

Laboratory Information System

Standard of Procedure Guide For Cerner Millennium

LABORATORY INFORMATION SYSTEM

SOP Guide for General Laboratory



THIS GUIDE WILL PROVIDE USERS WITH STEP BY STEP INSTRUCTION FOR GENERAL LABORATORY

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SIGN ON TO CERNER

Step 1. Click on the Cerner APPBAR Icon on your desktop



Step 2. Type in your log on name and your password in the authentication Window





ORDER ENTRY

Step 1. Click on Department Order Entry Icon From your APPBAR



Note: Name of the Application can be viewed by moving your mouse over each icon

Step 2. Department Order Entry window will open

- Move your mouse to 'Patient Registration' icon on the toolbar.
- Click on this icon to search for the patient.
- This will open up the Person search window.

Department Order Entry Window

Clerct Build Environment - Citrix ICA Java Client Clerct Person Name: Person Name: Person Name: Person Name: Person	rgies Location Attending Phy
C C Action Client Medical Record Number Financial Number Person Name Catalog Type Orderable	Accession
	BUILD CERNER 3/26/2003 9:41 AM
🙀 Start 🔄 🤯 🎝 DulldApps - (Remote 💭 Department Order Ent	🔁 💌 🕬 🖉 9:40 AM

Step 3. In the search window, enter in the Medical Record Number and the Last name of the Patient in the appropriate fields and Press Search

Cerner Prod Environment - Citrix ICA Java Clie Department Order Entry - Order Entry Task Edit View Order Customize Help Control Entry - Customize Help	nt	Enter	in the M	IRN and		X	
MRN:	Rame 2 Tayl, Charlen 2 Tayl, Karen 2 2 Tayl, Karen 2			000 2¥		Attending Phy	
Griderable:	Itest, Person 3212 Itest, Person 1 Itest, Prod 1 Itest, prod 1 Itest, prod 987-6 Itest, stan 011-0	15-6789 15-4321 10-0110 0241325	Male 2/26/2 2/26/2 Male 1/3/19	2003 1 Months 2003 1 Months 2056 47 Years			
	Test, User TEST2, A 111-1 TEST2, BARY H Testprod, Barb 777-7 Testprod, Elijah 999-9	1-1111 0531294 7-7777 7777777 9-9999 9999999	2/26/2 10/19/ Male 2/19/1	2003 1 Months /1961 41 Years 922 81 Years		 	
	No encounters found.					×	
CCAction Client		ОК	Cancel	Preview	Add Person Add Encou	Inter	
Processing					PROD CE	RNER 4/2/2003 4:04 PM	
🖹 Start 🛛 🚰 🍪 🗳 🗍 💁 Cerner 🧊 🖉 Department Order Entry							

Step 4. Patient information will appear in the right hand side of the window

Make sure it is the correct patient and highlight the patient's encounter in the bottom of the screen and press 'OK'

Note: If the patient has no encounter, you need to add a new encounter visit by clicking on the 'ADD Encounter' button in the bottom right hand side corner.



Step 5. Kaiser Registration window will open. Make sure all of the patient's information on the screen are correct. Double check the Ordering facility, Module, and the Home facility fields.

Cerner Prod Envi	ironment - Citrix ICA : er Entry - Order Entry	lava Client						
<u>T</u> ask <u>E</u> dit <u>V</u> iew (🍲 Kaiser Registratio	n						
Client:	Last Name test	Sufi	fix	First Name kyu		Middle Name	Medical Record Number 0001234	Attending Phy
Person Name:	Birth Date 02/01/2000	Stre	eet Address 34 HaHa St	City Atlanta		State	Zipcode	F
Orderable:	County	Soc 32	cial Security Number 1-21-4321	Home Facility	Ŧ			
	Encounter Information- Registration Date		lering Facility Cumberland	Module GACU Int Med 4	• •	Home Facility GA Alpharetta Medical	Eng hter Tune	<u></u>
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C C Action C								Accession _
	J						OK Cancel	
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Processing			l @ours	L O. J			JPROD JCERNER 4/	2/2003 4:37 PM
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Step 6. Department Order Entry window reappear. Now you are ready to order your test.

Note: 'Client' field cannot be changed or altered

• In the 'Orderable' field, enter in the full name of the test or first few letters of the test.

- Press Enter to search
- In the search window, High light the correct test you are looking for.
- Press Enter or Click on 'OK' to continue



Order Entry Window

Step 7. As the order comes up on the screen, fill in the information of the order in the middle section of the screen.

Note: Only the fields in yellow are required

Step 8. After all of the information has been entered, Submit the order by clicking on the 'Add order to Scratch pad'.

Note: If you need to add an additional orders, repeat Step Five to Seven.

