

Volume

1

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

CERNER©

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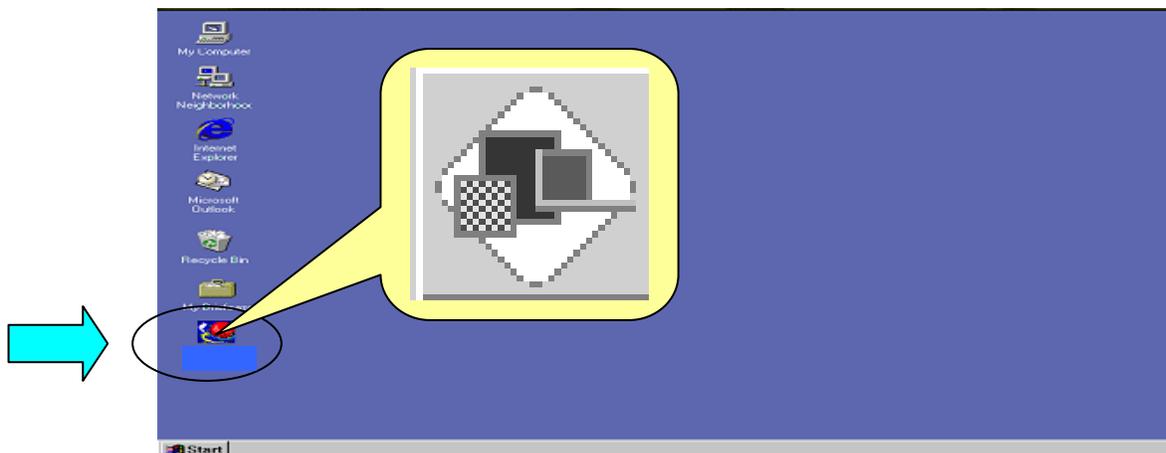
Glossary

