



RESOURCE AND PATIENT MANAGEMENT SYSTEM

# Laboratory Package Training

## Announcement and Agenda

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Office of Information Technology (OIT)  
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## 1.0 Purpose of Training

This Laboratory Package Training is designed for persons assigned the responsibility for maintaining the Laboratory Package at their facility. The Laboratory Package is a clinical-oriented system designed to provide data to healthcare providers as well as to clinical healthcare personnel. The Laboratory Package's main function is to assist the Laboratory Medicine Service in managing and automating the workload and reporting process.

The training session will teach participants how to create laboratory test files that are complete, accurate, and accessible; training will provide sufficient information about the software package for clinical personnel to operate and maintain the laboratory software. This training session was created to fulfill that requirement.

The training session consists of lecture with PowerPoint presentations, demonstration of the software, and hands-on exercises using individual computer terminals and a simulated training database.

## 2.0 Prerequisites

Participants must be proficient with the RPMS Laboratory Package. Functions of the Laboratory Package include:

- Use of Accessioning tests ordered by provider order entry.
- Use of Multipurpose Accessioning.
- Verify laboratory results using an Interface.
- Manual Result Entry of laboratory results.
- Review of Order/Test Status.
- Review of patient Interim Reports and EHR Laboratory Results.
- Familiarity with the RPMS-EHR lab order process.
- Have knowledge of the RPMS-EHR lab test order configurations.
- Familiarity with VA FILEMAN.
- Have knowledge of VA FILEMAN Laboratory Files.
- Routinely build and maintain Laboratory Test files.
- Understand that not having attended prior RPMS Lab Package trainings will affect the training participant's ability to successfully keep up with the trainer and with the more advanced participants.

### 3.0 Intended Audience

The Laboratory Package Training is oriented toward (but not limited to) Laboratory Professionals (e.g., Medical Laboratory Scientist/Clinical Laboratory Scientist) who process lab tests at their facilities and have responsibility for maintenance and integration into the Electronic Health Record. This course assumes that participants have knowledge of the RPMS Laboratory Package and the RPMS Electronic Health Record.

This training has been prepared specifically for:

- RPMS Laboratory Package owners
- Assigned RPMS Laboratory Package owners
- Clinical Laboratory Managers and Supervisors
- Area Laboratory Consultants
- Area Laboratory Informatics Specialists
- Area Clinical Application Coordinators supporting RPMS Laboratory Package
- Site Clinical Application Coordinators supporting RPMS Laboratory Package
- Users from related clinical services:
  - Pharmacy
  - Nursing
  - Radiology

## 4.0 Learning Objectives

At the end of this training, participants should be able to:

- Order laboratory tests.
- Accession laboratory tests.
- Result laboratory tests.
- Understand the Laboratory Package and the necessary information required to efficiently and effectively maintain the software package.
- Understand the Reference Lab Interface, and the necessary information required to efficiently and effectively maintain the software package.
- Understand VA FILEMAN Laboratory Files and the interactions between the Laboratory Files.
- Incorporate the Ten-Step Process for building lab test files.
- Recognize the importance of Clinical Laboratory Improvement Amendments (CLIA), Joint Commission, and other agencies as they relate to clinical laboratory policies and procedures.
- Troubleshoot Laboratory Package issues.
- Perform Laboratory Package tasks.
- Understand how a lab machine is interfaced with the Laboratory Package using a middleware.
- Understand the rules for Passing Clinical Data from the Laboratory Package to the Patient Care Component (PCC).
- Understand the IHS Lab Transaction Log and the link between the Laboratory Package and PCC; this link allows for data entered into the Laboratory Package to pass to the PCC automatically.
- Understand the IHS Lab CPT Code files created to capture the CPT codes and other billing data to pass to PCC from the Laboratory Package.
- Recognize that LOINC codes and CPT codes are required for the IHS National Reporting Measures.
- Laboratory Taxonomies, identify the required lab test files for the Diabetes Management System (DM), Government Performance and Results Act reporting (GPRA), and other reporting measures