Step 9. If you are finished ordering all of the tests, Click on 'Submit Order' icon to submit.



TO ADD-ON ORDERS BY ACCESSION

- Follow Step two through Step four of Order Entry.
- Next, Move your mouse to Top Left hand corner and Click 'Task' on menu bar, and choose 'Accession Add on'.

• Enter in the accession number of the specimen you want to add on to the test.

• • Add on the test by following Step five through eight of Order Entry.

• Submit the order by clicking on the 'Add order to Scratch pad'. If you are finished ordering all of the tests, Click on 'Submit Order' to submit.

Order Entry ▲ ✓ Accession Add On ▲ Gancel Orders ■ Patient Registration ■ Patient Allergies ■ Submit Orders Ctrl+O Clare Orders Ctrl+U Wew Schwission Froms Ctrl+E	erson Name Medical Re	cord Number	Financial Number	Date of Birt	h Age	Sex A	lergies Lo
Cancel Orders Patient Registration Patient Allergies Submit Orders Ctrl+L Wew Submission Errors Ctrl+L	erson Name Medical Re	cord Number	Financial Number	Date of Birt	h Age	Sex Al	lergies Lo
Clear Orders Ctrl+L View Submission Errors Ctrl+E							
Print Screen							
U C Action Ulient	Medical Hecord Number	Financial Number	Person Name	Uatalog Type	Urderable		Accession
1							
Ready.				-	P	ROD CERNE	R 4/2/2003 4:42

TO CANCEL TESTS ON ORDERS

- Follow Step two through Step four of Order Entry.
- Next, move your mouse to Top Left hand corner and Click 'Task' on menu bar and choose 'Cancel orders'.
 - Highlight the test you would like to cancel from the middle section of the window (Laboratory, Select Encounter Field)
 - Enter in the cancel reason and Date and time.
 - Submit the cancel order by clicking on the 'Add order to Scratch pad'. If you need to cancel additional orders, continue to highlight the orders and add to scratch pad. If you are finished canceling all of the tests, Click on 'Submit Order' to submit.

	SR Cerner Prod Environment - Citrix ICA Java Client 🐼 Department Order Entry - Cancel Orders	
	Iask Edit View Order Customize Help	
	Client: Medical Record Number Financial Number Date of Birth Age Sex Allergies Location GA Cumberland Medical Center 0001234 500 2/1/2000 3 Ye Male GA CUMBI	Highlighting
	Person Name: test, kyu	the tests
Cancel	Filter Laboratory, Selected Encounter Outputs Encounter Detaulter Detault	7/11
Order Date and	Complete Blood Count Ordered Collected <u>3/26/2003 11:51 AM</u> Sputum, Collected, 03/26/03 11:11:00 CERNER, RT - Routine, RT - Rout	511:12:00, Print
time	Secondarbital, Ur. (A) Ordered In-Lab 3/26/2003 11:00 AM RT - Routine, RT - Routine, Urine, Collected, CERNER, Cup, Print label Y/N, 03/26/03 11:00:00, GAAL / Occult Blood, Stool Ordered Scheduled 3/26/2003 6:00 PM RT - Routine, RT - Routine, Stool, CERNER, Stool Cup, GAAL Accession, CERNER, 03/26/03 18:00:00	Accession, 6922
	Cancel Date/Time	
	Witten	
		-
	J C.C. Action Client Medical Record Number Financial Number Person Name Catalog Type Orderable	
		▼
	Ready. PROD CERNER 3/2	7/2003 9:30 AM
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ORDER AND RESULT INQUIRY

Step1. Click on ORDER RESULT VIEWER Icon From your APPBAR



Step2. Patient search window will open, Search could be done in two ways.

- 1. By patient name. Enter in the name of the patient you are searching for.
 - 2. By Accession. Enter in the Accession number of the test you are looking for.

Step 3. When Searching by Patient, type in the full name of the patient (If known) or first few letters of the patient's last name in the 'Name' field and press enter button.

Step 4. If multiple patients are in the system, second search window will appear. Highlight the correct patient and press enter or click 'OK'

Dete Range C All Orders Between 02/25/2003 And 03/27/2003 V CK Cancel	PathNet General Lab: Orde Task Mode Yew Help	Result Viewer [Flowsheet]	P X
		C Accession [D: Date Range C All Orders C Orders Between [02/25/2003]	And 03/27/2003

Result / Order Search Window

Step 5. To view just the orders of the patient, Move your mouse to 'MODE' tab on the top of the window. Choose 'ORDER' mode.