SECTION

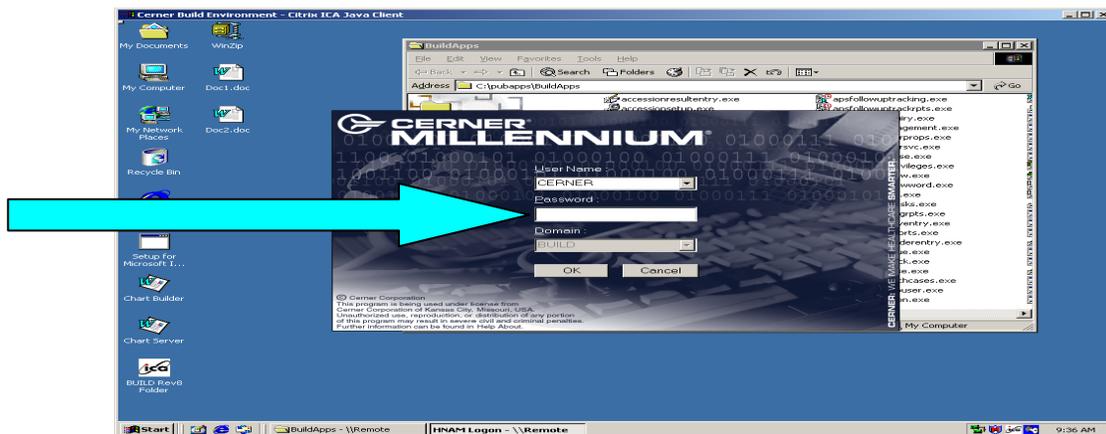
1

SIGN ON TO CERNER

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

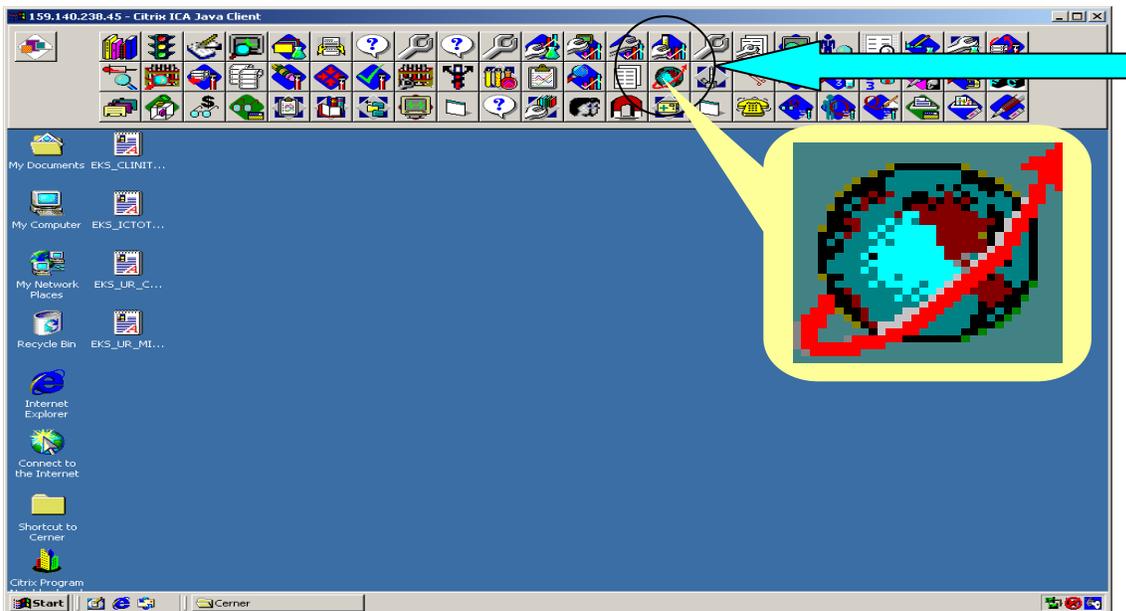


Step 2. Type in your log on name and your password in the authentication Window



ORDER ENTRY

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

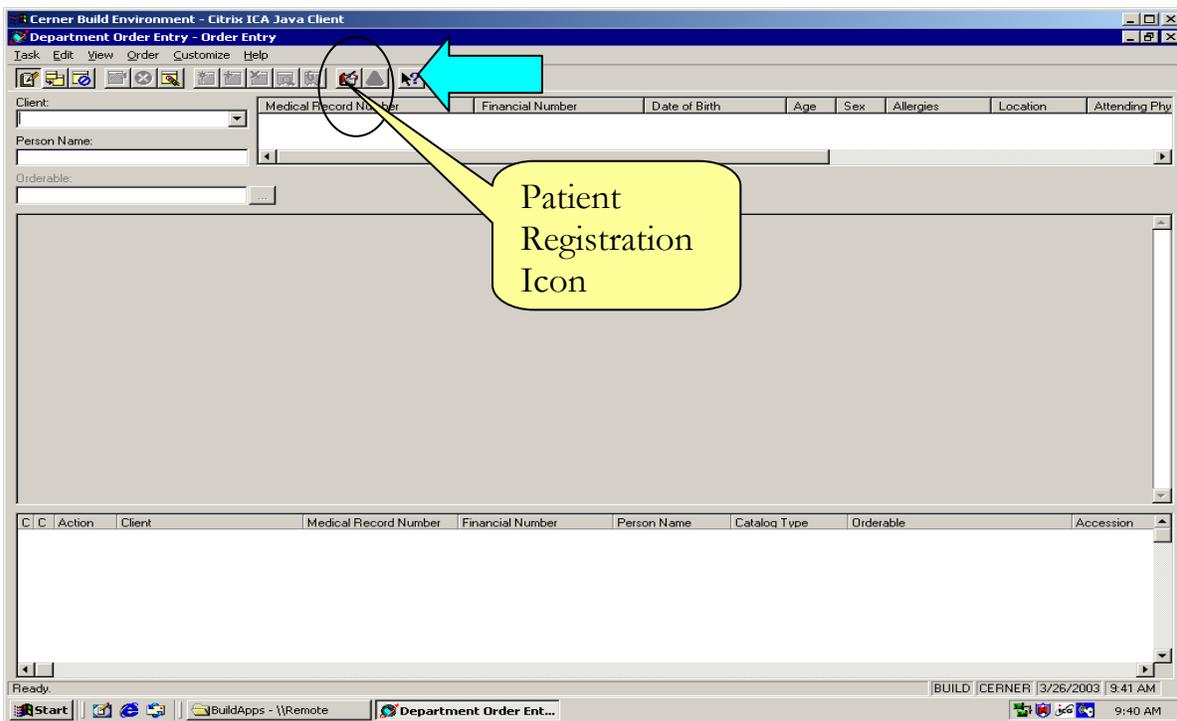


Note: Name of the Application can be viewed by moving your mouse over each icon

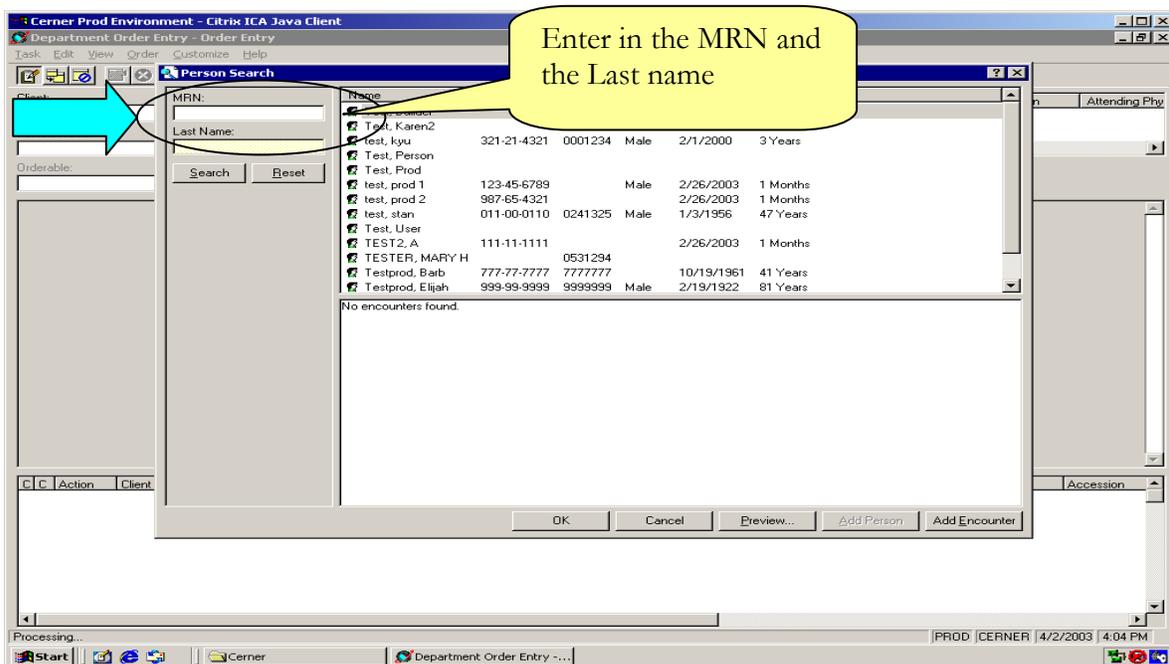
Step 2. Department Order Entry window will open

