

SUNY DOWNSTATE MEDICAL CENTER

Hospital Information Systems

Laboratory Information System

Cerner Millennium Pathnet

June 2005

HOSPITAL INFORMATION SYSTEMS

Cerner L.I.S. Reference Guide

© 2002, 2005 Maryam McCallum
SUNY Downstate Medical Center
450 Clarkson Avenue • Box 70
Phone 718.826.4902 • Fax 718.270.8143

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CONFIDENTIALITY OF PATIENT INFORMATION

Please Note:

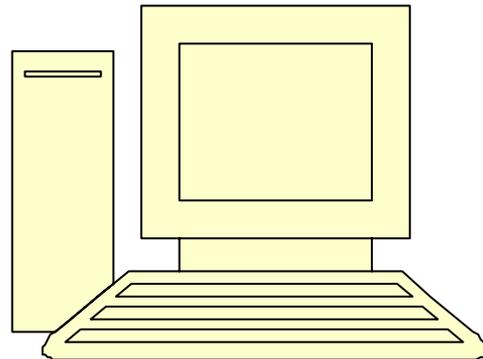
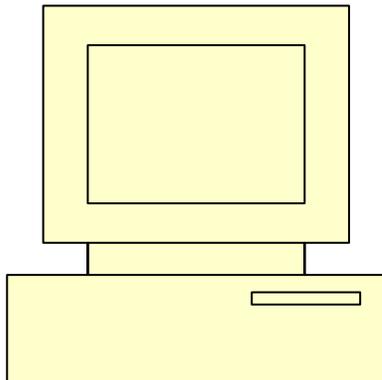
The confidentiality statement on the Eagle 2000 system also applies to the Cerner system.

It states:

Warning: The confidentiality of patient medical data available from the computer is of equal importance to the confidentiality data on the written medical record. Improper use or unauthorized release of patient medical information is a very serious offense subject to severe disciplinary action and/or dismissal.

Please keep in mind to:

- Always logoff from the Cerner system when not in use;
- You are responsible for any misuse on the system under your initials;
- Never share your password with anyone; and
- When in doubt, seek direction from your supervisor.
- To ensure staff compliance, the system is monitored daily.



HOW TO LOG ON TO THE CERNER LIS



TO LOG ON TO THE CERNER SYSTEM

Figure 1

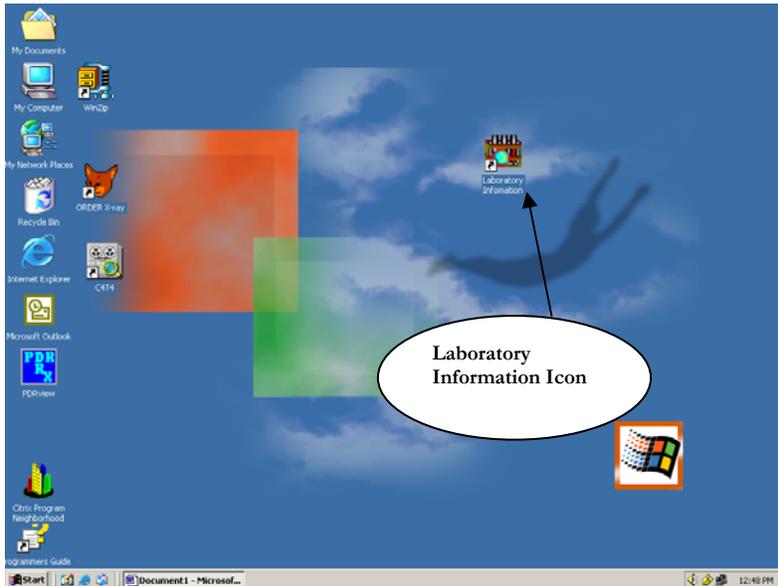
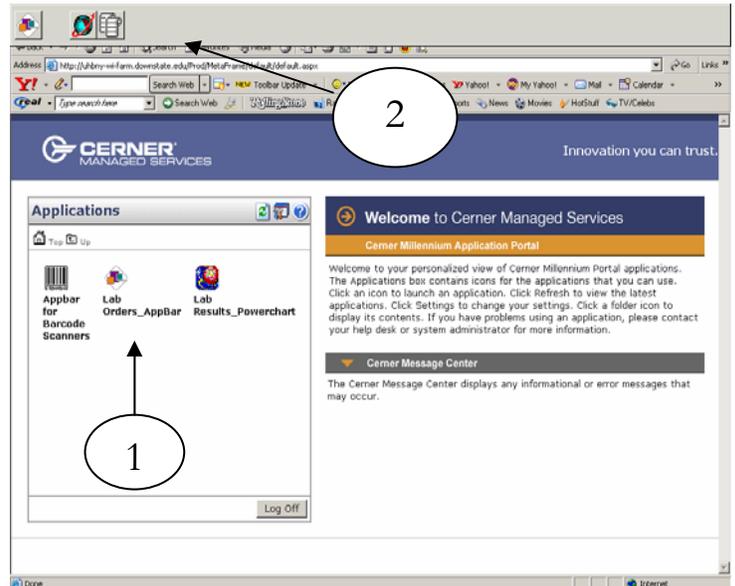


Figure 2



To log onto the Cerner System:

- Double click on the Laboratory Information Icon (Figure 1)
- The screen on Figure 2 will display
- Click on the “**Lab Orders_Appbar**” icon (Figure 2 #1)
- The Cerner Application bar (appbar) will display (Figure 2 #2)