In 'ORDER' mode, the application will display only the orders for the selected patient

Order list Mode

Cerner Prod Environm	nent - Citrix IC/ 🛛 🚺	IOW					_	. 🗆 🗵
🗽 PathNet General Lab:	Order Result ¥	IC w						8 ×
<u>T</u> ask <u>Mode</u> <u>V</u> iew <u>H</u> elp								
	CI Later CI	omment						
Decographic		con l						
test, kyu	d I		Cumberland M	edical Center				
0001234	Holimore							
3 Yrs Male								
Orders between 3/2/2003	and 4/1/2003							_
Collect Date	Accession	Order	Specimen	Priority	Status	Comments	Susceptibilit Cancel Beason	
4/1/2003 10:55 AM	03-091-000005	Helicobacter Pylori	Serum	RT - Routine	Pending			
4/1/2003 10:55 AM	03-091-000004	Culture Stool	Stool	RT - Routine	Pending			-11
4/1/2003 10:55 AM	03-091-000003	Culture Peds Blood	Blood	RT - Routine	Pending			
4/1/2003 10:55 AM	03-091-000002	Culture Urine	U Ped	RT - Routine	Pending			
4/1/2003 10:55 AM	03-091-000001	Culture Genital	Penis	RT - Routine	Pending			
3/31/2003 3:19 PM	03-090-000001	Rapid Strep Test	Throat	ST - Stat	Completed			
3/28/2003 9:00 AM	03-087-000001	BIL-N	Plasma	RT - Routine	In-Lab			
3/27/2003 11:36 AM	03-086-000006	T-Uptake	Blood	RT - Routine	Collected			
3/27/2003 11:29 AM	03-086-000001	Lipid Panel	Plasma	RT - Routine	Completed			
3/27/2003 11:28 AM	03-086-000005	BIL-N	Plasma	RT - Routine	In-Lab			
3/26/2003 6:00 PM	03-085-000007	Occult Blood, Stool	Stool	RT - Routine	In-Lab			
3/26/2003 11:11 AM	03-085-000004	Culture Sputum	Sputum	RT - Routine	Pending			
3/26/2003 11:00 AM	03-085-000003	Aldosterone 24 Hr Ur (A)	Urine	RT - Routine	Canceled		Canceled After Collecter	d I
3/26/2003 11:00 AM	03-085-000003	Secobarbital, Ur. (A)	Urine	RT - Routine	In-Lab			
3/26/2003 11:00 AM	03-085-000003	Urine	Urine	RT - Routine	Canceled		Canceled After Collecter	d I
3/26/2003 10:55 AM	03-085-000002	Complete Blood Count	Blood	RT - Routine	Collected			
3/26/2003 9:00 AM	03-085-000001	Hemoglobin	Blood	RT - Routine	Completed			
3/26/2003 9:00 AM	03-085-000001	Hematacrit	Blood	RT - Routine	Completed	(i)		
3/26/2003 9:00 AM	03-085-000001	Complete Blood Count	Blood	RT - Routine	Completed	-		
3/25/2003 6:00 PM		Calcium Level Total		RT - Routine	Scheduled	Û7		
3/25/2003 6:00 PM		Chemistry 7 Panel		RT - Routine	Scheduled	_		
3/25/2003 5:53 PM	03-084-000001	Chemistry 7 Panel	Plasma	RT - Routine	Completed			
3/24/2003 9:00 AM	03-083-000003	E. Agriculture Regional Mixed S	Serum	RT - Routine	In-Lab			
3/24/2003 9:00 AM	03-083-000002	Doxepin Level (A)	Serum	RT - Routine	In-Lab	\frown	\[
3/24/2003 9:00 AM	03-083-000001	Vitamin D 1,25 Dihydroxy Level	Serum	RT - Routine	In-Lab	1	\mathbf{i}	
3/18/2003 1:41 PM	03-077-000011	Urine	Urine	RT - Routine	In-Lab	()	
3/18/2003 11:26 AM	03-077-000007	Culture Urine	Urine	RT - Routine	Collected		/	
3/18/2003 11:26 AM	03-077-000007	Urine	Urine	RT - Routine	Completed			
3/18/2003 11:26 AM	03-077-000007	UMICR	Urine	RT - Routine	Completion			
3/18/2003 8:53 AM	03-077-000001	Urine	Urine	RT - Routine	ed	•		
3/18/2003 8:53 AM	03-077-000001	lctotest	Urine	RT - Routine	ompleted	Ū.		-
Ready							PROD CERNER 4/1/2003 2:23	3 PM
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Note: If the order has a comment, you can view this comment by clicking on 'View comment' icon on the menu bar at the top left hand corner.

Step 6. To View just the results, move your mouse to 'MODE' tab on the top of the window. Choose 'Flow sheet' mode.

In 'Flow Sheet' mode, the application will display only the results for the patient selected.