- 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



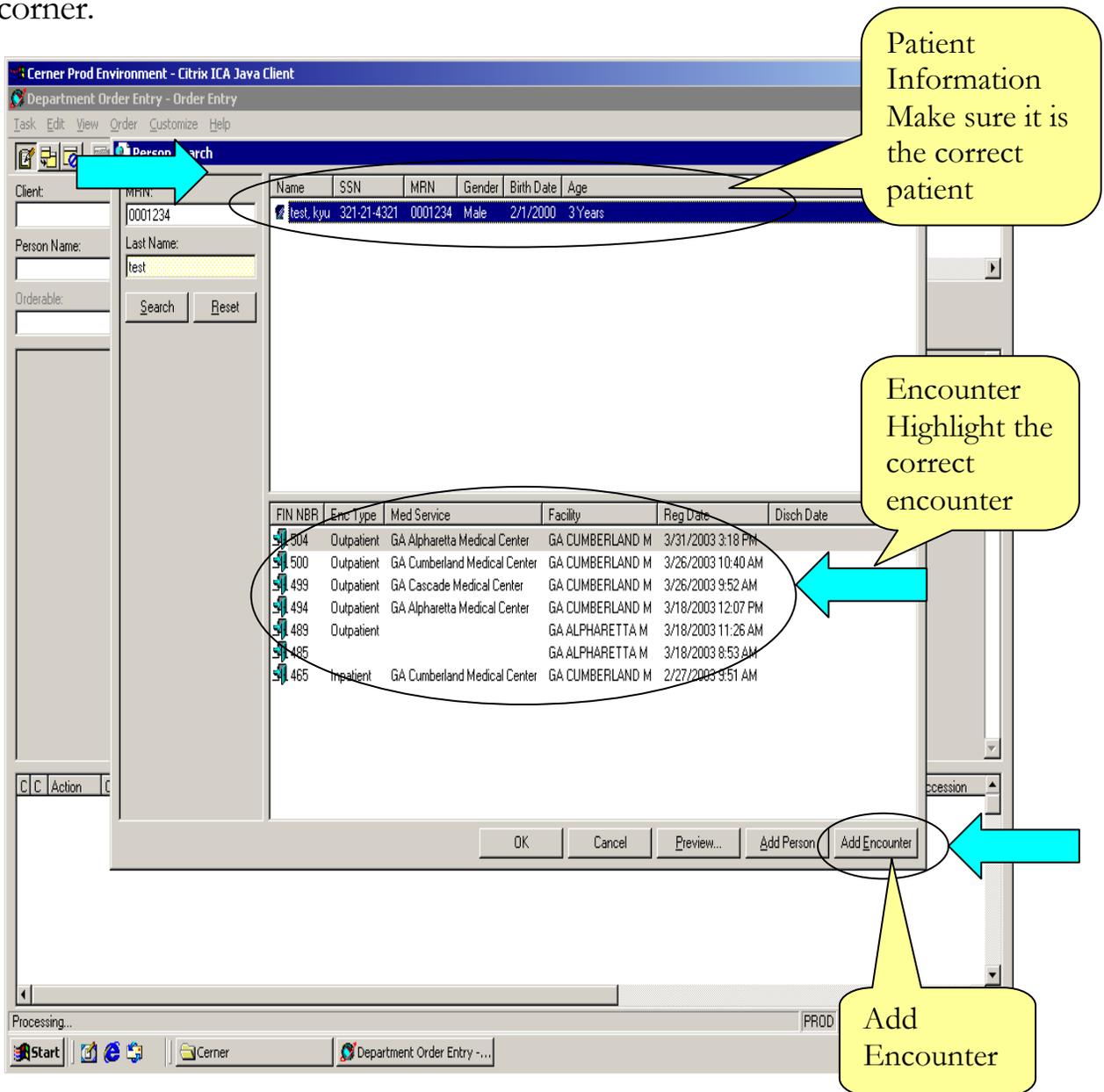
Step 3. In the search window, enter in the Medical Record Number and the Last name of the Patient in the appropriate fields and Press Search



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.

The screenshot shows the 'Kaiser Registration' window with the following data:

Field	Value
Last Name	test
Suffix	
First Name	kyu
Middle Name	
Medical Record Number	0001234
Birth Date	02/01/2000
Street Address	1234 HaHa St
City	Atlanta
State	
Zipcode	
County	
Social Security Number	321-21-4321
Home Facility	
Registration Date	03/31/2003
Ordering Facility	GA Cumberland
Module	GACU Int Med A
Home Facility	GA Alpharetta Medical...