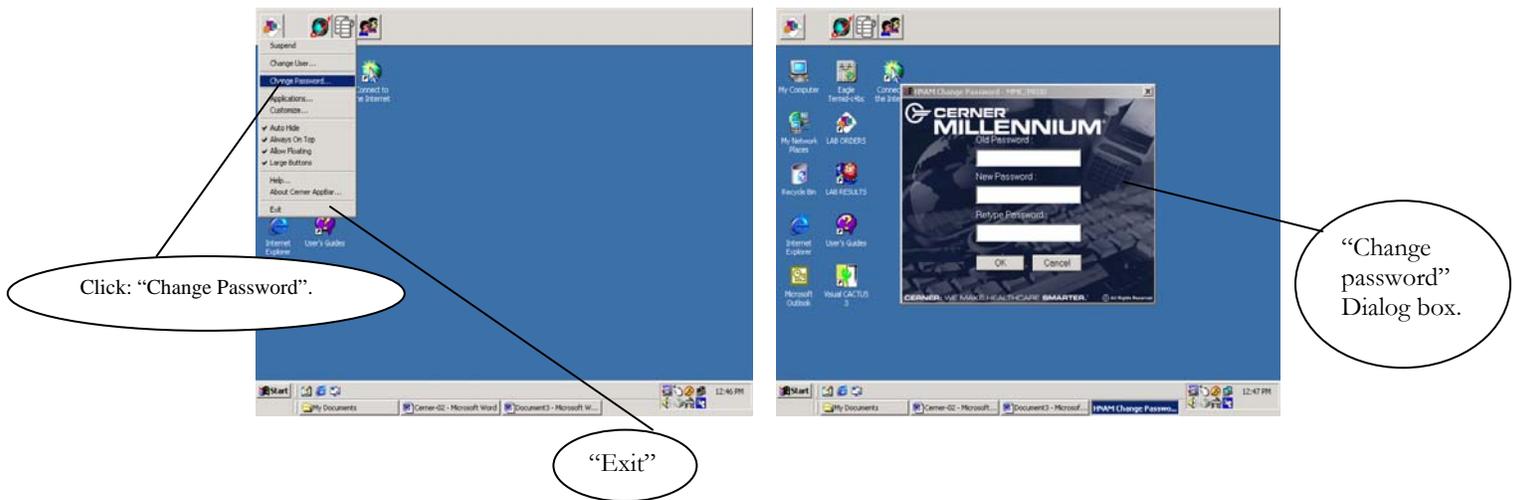
HOW TO CHANGE YOUR PASSWORD



The Cerner system allows you to change your password. If you suspect someone is using your password, **notify your supervisor immediately**, and follow the steps listed below to change your password.

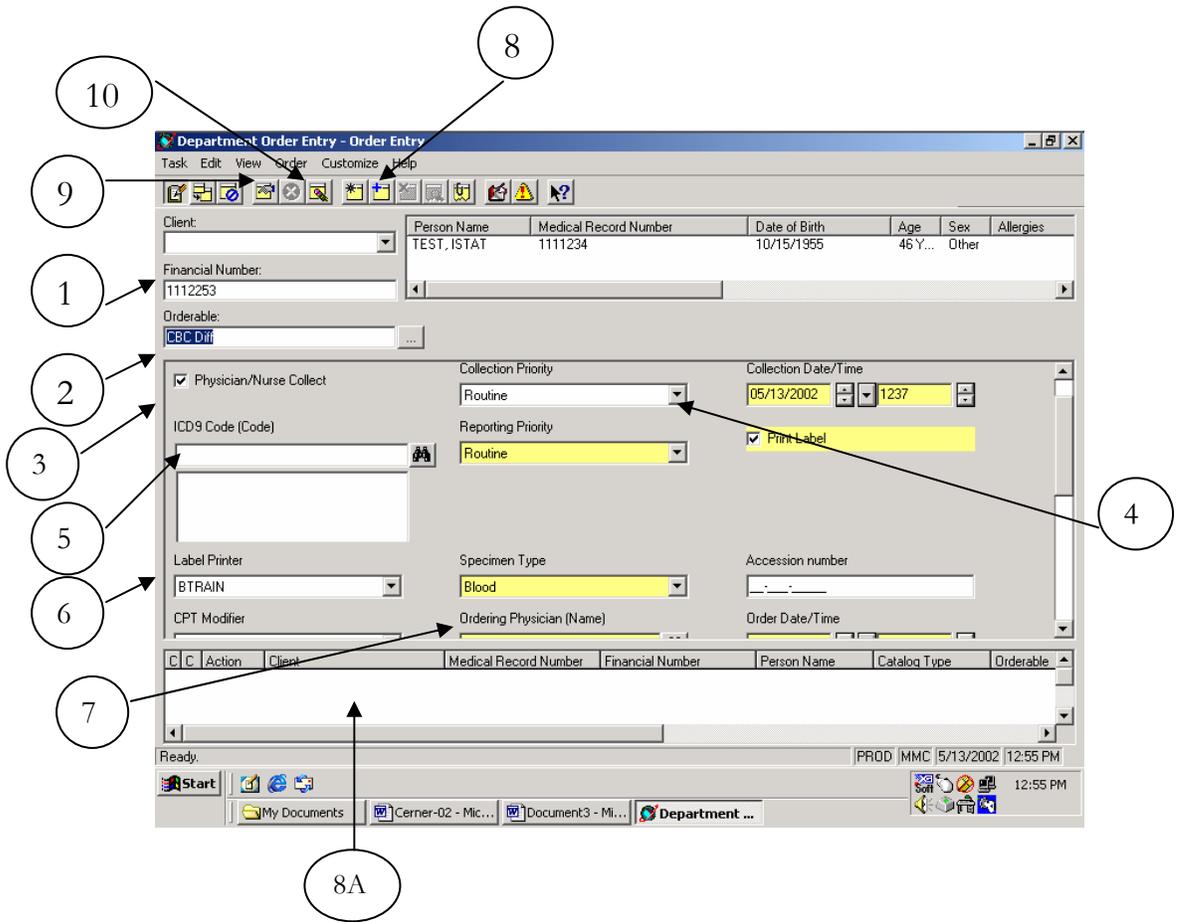
To change your password:

- Click on the first icon on the Cerner appbar
- Select **“Change Password”**
- The system will display the “change password” dialog box
- Type your old password
- Tab to the next field
- Type your new password Tab to the next field
- Retype your new password
- Click **“OK”**



DEPARTMENT ORDER ENTRY

This Section Will Outline How to Order Laboratory Tests
on the Cerner System.



The following pages will guide you through the order entry procedure. Each step will match the corresponding number on this diagram

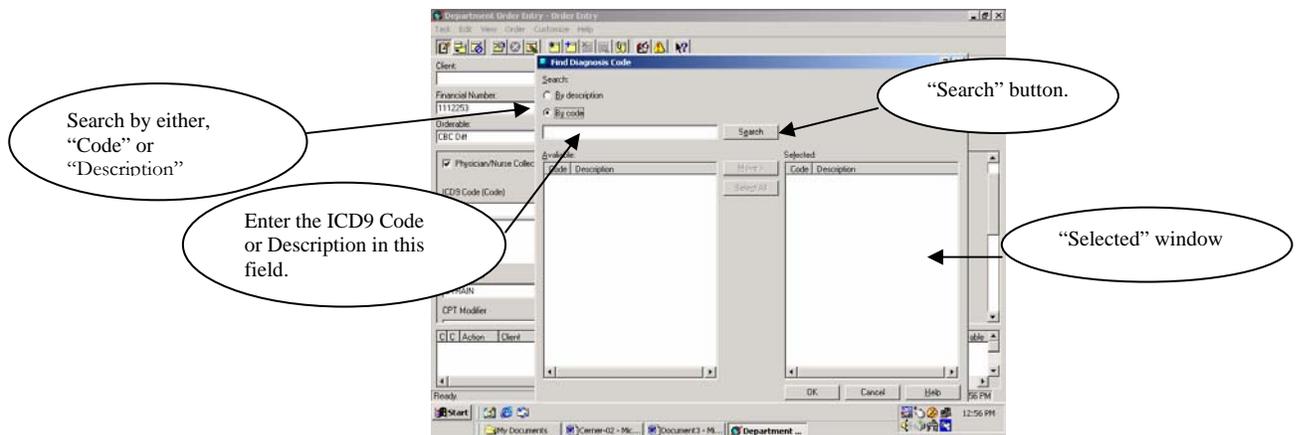
- 1- **Financial Number:**
 - The financial number is a 7 digit number that identifies the individual encounter (i.e. 15-12345).
 - Enter the **Financial Number**
 - Press “**Enter**”

- 2- **Orderable Selection**
 - Enter the partial name of the procedure you wish to order
 - Press “**Enter**”
 - A dialog box will open
 - Scroll down the list and select the desired test
 - Click “**OK**”

- 3- **Physician /Nurse Collect (Collection other than Venipuncture team)**
 - **Uncheck** this box for all venipuncture team draws
 - Box should be checked for all other collection methods

- 4- **Collection Priority**
 - “Routine” is the default priority. To change to “stat” or “timed study”, click the drop-down arrow and choose the desired priority.

- 5- **ICD9 Code (MUST BE ENTERED FOR OUTPATIENTS)**
 - Click on the binoculars next to the ICD9 box
 - The ICD9 selection box will open
 - Enter the ICD9 code and click on the “**Search**” button
 - Scroll down to locate the appropriate code
 - Double click on the desired code
 - The code is now displayed in the “**Selected**” window
 - Click “**OK**”



Department Order Entry Continued:

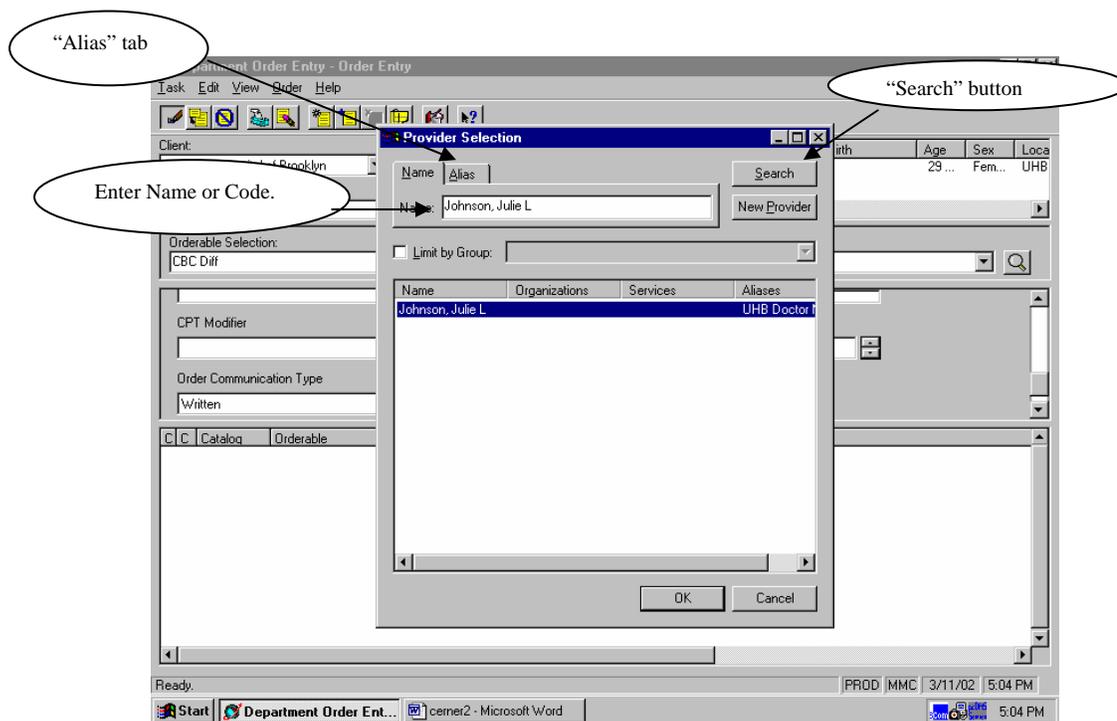
6- Label Printer

- Click on the drop-down arrow
- Scroll through the list
- Choose the correct printer

Note: Once you enter the printer assignment for the first test, it will remain, as long as you are logged on to the Cerner system. If you log off and then log back on to the Cerner system, you will need to re-enter the Label printer.

7- Ordering Physician (Follow these steps, if name was **not** defaulted)

- Click the **binoculars** to the right of the box
 - **By Name:** Enter full or partial name; click “**Search**”. Highlight the name; click “**OK**”
 - **By Code:** Click the “**Alias**” tab; enter the 4 digit code; click “**OK**”



8- **Add Order to Scratch Pad**

- Click the “**Add order to scratch pad**” icon (or “control A”)
- The order will appear in the scratch pad area (see 8A on the diagram)

Repeat steps 2 and 8 until all tests are ordered.

9- **Submit Orders**

- When all procedures are added to the scratch pad, click on the “**Submit Orders**” icon (#9 on the diagram). Or, you can press, “control O” on your keyboard.

10- **Clear All**

- When you submit your orders, only one icon is highlighted (#10 on the diagram). “**Clear all**”, allows you to enter orders for another patient.

Note: The ICD9 field is required for all outpatient orders. Please make sure the Laboratory requisition has a diagnosis code, prior to ordering procedures through the Cerner system.

Additional Note: To schedule a collection with the Venipuncture Team (7am, 3pm, 8pm), you have to change the “**collection date and time**” accordingly. Please remember, the Cerner LIS uses a **Military Clock**. Therefore, if you want to schedule a 3pm draw, you have to change the time to: “1500”.

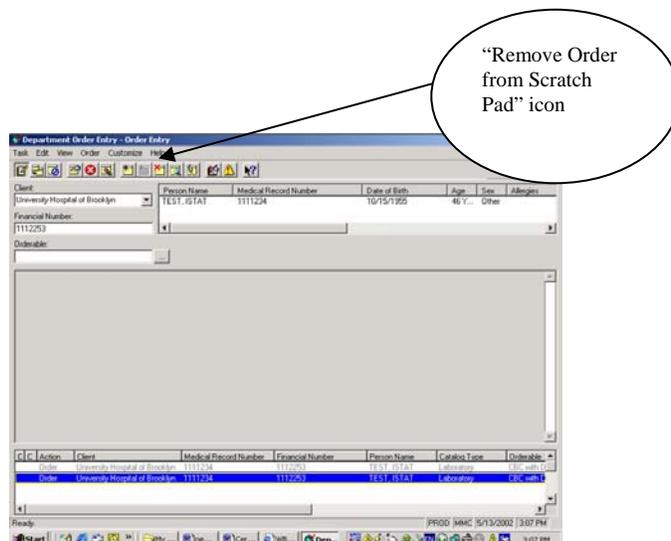
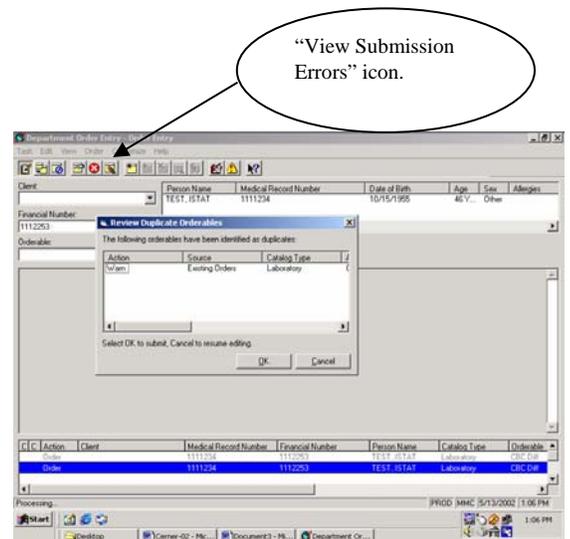
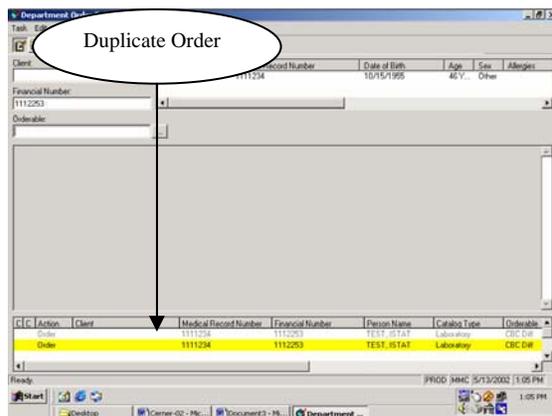
The screenshot shows the 'Department Order Entry - Order Entry' window. The form includes fields for Client (University Hospital of Brooklyn), Person Name (TEST, TEST), Medical Record Number (1234567), Date of Birth, Age, Sex, and Location (UHB, Suite Z). The 'Orderable Selection' is set to 'CBC Diff'. The 'Collection Priority' is 'Routine' and the 'Collection Date/Time' is '03/12/2002 1716'. The 'ICD9 Code' is '401.9 Unspecifie...'. The 'Reporting Priority' is 'Routine' and 'Print Label' is checked. The 'Specimen Type' is 'Blood' and the 'Accession number' is '1716'. The 'Order Date/Time' is '03/12/2002 1716'. A callout box points to the 'Collection Date/Time' field with the text: 'The “Collection Date/Time” field is used for scheduled tests. The system defaults to the current date and time.'