Step 7. In 'Flow Sheet' mode, in results only mode, you can differentiate which results you would like to see on the screen by sections (Chemistry, Hematology, Microbiology, Send outs) To do this, Deselect the items you would like to remove from the screen under the Navigator section. This is on the left hand side of the screen.

Flow Sheet mode	
-----------------	--

	# Cerner Prod Environment - Cit • PathNet General Lab: Order Ro [ask_Mode_View_Help	rix ICA Java Client esult Viewer [Flowsh	eet]							<u>.</u>	. 🗆 X . 🗗 X
	Demographics test, kyu 0001234 3 Yrs Male	N Se	avig ctic	gator on							
/		ALLRESLTSECT	3/10/20 03 4:36 PM	3/10/20 3/13/20 03 03 4:37 PM 2:10 PM	3/18/20 03 8:53 AM	3/18/20 03 11:26	3/25/20 03 5:53 PM	3/26/20 03 9:00 Am	3/27/20 03 11:29		
, \	HEMATOLOGY	BUN CHOL CO2					18 mg/dL 25 mEq/L		250 mg/dL		
`		GLU GLU-S HDL		Negative	Negative	Negative	1.0 mg/dL l 320 mg/dL		25 mg/dL f		
		I K LDLC I NA I TRIG					3.8 MMOL/ 140 MMOL		In Error f		
		IMMUNOCHEMIST HGA1C HEMATOLOGY WBC	7.5%					Date\Time			
		■ RBC ■ Hgb ■ Hct MCV				 a a		5.00 uL 33.0 g/dl C 22.0 % C, 1 In Error f L			
		BACT EPI MUC Urinalysis		Negative Few 2+		Negative Few Trace					
		BIL BLO CASTS CRYSTALS		Negative 1+ None See None See	1+* 1+ n	Negative Negative None Seen					T
F	Image: Start Image: Start										

Note: Mode of the application will default to the mode the user used previously.

SPECIMEN RECEIVING LOG IN

Step 1. Click on SPECIMEN LOGIN icon on your APPBAR.

Step2. Search window will open, you can search for the specimen by patient's last name, accession number or work-list.

- If you are searching by patient's name,
 - Click on Patient box and enter in the patient's full name or first few letter of the name to do patient search. (Note: If you are doing a patient search, choose the correct patient and the encounter of the patient and click ok)
 - Click on retrieve to view all of the specimen for the patient. If you are searching by accession or list, click on retrieve to continue.

Cerner Prod Environment - Citrix ICA Java Client	
Search choices by Patient. List	
Ready Ready Ready Cerner	PROD CERNER 10:17 AM

Step 3. Select the tests you would like to log in for the patient by Clicking on the first box at the left hand side of the order information.

Step 4. Enter in the Collected time, date and ID.

Step 5. Choose the correct Login Location

(This is very important due to routing of the orders)

Step 6. Click on 'LOG IN'

Cerner Prod Er	nvironment - Citrix ICA Java Clie	ent			
Task Edit View	-In By PATIENT Help				
Demogr test 12 3 Yrs	Choosing the log in	ne tests to	GA CUMBERLAND M / GACU Derr ABBASI, MUHAMMAD A Unknown Diagnosis	n Unknown Room/B	led
	on Coll Date Coll Time Col a) 3/26/2003 6:00 PM CEB	IID Order Priority NEB Occult Blood Stool BT - Boutine	Status Coll Method Order Nbr Pending Stool Cup	Rec Date Rec Time R 3/27/2003 10:05 AM CE	ec ID Cont/Vol Coll Lis BNEB
	,,		r criding stoor cup	0.00 Hit 00	F
		LOG IN LOCATI	ON		TO LOG IN
Lo <u>c</u> ation:	GACU Micro Lab				Miss Details
😹 Start 🛛 🚮 (😂 🎲 🛛 🖂 Cerner	n PathNet General Lab: Ord	😵 PathNet Collections: Spec	est, kyu : Log-In By P	***



TRANSFER SPECIMEN (SHIPPING DOC)

Step 1. Click on TRANSFER SPECIMEN icon on your APPBAR.



Step2. Create a new Transfer list by Clicking on 'NEW' in the bottom right hand side.

Step3. In the Build Transfer list window

- Choose the starting location (current location) of the specimen
- Choose the destination location
- Click Retrieve button.



Step 4. All of the orders that are valid for the test transfer list will Display in the Available section.

Step 5. Highlight the test and click on 'Move' tab to include the test in the transfer list. Repeat this process until all of the tests are selected.



Step 6. After all of the tests for transfer list have been selected, Click on 'SAVE' button to save your transfer list.



Step 7. As you save your list, you'll get a notification window with the number of your saved transfer list. Retain this information for later. Click OK to continue.