## 5.0 Detailed Agenda

### 5.1 Day One — Monday

Session	Topic
9 a.m. MT	<b>Welcome and Introductions:</b> <ul style="list-style-type: none"> <li>• Introductions</li> <li>• Review Agenda and Learning Objectives</li> </ul>
Session 1	<b>Review CHEAT SHEETS:</b> <ul style="list-style-type: none"> <li>• RPMS how to use</li> <li>• Ten-Step Process</li> <li>• Laboratory Test File line by line</li> </ul>
Session 2	<b>Basic FILEMAN</b> <ul style="list-style-type: none"> <li>• Functions and Security Keys</li> </ul>
Session 3	<b>Review RPMS Laboratory Package</b> <ul style="list-style-type: none"> <li>• Terminology, Functions and Menus</li> <li>• BLR Menu</li> </ul>
Session 4	<b>Overview FILEMAN Laboratory Files – DAY 1 Files</b> <ul style="list-style-type: none"> <li>• <b>Laboratory Test</b> (#60)</li> <li>• Topography (#61)</li> <li>• Collection Sample (#62)</li> <li>• Lab Data (#63)</li> <li>• Accession (#68)</li> <li>• Laboratory Site (#69.9)</li> </ul> <b>Break will be included in this session</b>
Session 5	<b>Overview FILEMAN Laboratory Files</b> <ul style="list-style-type: none"> <li>• Urgency (#62.05)</li> <li>• Delta Checks (#62.1)</li> <li>• Lab Control Name (#62.3)</li> <li>• <b>Auto Instrument</b> (#62.4)</li> <li>• Lab Description (#62.5)</li> <li>• Accession Test Group (#62.6)</li> <li>• Lab Reports (#64.5)</li> <li>• Interim Report (#64.6)</li> <li>• <b>IHS LAB CPT CODE</b> (#9009021)</li> <li>• <b>Load/Worklist</b> (#68.2)</li> <li>• LAB LOINC (#95.3)</li> <li>• IHS UCUM</li> </ul> <b>Break will be included in this session</b>
<b>Lunch</b>	

Session	Topic
Session 6	<b>Preparation of Lab Test Building – Ten Steps Review and Practice</b> <ul style="list-style-type: none"><li>• Gather Information (Step 1)</li><li>• Understand &amp; Create DATA NAME (Step 2)</li><li>• Laboratory Test File (Step 3)<ul style="list-style-type: none"><li>– Includes LOINC and UCUM</li></ul></li><li>• IHS LAB CPT CODE (Step 4)</li><li>• RPMS Lab Package: Order/Accession/Result</li></ul>
Session 7	<b>Continuation of Lab Test Building – Ten Steps Review and Discuss</b> <ul style="list-style-type: none"><li>• Load/Work List (Step 5)</li><li>• Auto Instrument (Step 6)</li><li>• Mapping (Step 7)</li><li>• Test your build (Step 8)</li><li>• Document (Step 9)</li><li>• Hang test on menu (Step 10)</li></ul> <b>Break will be included in this session</b>
4 p.m. MT	<b>Adjourn</b>

## 5.2 Day Two — Tuesday

Session	Topic
9 a.m. MT	<b>Review Previous Day's Training:</b> Questions Continuation of previous day
Session 8	<b>RPMS Reference Laboratory Interface</b> <b>Review and <i>Practice</i></b> <ul style="list-style-type: none"> <li>• Overview</li> <li>• Follow Ten-Step Process</li> <li>• Mapping</li> <li>• Ask at Order Entry</li> </ul> <b>Break will be included in this session</b>
<b>Lunch</b>	
Session 9	<b>Laboratory Electronic Health Record</b> <b>Review and Discuss</b> <ul style="list-style-type: none"> <li>• Overview</li> <li>• Quick Orders</li> <li>• Order Menus</li> <li>• Order Sets</li> <li>• Point of Care Button               <ul style="list-style-type: none"> <li>– BLR BEHO POC CONTROL</li> </ul> </li> </ul> <b>Break will be included in this session</b>
4 p.m. MT	<b>Adjourn</b>

### 5.3 Day Three — Wednesday

Session	Topic
9 a.m. MT	<b>Review Previous Day's Training:</b> <ul style="list-style-type: none"> <li>• Questions</li> <li>• Continuation of previous day</li> </ul>
Session 10	<b>RPMS Microbiology Package Review and Discuss</b> <ul style="list-style-type: none"> <li>• Overview</li> <li>• Antimicrobial Susceptibility (62.06)</li> <li>• Lab Data (63)</li> <li>• Etiology (61.2)</li> <li>• Follow Ten Step Process</li> <li>• Reports</li> </ul> <b>Break will be included in this session</b>
<b>Lunch</b>	
Session 11	<b>IHS LAB Transaction Log</b> BLR Menu: <b>LS</b> Link Transaction Processor Status BLR Menu: <b>INQ</b> Inquire into the IHS Transaction Log V LAB and V MICRO
Session 12	<b>LOINC Codes</b> <ul style="list-style-type: none"> <li>• IHS LAB Transaction Log</li> </ul>
Session 13	<b>IHS Lab CPT Codes</b> <ul style="list-style-type: none"> <li>• IHS LAB Transaction Log</li> </ul>
4 p.m. MT	<b>Adjourn</b>