Duplicate Orderables

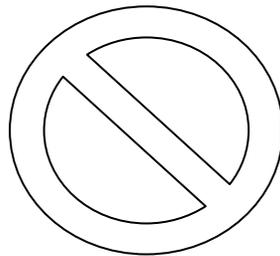
The Cerner System “flags” duplicate orders by highlighting the test in yellow in the Scratch Pad.

To Remove the Order From the Scratch Pad:

- Click on the red “View Submission Errors” icon
- The “Review Duplicate Orderables” dialog box will open
- Click “Cancel” (to resume editing)
- Click the “Remove Order From Scratch Pad” icon
- The order will be removed

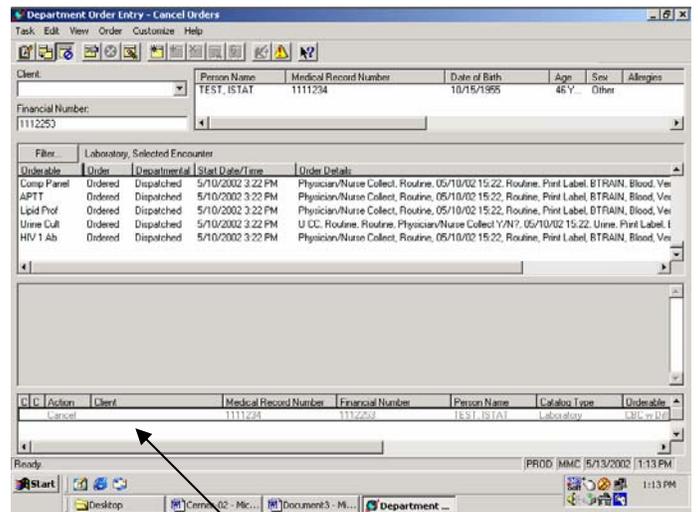
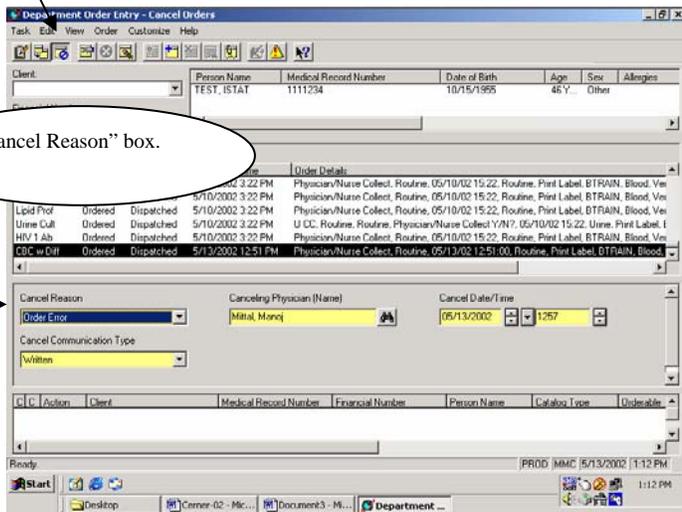


HOW TO CANCEL ORDERS



“Cancel Orders” icon

“Cancel Reason” box.



Canceled test

How to cancel orders:

- 1- Click on “**Cancel Orders**”
- 2- Select patient by financial number
- 3- Click on the desired order
- 4- Click the drop down arrow next to the “**Cancel Reason**” box
- 5- Select a reason (**This is a required field**)
- 6- Click “**Submit Orders**”

Unlike Order entry, no label is generated when you click on “submit orders”. However, the order status of the selected order is changed from “**ordered**”, to “**canceled**”, and is dropped to the bottom half of the screen.