Step 8 You'll be back at the transfer specimen screen. Select your saved transfer list by highlighting the correct list at the right hand side of the page label 'LIST'



Step 9. After you have selected the correct transfer list, Click on Transfer tab on the bottom of the page .

Step 10. Confirmation notification window will show and if your are certain about the transfer. Click 'OK' to confirm transfer.





CONTAINER INQUIRY

Step 1. Click on 'CONTAINER INQUIRY' icon on your APPBAR.



Step 2. Enter in the accession number of the container you are inquiring

Ston	. 3	Click on	Retrieve?	to		info	rmation	on	the	container
Sicp	<i>J</i> .	CHCK OIL	Reuleve	ιO	VICW	mnoi	mauon	on	unc	container





LABEL REPRINT

Step 1. Click on 'LABEL REPRINT' icon on your APPBAR.

Prod CERNER 10.17 AM	E CANCE FAUL EVALUATION LA LAUX CHANT	2 0 2
	Ready PRC	DD CERNER 10:17 AM

Step 2. Enter in the accession number of the order that you would like to reprint (Enter the accession number in both of the starting and ending field)

Note: If starting and End accession number field is not the indicated, then current label will not print

Step 3. Choose the correct printer and click Print icon to print

Enter Starting and Ending	In a decession Ending Accession Invest Resource: [Au] abol Printer: 0379	<u></u>		Select the Print	Pr		Print
	Beady	Cerner	RathNet General Lab: Ord	PathNet Collections: L	PROD CERNER 3/	27/2003 11:43 AM	

MODIFY COLLECTION

Step 1. Click on 'MODIFY COLLECTION' icon on your APPBAR.



Step 2. Enter in the Accession number and Click Retrieve



Step 3. You'll see all of the information about the container on the screen.

- To modify:
 - Click on the field you would like to modify.
 - Enter in the correct information and press enter.
- **NOTE:** You may modify the following items: Collection Date, Collection Time, Collection ID, and Collection Method.

odify	• Click on Modify Icon to save yo	our changes
	Cerner Prod Environment - Citrix ICA Java Client	
Ias	PathNet Collections: Modify Collections	
	Accession Number 03-085-000004Betrieve C Regollect	
	Demographics	
	test, kyu GA CUMBERLAND M / GACU Derm	
	1234 ABBASI, MUHAMMAD A	Modify
	3 Yrs Male Unknown Diagnosis	Collection Info
-	Worth collections	
	Cont Description Order Coll Date Coll Time Coll ID Coll Method Status	

PENDING INQUIRY

Step 1. Click on 'MODIFY COLLECTION' icon on your APPBAR.

Build Folder Term63 - Citrix ICA Client نوان المراجعة المراجعة Build Folder Term63 - Citrix ICA Client		_ _ _ _ _ _ _
QPathNet General Lab: Pentan Inquiry		
Iask <u>V</u> iew <u>R</u> esult <u>H</u> elp		
C Selected Procedures		
Test Site:		
		
Available Procedures		
Test Site Procedure	s	Name Comment Workshe
)	
0 Item(s) Selected	0 Items	BUILD CERNER 8/25/2003 5:13 PM

Step 2. Enter in the Test site and the procedure. (If you are unsure, Click on the ellipses box next to the prompt box to search for test sites and procedures)





Step 3. Click on OK to view results.

Build Folder Term63 - Ci	itrix ICA Client						- 0 >
PathNet General Lab: F	Pending Inquiry						- 8 >
<u>T</u> ask <u>V</u> iew <u>R</u> esult <u>H</u> elp							
<u>م اینا ا ا امام</u>							
	<u> </u>						
Selected Procedures							
Test Site: GACU (Chem		Procedure	e: Sodium			
Available Procedures	D	Diaite	A	College Colors	N		Line
GACILLX 20.1	Procedure	BT - Boutine	03-182-00121	Z/1/2003 2:29 PM Pending	DUEST015 KAISEB	Comment	WOR
GACULX 20.1	Na	BT - Boutine	03-183-00171	7/2/2003 2:33 PM In-Lab	QUEST029 KAISEB		
GACU LX 20 1	Na	BT - Routine	03-183-00212	7/2/2003 3:58 PM Pending	GENLAB002, MALE20		
GACU LX 20 1	Na	RT - Routine	03-190-00035	7/9/2003 11:11 AM Pending	GENLAB013, MALE19		
GACU LX 20 1	Na	RT - Routine	03-195-00003	7/14/2003 8:39 AN Pending	GENLAB005, FEMALE26		
GACU LX 20 1	Na	RT - Routine	03-209-00056	7/28/2003 3:08 PM Pending	AML, Saratest		
GACU LX 20 1	Na	RT - Routine	03-210-00168	7/29/2003 10:11 P Pending	Smith, Mary B.		
GACU LX 20 1	Na	RT - Routine	03-211-00054	7/30/2003 2:07 PN In-Lab	Bones, Amy A		
GACU LX 20 1	Na	RT - Routine	03-212-00003	7/31/2003 9:04 AN Pending	Bones, Christina C		
GACU LX 20 1	Na	RT - Routine	03-212-00023	7/31/2003 10:58 A Pending	Bones, Iris I		
GACU LX 20 1	Na	RT - Routine	03-217-00047	8/5/2003 4:46 PM In-Lab	Test10, Jean		
GACU LX 20 1	Na	RT - Routine	03-218-00004	8/6/2003 10:55 AN Pending	Bones, Hope H		
GACU LX 20 1	Na	RT - Routine	03-218-00007	8/6/2003 11:01 AN Pending	Bones, Erica E		
GACU LX 20 1	Na	RT - Routine	03-233-00031	8/21/2003 11:22 A In-Lab	GENLAB009, MALE49		
GACU LX 20 1	Na	RT - Routine	03-233-00038	8/21/2003 12:17 P In-Lab	GENLAB009, MALE49		
GACU LX 20 1	Sodium	ST - Stat	03-125-00010	5/5/2003 7:20 AM In-Lab	Test5, Edwardo		
				16 Item(s) as of 8/25/	2003 6:21 PM RUUD CERNER	8/25/2003 6:21	► 3 PM