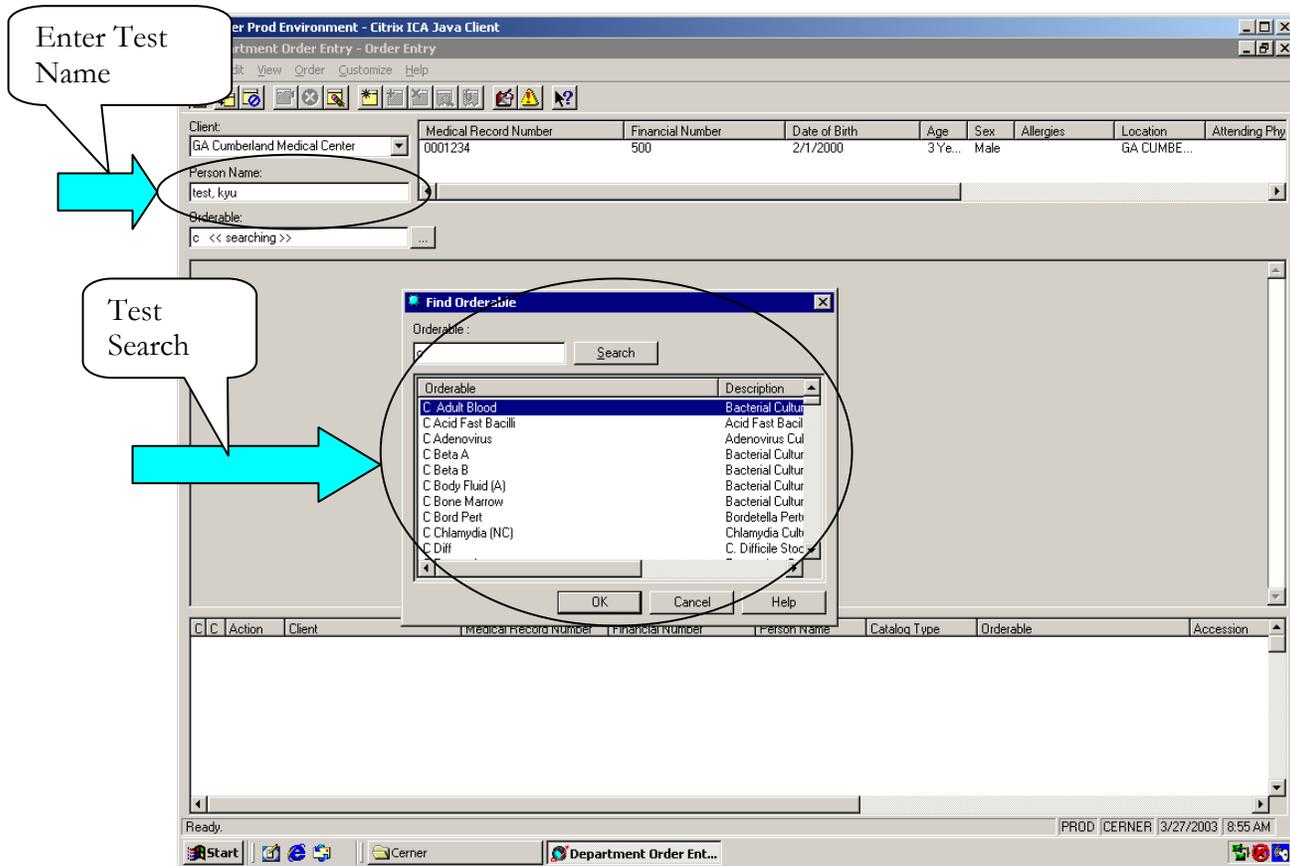
Step 6. Department Order Entry window reappear. Now you are ready to order your test.

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



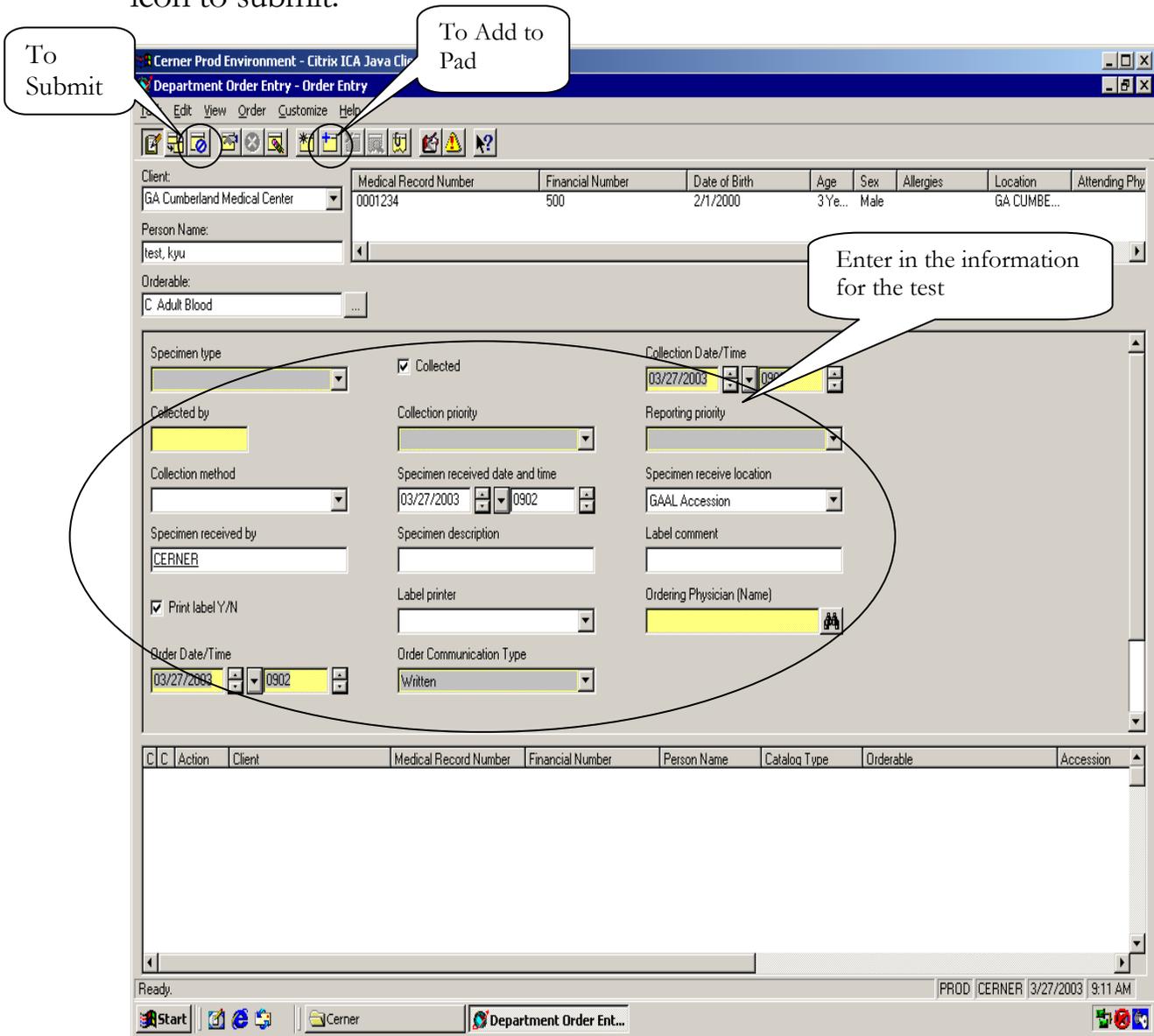
Step 7. As the order comes up on the screen, fill in the information of the order in the middle section of the screen.