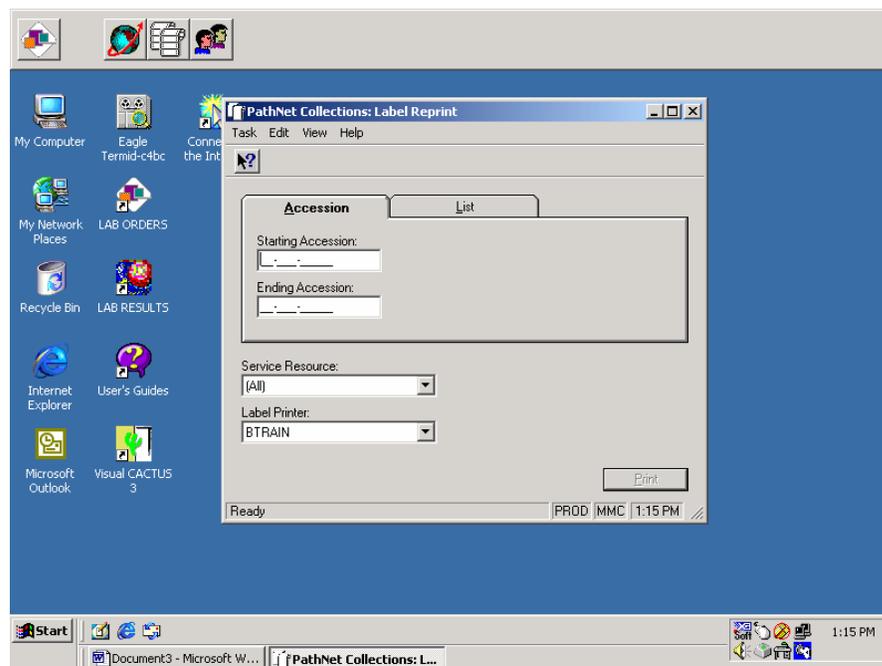
HOW TO REPRINT A LABEL



Label Reprint:

In cases where a label is lost, destroyed, or not assigned a printer, you will need to perform a “label reprint. **Do not send a duplicate specimen with a label reprint label.**

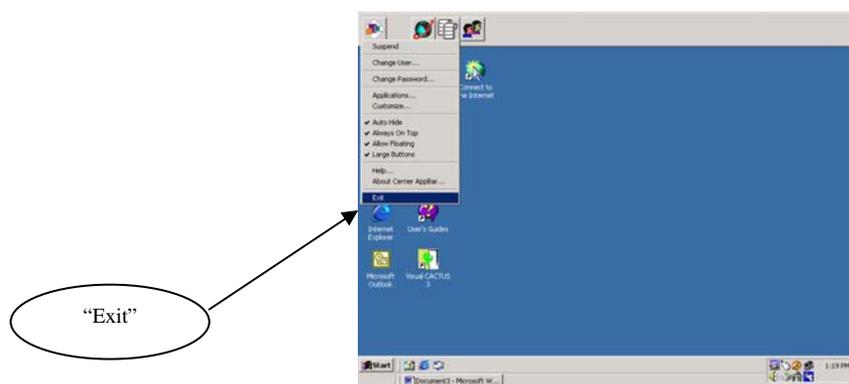
- Click on the “**Label Reprint**” icon on the Cerner appbar
- In the accession field: Tab twice-the first 5 digits of the accession number will appear (the year and the Julian date). **You will have to enter the last five numbers of the accession number.** For accession numbers starting with letters, **do not tab twice.** Type the first two letters, tab to next field; type the following two numbers; tab to the next field; type the remaining numbers.
Note: if you are not sure of the number; go to cancel orders; search for the patient by financial number; the accession number will be listed in the second column, following the ordered test.
- Select the label printer by using the drop down arrow (only if the label printer is not defaulted);
- Click “**Print**”.



HOW TO LOG OFF OF CERNER

- 1- Click on the first appbar icon located in the upper left hand corner.
- 2- Click on exit