OPTIONAL PROCEDURE

Step 4. If the status is "not in lab" status, you may log in specimen by clicking on task and choosing log in specimen option.

Seject Procedures				Procedure:	Sodium			
Prevent Autor collidation for	Accession	N						
Turn of Autoverification	l l					2	Σ	
- Drivet Castron		Priority	Accession	Collect	Status	Name	Comment	W
Print Setup	CMUR	BT - Boutine	03-183-00171	7/2/2003 2:33 PM	In-Lab	QUEST029 KAISEB		
Print Carner	Cuttr	BT - Boutine	03-183-00212	7/2/2003 3:58 PM	Pendina	GENLABOO2 MALE20		-
Find Scieen		BT - Boutine	03-190-00035	7/9/2003 11:11 AM	Pending	GENLAB013, MALE19		-
Exit		BT - Routine	03-195-00003	7/14/2003 8:39 AM	Pending	GENLAB005, FEMALE26		-
GACU LX 20 1	Na	RT - Routine	03-209-00056	7/28/2003 3:08 PM	Pending	AML, Saratest		
GACU LX 20 1	Na	RT - Routine	03-210-00168	7/29/2003 10:11 PM	Pending	Smith, Mary B.		
GACU LX 20 1	Na	RT - Routine	03-211-00054	7/30/2003 2:07 PM	In-Lab	Bones, Amy A		
GACU LX 20 1	Na	RT - Routine	03-212-00003	7/31/2003 9:04 AM	Pending	Bones, Christina C		
GACU LX 20 1	Na	RT - Routine	03-212-00023	7/31/2003 10:58 AM	Pending	Bones, Iris I		
GACU LX 20 1	Na	RT - Routine	03-217-00047	8/5/2003 4:46 PM	In-Lab	Test10, Jean		
GACU LX 20 1	Na	RT - Routine	03-218-00004	8/6/2003 10:55 AM	Pending	Bones, Hope H		-
GACU LX 201	Na	RT - Routine	03-218-00007	8/6/2003 11:01 AM	Pending	Bones, Erica E		-
GACULX 201	Na	BT Routine	03-233-00031	8/21/2003 11:22 AM	In-Lab	GENLABUU9, MALE49		-
GACULX 201	Na	RT - Routine	03-233-00038	872172003 12:17 PM	In-Lab	GENLABUUS, MALE49		+
GACO EX 20 1	sodium	SI-Stat	03-125-00010	57572003 7:20 AM	In-Lab	Testo, Edwardo		<u> </u>

Step 5. If you need to transfer the procedure to another bench, work site, to a different location, click on task, and choose the Transfer -> Selected order -> Selected detail. This will allow you to pick the location you would like transfer to.

