine if turned off.

INQ Inquire into the IHS LAB Transaction Log

FLD Search Transactions for PCC LINK DISABLE Error

RSN Requeue by Sequence Number

RST Requeue Transaction by Sort Template

CPT Enter/edit IHS Lab CPT File

FAL Find ALL PCC Link Errors from Lab

STP Stop/restart Lab to PCC Transaction Processor

MSTR Enter/edit BLR MASTER CONTROL FILE

POV Purpose of Visit Compliance Report

BZY IHS Taskman Busy Device Rpt

CLR Clear BLR errors from error log

CUM IHS CUMULATIVE MENU...

DATA Add a new data name

ETP LA7 Message Queue Error Messages to Purgeable

LOI IHS Lab Package LOINC Percentage Report

LVP IHS Lab Version & Patch Report

MMR Lab Description Abbreviation Report

NLO Lab Tests Without LOINC Entries Report

RBE Clear ALL BLR Errors from Error Log

REFL Reference Lab Main Menu...

SHDR State Health Dept Report

GIS Interface Menu:

TCM Transaction Control Menu...

FTM File and Table Menu...

EM Error Menu...

BPM Background Process Control Menu...

SM Script Menu...

SGM Script Generator Menu...

IHS IHS User Menu...

Contact Information

If you have any questions or comments regarding this distribution, please contact the OIT Help Desk (IHS).

Phone: (505) 248-4371 or (888) 830-7280 (toll free)

Fax: (505) 248-4363

Web: <http://www.ihs.gov/GeneralWeb/HelpCenter/Helpdesk/index.cfm>

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