*****For security reasons, remember to log off whenever the Cerner system is not in use*****



HOW TO VIEW RESULTS IN THE CERNER SYSTEM



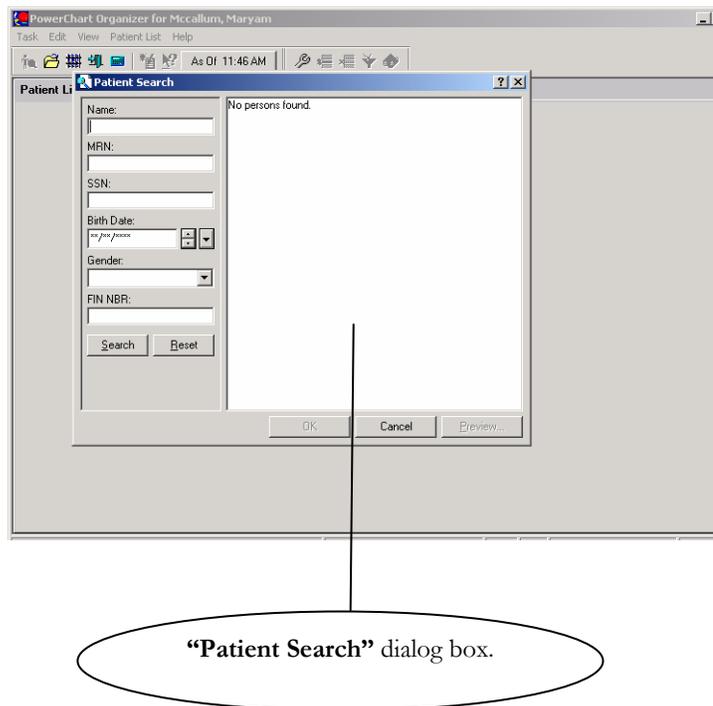
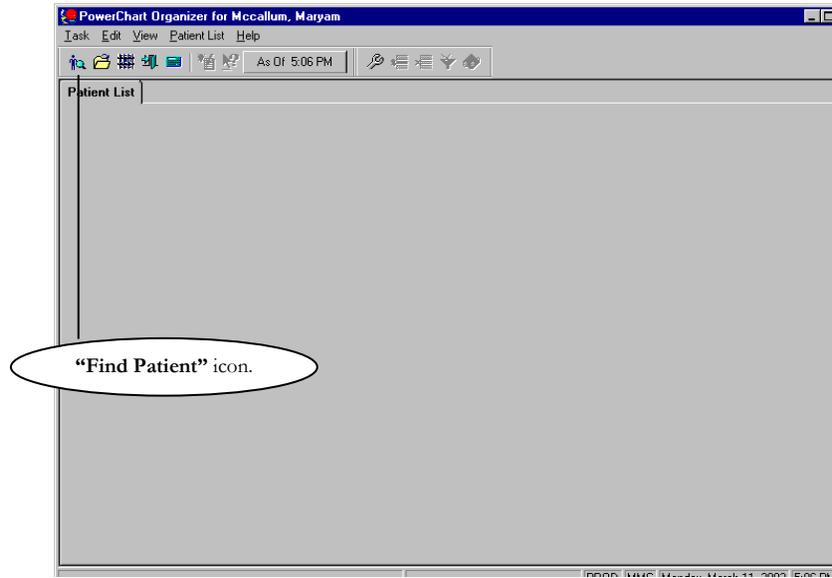
The screenshot shows a medical software window titled "TEST, ISTAT - 1111234, Opened by McCallum, Maryam". The interface includes a menu bar (Task, Edit, View, Time Scale, Options, Help), a toolbar with various icons, and a main display area. A patient information banner at the top shows "TEST, ISTAT", "Age: 46 Years", "Sex: Other", "Location: N61", "Allergies Not Re", "DOB: 10/15/1955", "MRN: 1111234", and "Fin Number: 111225". Below this are tabs for "Results" and "Orders". The "Results" tab is active, showing a "Flowsheet" section with a date range "Wednesday, May 22, 2002 10:28 AM - Wednesday, June 05, 2002 10:28 AM (Clinical Range)". A "Navigator" pane is on the left, and the main area displays "No Results Found". A context menu is open over the date range, with options "Change Search Criteria..." and "Set To Today".

Callouts and their descriptions:

- To print a result, click on the "Task" button then click "Print"**: Points to the "Print" icon in the toolbar.
- "Find Patient" icon**: Points to the magnifying glass icon in the toolbar.
- "Orders" tab**: Points to the "Orders" tab.
- "Results" tab**: Points to the "Results" tab.
- Adjust the Start Date forward or backward by 14 days.**: Points to the left arrow of the date range field.
- Adjust the Ending Date forward or backward by 14 days.**: Points to the right arrow of the date range field.
- Right clicking in the date field, allows you to change the search criteria.**: Points to the context menu.

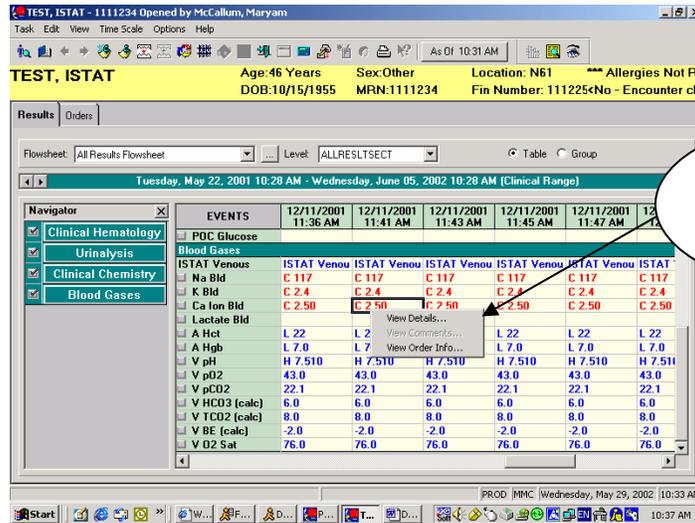
How to View Results:

1. Double click the **“Lab Results”** icon on the computer desktop
2. Log-on with your username and password
3. Find patient by clicking the **“Find Patient”** icon; the **“Patient Search”** dialog box will open; search patient by using the suggested criteria



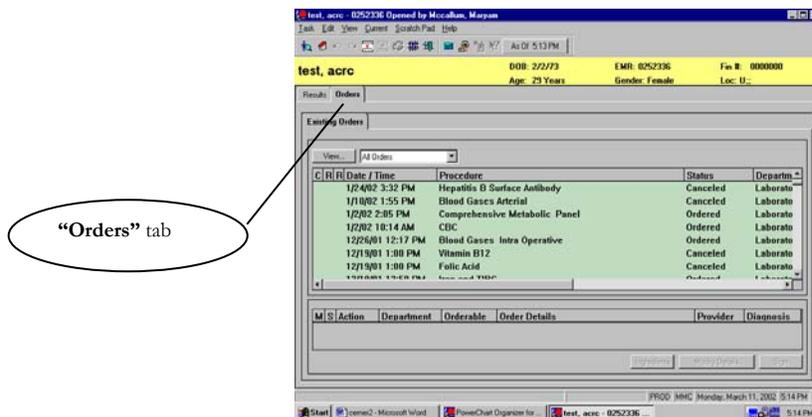
How to View Results continued:

- After your patient is selected, the screen below will be displayed.
- There are two tabs **“Results”** and **“Orders”**. The system defaults to **“Results”**.
- To change the date forward or backward by 14 days, use the arrows on either end of the date field. **You can also right click the date field to change the search criteria.**
- To view details on a test, right click the result, and then click **“View Details”**.