## 5.4 Day Four — Thursday

Session	Topic
9 a.m. MT	<b>Review Previous Day's Training:</b> <ul style="list-style-type: none"> <li>• Questions</li> <li>• Continuation of previous day</li> </ul>
Session 14	<b>Manual entry of Laboratory Results</b> <ul style="list-style-type: none"> <li>• How to set up and enter results (e.g., State Lab Department)</li> </ul>
Session 15	<b>Laboratory Results and Reports</b> <ul style="list-style-type: none"> <li>• EHR LAB TAB</li> <li>• Cumulative Laboratory Reports <ul style="list-style-type: none"> <li>– In-house Laboratory results</li> <li>– Re-cross-reference indexes</li> </ul> </li> <li>• RPMS Lab Interim Reports</li> </ul>
<b>Break</b>	
Session 16	<b>Review Taxonomies Laboratory Files</b> <ul style="list-style-type: none"> <li>• Clinical Reporting System (CRS)</li> <li>• Diabetes Management (DM)</li> </ul>
Session 17	<b>Purge Lab Orders and Accessions</b> <ul style="list-style-type: none"> <li>• RPMS Laboratory Package vs. Electronic Health Record</li> </ul>
<b>Lunch</b>	
Session 18	<b>RPMS Laboratory Package Using a Middleware</b> <ul style="list-style-type: none"> <li>• Interfacing Lab machines</li> </ul>
Session 19	<b>RPMS Laboratory Software</b> <ul style="list-style-type: none"> <li>• Quality Assurance and Compliance</li> <li>• Laboratory Reports</li> <li>• BLR Menu Options</li> <li>• Maintenance</li> <li>• Tasks Reviews</li> <li>• MailMan groups</li> </ul>
4 p.m. MT	<b>Adjourn</b>

## 5.5 Day Five — Friday

Session	Topic
9 a.m. MT	<b>Review Previous Day's Training:</b> <ul style="list-style-type: none"> <li>• Questions</li> <li>• Continuation of previous day</li> <li>• <b>Survey Monkey</b></li> </ul>
Session 20	<b>Troubleshooting</b> <ul style="list-style-type: none"> <li>• RPMS Laboratory Package</li> </ul>
Session 21	<b>RPMS Laboratory Package PATCHES</b> <ul style="list-style-type: none"> <li>• Current and older</li> <li>• Resources — User manuals, IHS Lab webpages</li> </ul>
<b>Break</b>	
Session 22	<b>Discussion</b> <ul style="list-style-type: none"> <li>• Training material</li> <li>• Lab Office Hours</li> </ul>
	<b>Survey Monkey</b> <ul style="list-style-type: none"> <li>• Complete before leaving</li> </ul>
2 p.m. MT	<b>Adjourn</b>

## Course Glossary

The following terms appear in this document, during the course, or in both.

### **Electronic Health Record**

An application that uses a graphical user interface for both entry and display of patient demographic and clinical data.

### **File**

A set of related records or entries treated as a single unit.

### **FileMan**

The database management system for the VA's VistA system and the IHS RPMS system.

### **Indian Health Service**

An Operating Division within the U.S. Department of Health and Human Services.

### **Menu**

A list of choices for computing activity. A menu is a type of option designed to identify a series of items (other options) for presentation to the user for selection.

### **Order**

An electronic, written, or verbal request to have one or more laboratory tests performed.

### **Option**

An RPMS menu selection to perform a desired action.

### **Resource and Patient Management System**

A suite of software applications used at IHS facilities to support administrative, clerical, and clinical functions.

### **Third Party Billing**

A reference laboratory interface is called a Third Party Billing interface if patient insurance information is sent along with the laboratory test orders. The reference laboratory can directly bill any third party payers for the laboratory testing performed using that information.

### **Veterans Health Information Systems and Technology Architecture**

An enterprise-wide information system built around an Electronic Health Record (EHR), used throughout the VA medical system.

## Acronym List

<b>Acronym</b>	<b>Meaning</b>
CLIA	Clinical Laboratory Improvement Amendments
CPT	Current Procedural Terminology
DM	Diabetes Management
EHR	Electronic Health Record
GPRA	Government Performance and Results Act
IHS	Indian Health Service
LIS	Laboratory Information System
LOINC	Logical Observation Identifiers Names and Codes
PCC	Patient Care Component
RPMS	Resource and Patient Management System
VA	United States Department of Veterans Affairs
VistA	Veterans Health Information Systems and Technology Architecture