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’.

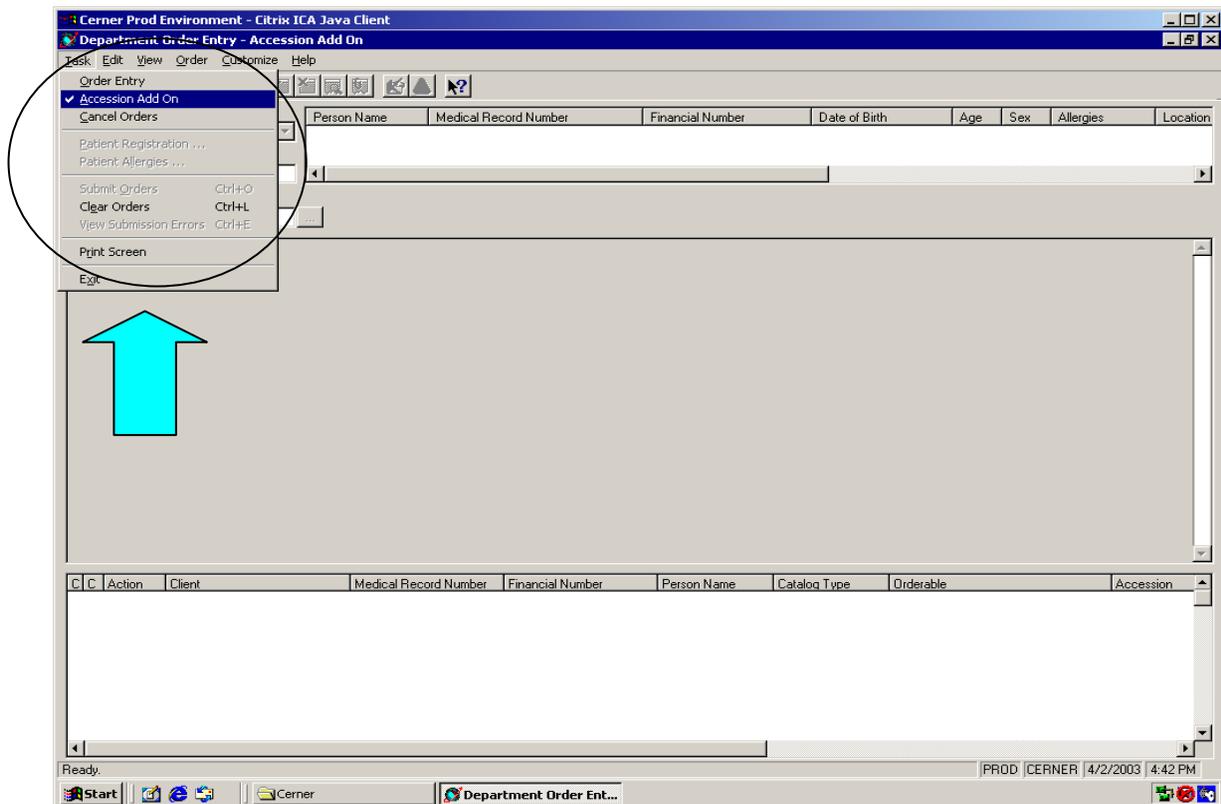
Note: If you need to add an additional orders, repeat Step Five to Seven.