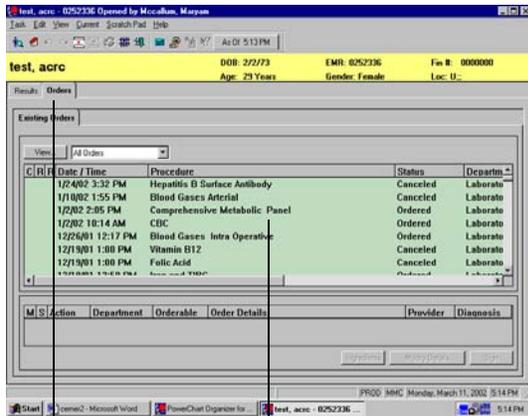
Orders Inquiry:

- Click the **“Orders”** tab
- The status of all orders will be displayed
- View all orders by clicking on the up or down arrow to the right of the screen



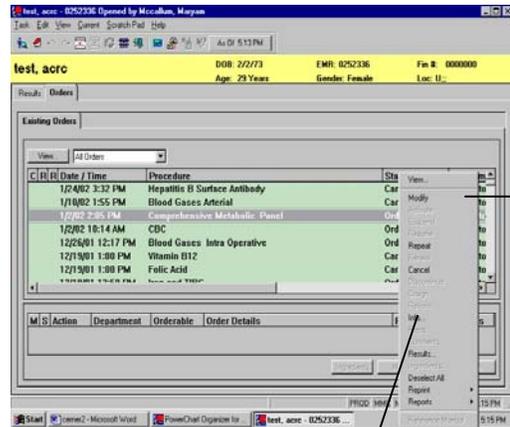
For additional information about an order:

- 1- Click on the order
- 2- The order will be highlighted; right click on the order
- 3- Click **“Order Info”** on the drop down menu
- 4- Click the **“History”** tab



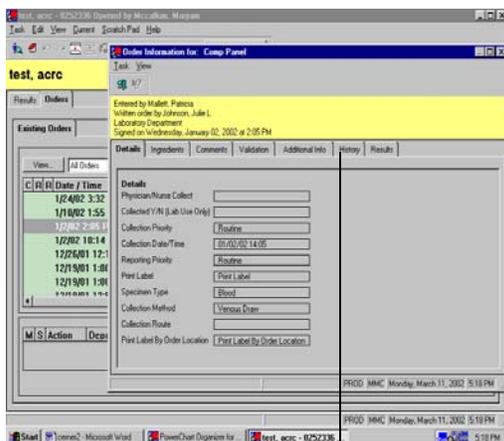
Orders tab

Select order; click on order-right click on order.

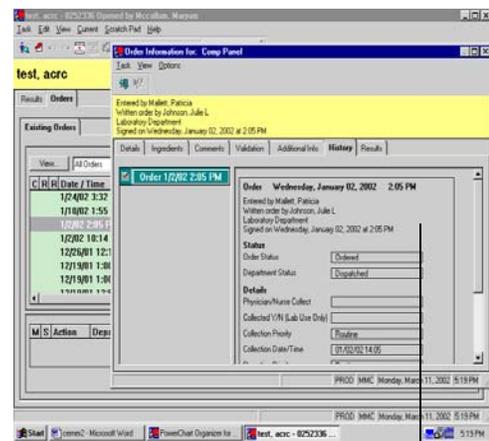


Order Info

Drop down menu



History tab

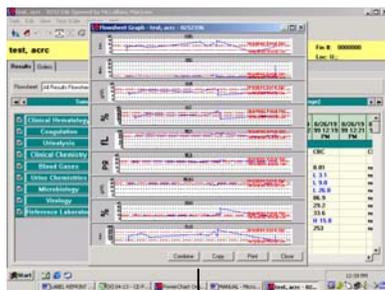


Order information

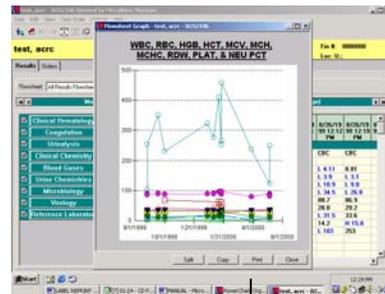
Graphing Number Results

- To graph a result within a specific time frame, click on the box next to the test name; click the “graph” icon.
- Click “combine” to plot the selected result types on the same axis. Click “split” to plot each result type on a separate graph.

The screenshot shows a software interface for viewing test results. At the top, it displays patient information: 'test_acrc', DOB: 2/2/1973, Age: 29 Years, Gender: Female, and Loc: U... Below this is a 'Results' section with a 'Flowchart' and 'View Level' dropdown. A table of results is shown with columns for dates: 8/20/19, 8/23/19, 8/23/19, 8/26/19, 8/26/19, 8/26/19. The table lists various tests such as CBC, WBC, HGB, HCT, MCV, MCH, MCHC, RDW, PLAT, NEU PCT, LYM PCT, and MONO PCT. A 'Graph Icon' is circled in the top right corner. A 'Test check box' is circled on the left side of the test list. A 'Results' column is circled on the right side of the table.



Split Results



Combined Results