Specimen Login	-	Selected Orders	<u>S</u> elect Details	\mathcal{A}				
Select Procedures				Procedure:	Sodium			
Prevent Autoverification fo Turn on Autoverification	or Accession							
Turn off Autoverification		Priority	Accession	Collect	Status	Name	Comment	Worksh
Print Setup	2	RT - Routine	03-182-00121	7/1/2003 2:29 PM	Pendina	QUEST015, KAISER	Comment	, worksr
Print	Ctrl+P	RT - Routine	03-183-00171	7/2/2003 2:33 PM	In-Lab	QUEST029, KAISER		
Print Screen	Garri	RT - Routine	03-183-00212	7/2/2003 3:58 PM	Pending	GENLAB002, MALE20		
1 MAK <u>0</u> 010011		RT - Routine	03-190-00035	7/9/2003 11:11 AM	Pending	GENLAB013, MALE19		
E <u>x</u> it		RT - Routine	03-195-00003	7/14/2003 8:39 AM	Pending	GENLAB005, FEMALE26		
GACU LX 20 1	Na	RT - Routine	03-209-00056	7/28/2003 3:08 PM	Pending	AML, Saratest		
GACU LX 20 1	Na	RT - Routine	03-210-00168	7/29/2003 10:11 PM	Pending	Smith, Mary B.		
GACU LX 20 1	Na	RT - Routine	03-211-00054	7/30/2003 2:07 PM	In-Lab	Bones, Amy A		
GACU LX 20 1	Na	RT - Routine	03-212-00003	7/31/2003 9:04 AM	Pending	Bones, Christina C		
GACU LX 20 1	Na	RT - Routine	03-212-00023	7/31/2003 10:58 AM	Pending	Bones, Iris I		
GACU LX 20 1	Na	RT - Routine	03-217-00047	8/5/2003 4:46 PM	In-Lab	Test10, Jean		
GACU LX 20 1	Na	RT - Routine	03-218-00004	8/6/2003 10:55 AM	Pending	Bones, Hope H		
GACU LX 20 1	Na	RT - Routine	03-218-00007	8/6/2003 11:01 AM	Pending	Bones, Erica E		
GACU LX 20 1	Na	RT - Routine	03-233-00031	8/21/2003 11:22 AM	In-Lab	GENLAB009, MALE49		
GACU LX 20 1	Na	RT - Routine	03-233-00038	8/21/2003 12:17 PM	In-Lab	GENLAB009, MALE49		
GACU LX 20 1	Sodium	ST - Stat	03-125-00010	5/5/2003 7:20 AM	In-Lab	Test5, Edwardo		

WORKLIST REQUEST

Step 1. Click on 'Worklist Request' icon on your APPBAR.

1969 Build Folder Term63 - Citrix ICA Client	
	³ 3 4 4 1 4 1 4 1 1 1 1 1 1 1 1 1 1
PathNet General Lab: Pending Inquiry	
Test Site:	
Available Procedures	
0 Item(s) Selected	0 Items BUILD CERNER 8/25/2003 5:13 PM //

Step 2. To Start a new work list, Click on task and choose "new list"



Step 4. Click 'OK' and your work list is show

📳 PathNet General Lab: V	√orklist Request						_ 8 ×
<u>⊺</u> ask <u>E</u> dit <u>V</u> iew <u>H</u> elp							
		₽ №?					
Name: ANA(Labotech 1)	1	ID: (None)				
Priority	Accession	Procedure	Name	Status	Test Site		
RT - Routine	02-318-00002	Antinuclear Antibo	Test, Registration	In-Lab	GACU Labotech 1		
RT - Routine	03-113-00010	Antinuclear Antibo	GAUTHIER, KRISTIN M	In-Lab	GACU Labotech 1	1	
RT - Routine	03-178-00084	ANA Sreen	GENLAB010, FEMALE44	In-Lab	GACU Labotech 1		
RT - Routine	03-197-00137	ANA Sreen	GENLAB001, FEMALE56	In-Lab	GACU Labotech 1		
RT - Routine	03-224-00072	ANA Sreen	GENLAB020, FEMALE36	In-Lab	GACU Labotech 1		
Ready					5 items as of 8/26	72003, 9:52 AM BUILD CERNER 8/26/2003	9:52 AM

ACCESSION RESULT ENTRY

Step 1. Click on 'Accession Result Entry' icon on your APPBAR.



Accession Mode

Step 2. Enter in the accession number of the test. (Test must be in in-lab status)

Enter in the accession number	Step 3. Click R RESULTS' sec PathNet General Lab: Accession R Lask Mode View Hep Selection Accession: 03-232-00096 Pigcedure: All Test Site: All	etrieve' to view the option. Click of Retrieve the list	n e to get of tests Test. AML 0008 0008000 64 Days Female	GA CUMBER Unkno GA CUMBER Unkno ABBASI, MD, MUHAM Unknown Diagnosis
	Result: Procedure Procedure Result CO2 CL CL CL CREA BUN Result Res	Flags Status Prev Time Pending 140 22 Days Pending 30 22 Days Pending 100 22 Days Pending 100 22 Days Pending 100 22 Days Pending 100 22 Days Pending 5 HIGHCRITED 17 Days Pending Pending Pending Pending Pending <td< th=""><th>Hierarchy:</th><th></th></td<>	Hierarchy:	
	Order: CHEM7: Status: Ordered: Procedure: N	lá : Location: GáCLLLX 20.1		Eerform Verify

Step 4. Enter in the results to the corresponding test.