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



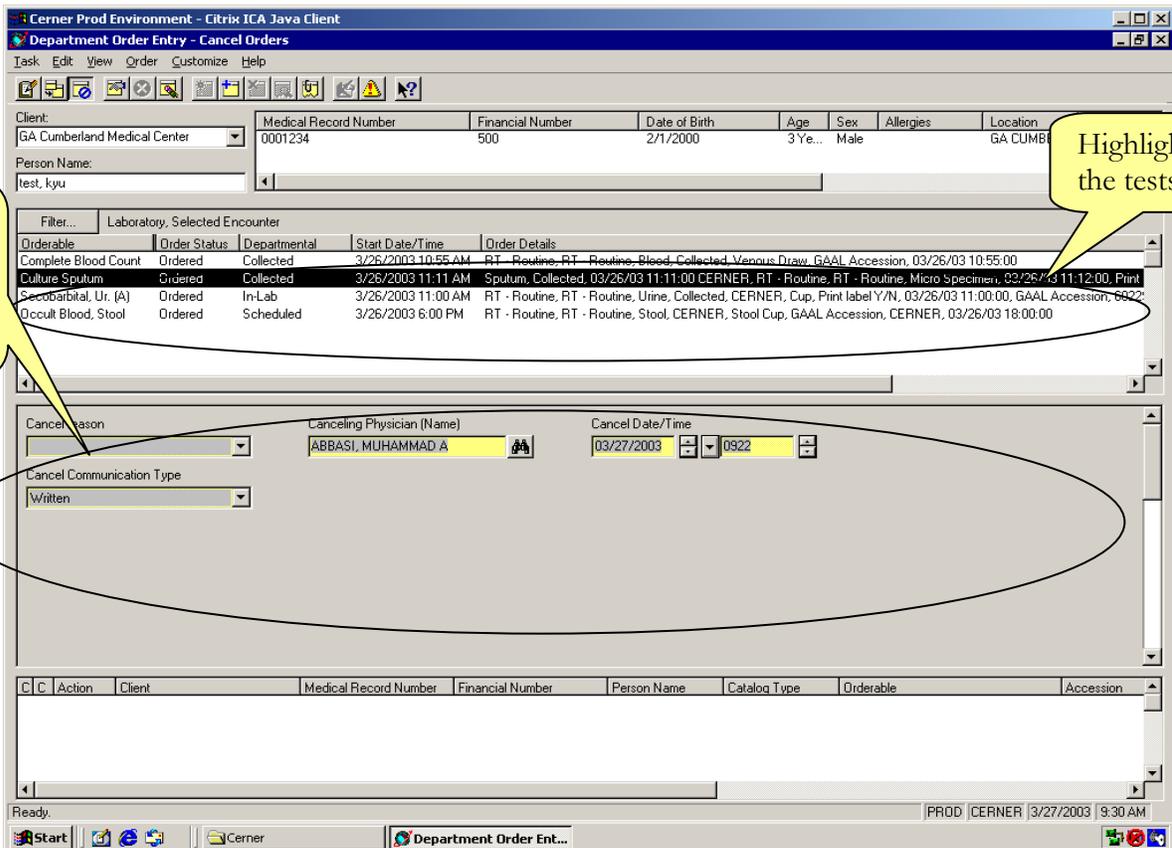
TO ADD-ON ORDERS BY ACCESSION

- 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.



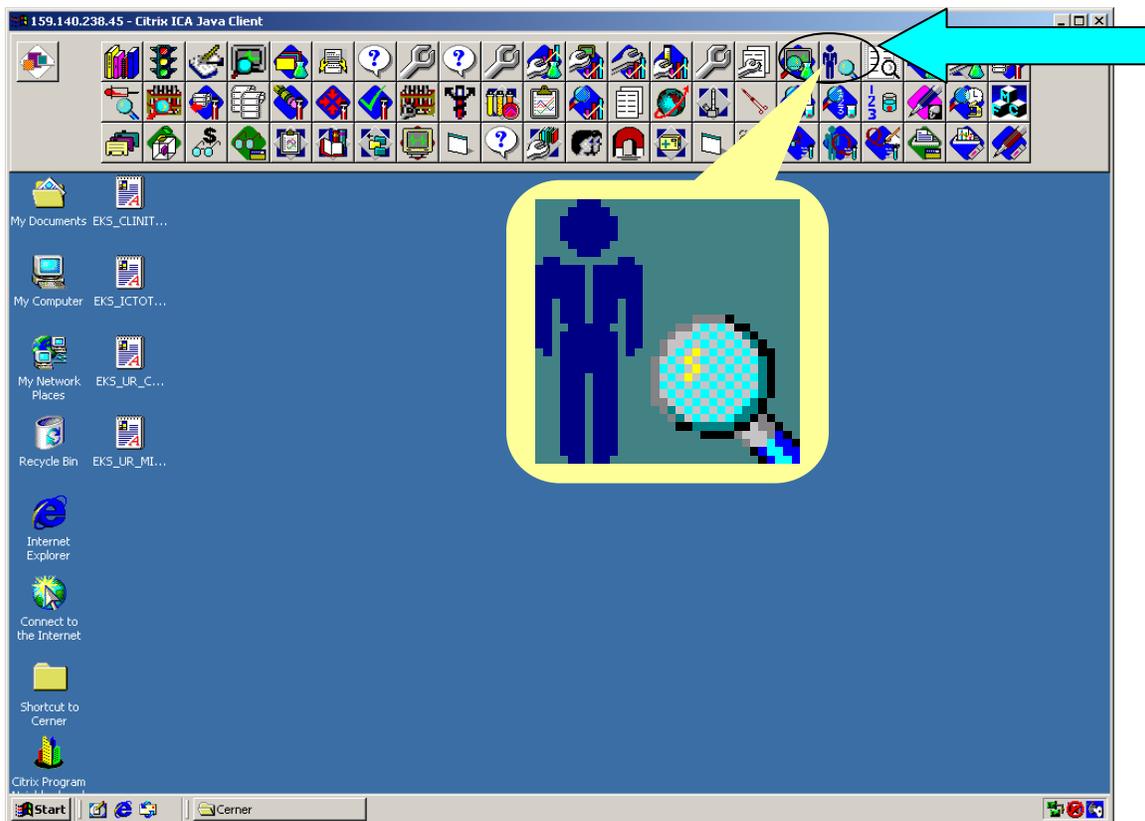
TO CANCEL TESTS ON ORDERS

- 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.



ORDER AND RESULT INQUIRY

Step1. Click on ORDER RESULT VIEWER Icon From your APPBAR



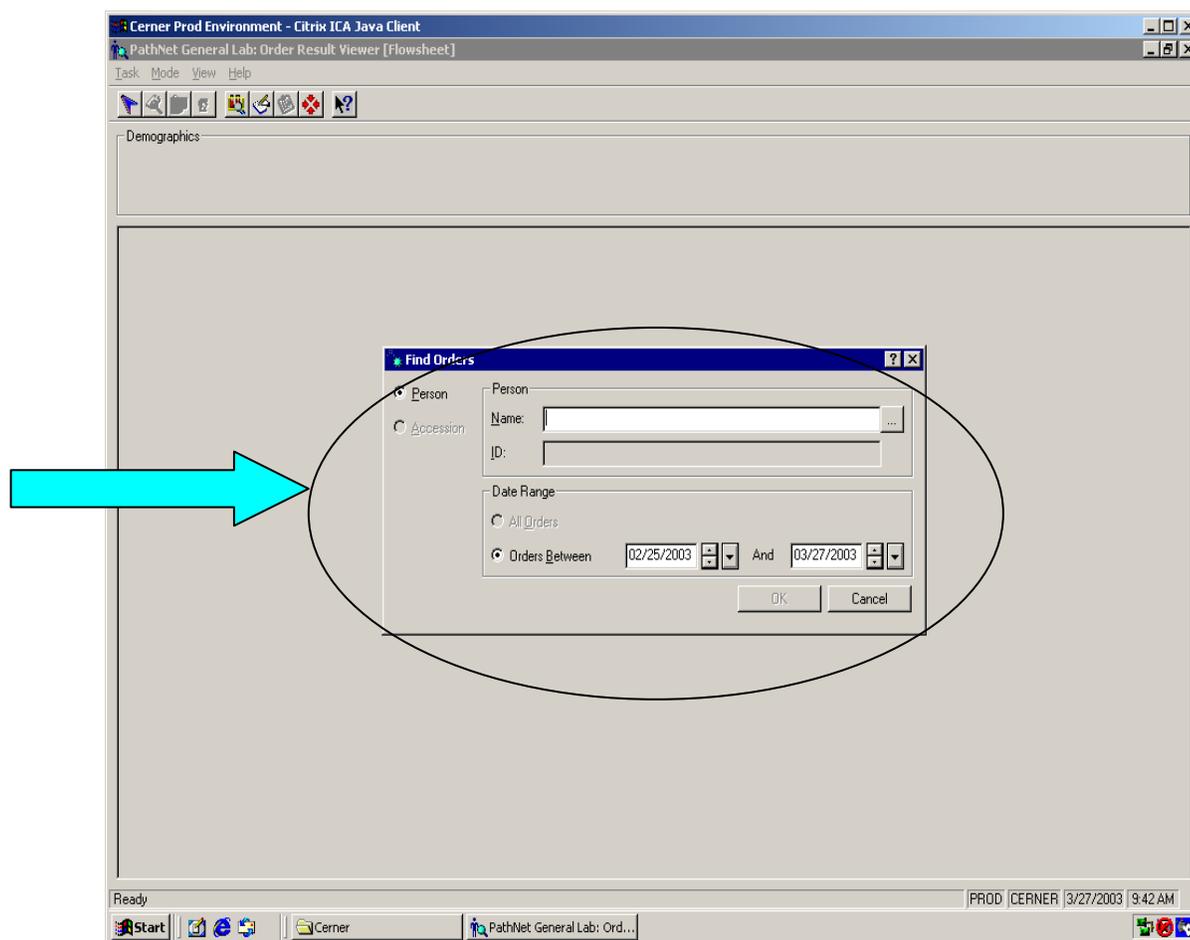
Step2. Patient search window will open, Search could be done in two ways.

- 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'

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

View comment Icon

Collect Date	Accession	Order	Specimen	Priority	Status	Comments	Susceptibility	Cancel Reason
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			
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 Collected
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 Collected
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			
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			
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			
3/24/2003 9:00 AM	03-083-000001	Vitamin D 1,25 Dihydroxy Level	Serum	RT - Routine	In-Lab			
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	Completed			
3/18/2003 8:53 AM	03-077-000001	Urine	Urine	RT - Routine	Completed			
3/18/2003 8:53 AM	03-077-000001	Ictotest	Urine	RT - Routine	Completed			

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

The screenshot shows a software interface for viewing lab results. On the left, a 'Navigator' panel contains a list of test categories: CHEMISTRY, IMMUNOCHEMISTRY, HEMATOLOGY, URINALYSIS, and SENDOUTS. A yellow callout bubble labeled 'Navigator Section' points to this panel. The main area displays a table of results for a patient named 'test, kyu' (ID: 0001234, 3 Yrs Male). The table has columns for dates and times: 3/10/20 03 4:36 PM, 3/10/20 03 4:37 PM, 3/13/20 03 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, and 3/27/20 03 11:29. The table is organized into sections: CHEMISTRY (BUN, CHOL, CO2, CL, CREA, GLU, GLU-S, HDL, K, LDLC, NA, TRIG), IMMUNOCHEMIST (HGA1C), HEMATOLOGY (WBC, RBC, Hgb, Hct, MCV), BACT (BACT, EPI, MUC), URINALYSIS (BIL, BLO, CASTS, CRYSTALS), and SENDOUTS. The 'SENDOUTS' section is currently empty.

ALLRESLTSECT	3/10/20 03 4:36 PM	3/10/20 03 4:37 PM	3/13/20 03 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
CHEMISTRY								
BUN						18 mg/dL		
CHOL								250 mg/dL
CO2						25 mEq/L		
CL						110 MMOL		
CREA						1.0 mg/dL		
GLU			Negative	Negative	Negative			
GLU-S						320 mg/dL		
HDL								25 mg/dL
K						3.8 MMOL		
LDLC								In Error
NA						140 MMOL		
TRIG								<500.0 mg
IMMUNOCHEMIST								
HGA1C		7.5 %						
HEMATOLOGY								
WBC								Date\Time
RBC								5.00 uL
Hgb								33.0 g/dL
Hct								22.0 %
MCV								In Error
BACT			Negative	Negative	Negative			
EPI			Few	Few	Few			
MUC			2+	Trace	Trace			
URINALYSIS								
BIL			Negative	1+*	Negative			
BLO			1+	1+	Negative			
CASTS			None Seen	None Seen	None Seen			
CRYSTALS			None Seen	None Seen	None Seen			