Step 5. Click '*Perform*' on the bottom right hand corner if you are only performing and you don't want the results to be sent out

Step6. Click '*Verify*' on the bottom right hand corner if you are verifying and to sent out the results

Differential Mode

Step 7. If the test requires manual differential count, Choose the differential mode by clicking 'MODE' on the toolbar and choosing '*Differential*'.

Step 8. By Selecting the *Differentia*l mode, new result entry window will show up.

Step 9. Enter in the accession number of the test, name of the procedure (for example: DIFF) , and the Option of the differential. And Click 'OK'

There are two options, *Left hand diff.* for left handed counters, and *Right hand diff* for right handed counters.



Step 10. There are 3 columns on the window. On the left, 'Instrument' will show result from the instrument or the result that was put in accession mode. In the middle, 'Count', will show the cells and the corresponding key strokes. On the right, 'Morphology' will show the cell morphologies.

By using the key board, enter in the Cell count. As each key stroke is made, window will update the count in the middle column. When the cell count is reached 100, system will alert you the count is finished.

Step 11. If you would like to change the standard 100 cell count to 25 or 200 cell count, in the '*Selection*' section above the count column, Click on 'Change' box and change the number 100 to 25 or 200.

NOTE: When this change is made, the system will automatically recalculate the count to equal standard 100 cell count.



Step 12. Click '*Perform*' on the bottom right hand corner if you are only performing and you don't want the results to be sent out

Step 13. Click '*Verify*' on the bottom right hand corner if you are verifying and to sent out the results

COLLECTION LIST

Step 1. Click on 'Collection List' icon on your APPBAR.



Step 2. Choose the available runs, Collection time

Step 3. Two choice are to Preview or to Print.

Step 4. By Clicking on 'Preview' on the bottom right hand side, you can preview the list of collection to be drawn.

Step 5. By Clicking on 'Print' you can preprint the labels

STORAGE TRACKING

Step 1. Click on 'Storage tracking' icon on your APPBAR.



Step 2. Choose your location by double clicking on the name of your facility. This will open up to show the list of refrigerators

Step 3. Choose the appropriate refrigerator by double clicking on the correct refrigerator. This will open up to show the shelves for that refrigerator.

Step 4. Choose the appropriate shelve by double clicking on the correct shelve. This will open up to show the racks on that shelve.

Step 5. Choose the appropriate rack by double clicking on the correct rack for the test tube. This will open up the show the spaces available for that rack



Step 6. Enter in the accession number of the test tube in the cell according to the rack set up

V P	athNet Collections:	Storage Tracking								_ 8 ×
⊥ask [2]	: <u>E</u> dit ⊻iew <u>W</u> inde ≋t. <i>∞</i> 12 /3	ow <u>H</u> elp I∎I ⊪?I								
		2	3	4	5	6	7	8	9	
A	03-174-00018A	03-174-00025A								\sim
L F										
					-					
										-
Read	ly .								BUILD CERNER	1:27 PM

Optional Procedures

Step 7. To Discard the rack, **at the rack level of the hierarchy**, Goto Task, choose '*Discard*'

Step 8. To find the location of the test tube, at any level of the hierarchy, Goto Task, choose '*Find*' and pick container by storage. Enter in the accession number and click find.



Step 9. To change the discard date, at the rack level of the hierarchy, Goto task, choose 'Change' and click on discard date.

Make sure you have the correct rack and change the date in the white box.

	🖌 Change Discard Date								
\langle	GACU Tracking \ GACU Refrig \ 1 \ GACU Blue Thur *								
	08/26/2003								
	Update Cancel								

14

GLOSSARY

APPBAR :	'Applicat applicatio Applicati	ion Bar'. Appbar has all of the user accessible ons. Upon log in, Appbar will load in your computer. ons in the Appbar is restricted to each individual					
ICON:	A Picture comman	e or Image use to identify each applications or id					
DOE :	Departm used to or	ent Order Entry'. Application in Cerner application rder, add-on, and cancel orders.					
ENCOUN'	TER:	Visit', Encounter is a term use in Cerner for each visit or access the patient has in the system.					
ORDERAE	BLE:	Test Item or Name of the Test use in Cerner					
SCRATCH	PAD:	Area in DOE 'Department Order Entry' where the tests are placed before submitting the order					
MODE:	It differe Mode is to view t	ntiates the multiple functions of Cerner. Order used to view the Orders. Flow sheet mode is used he Results					
FLOW SHI	EET:	Another name for Result. Flowsheet is used to view all of the results of the patient					
ORV:	Order Result Viewer, Application in Cerner to inquiry to view orders and results						