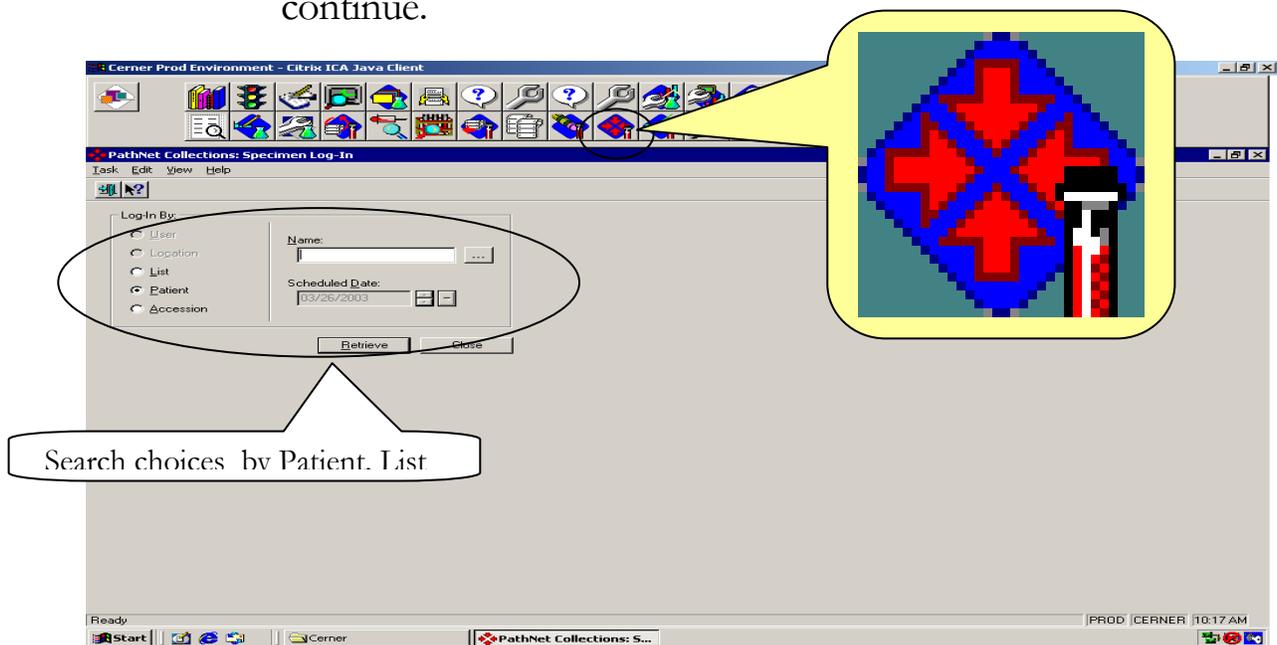
Note: Mode of the application will default to the mode the user used previously.

SPECIMEN RECEIVING LOG IN

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

Step 2. 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.



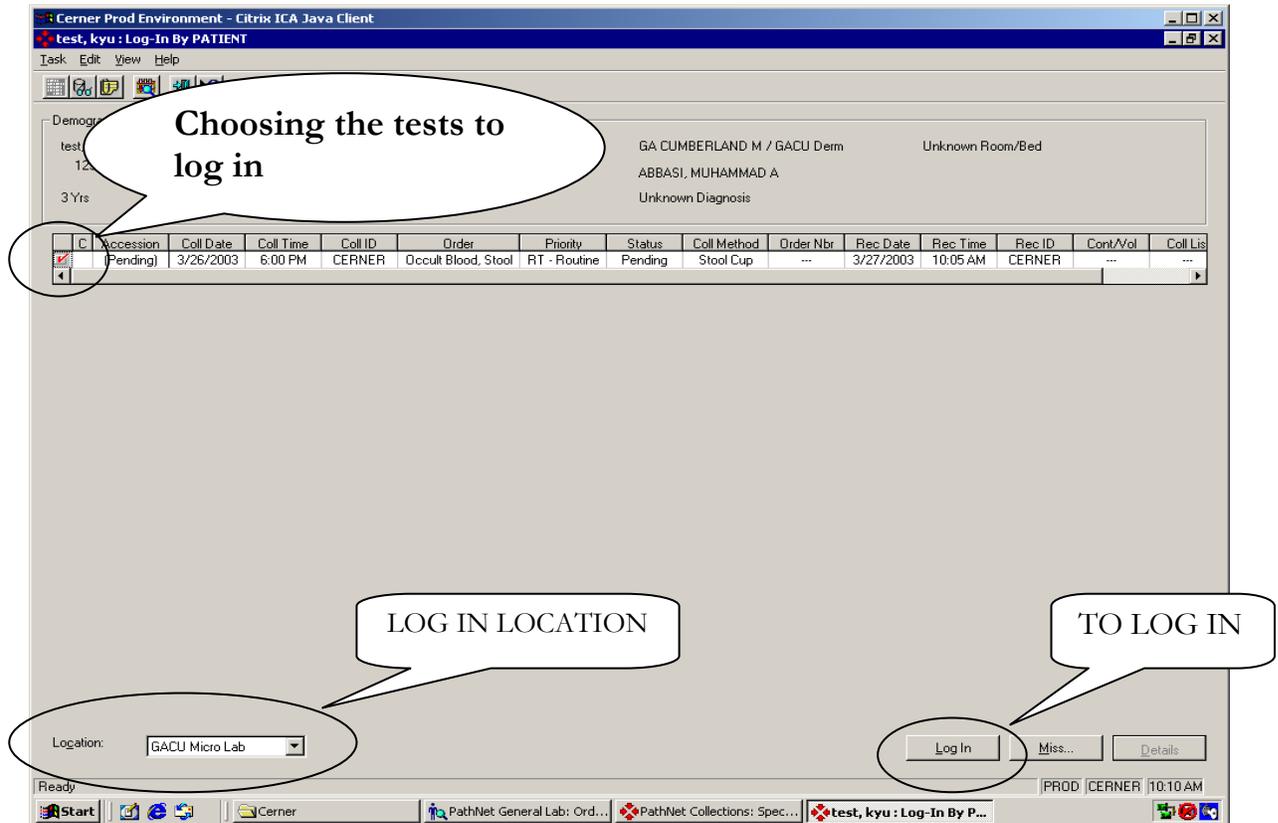
Step 3. Select the tests you would like to log in for the patient by Clicking on the first box at the left hand side of the order information.

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

Step 5. Choose the correct Login Location

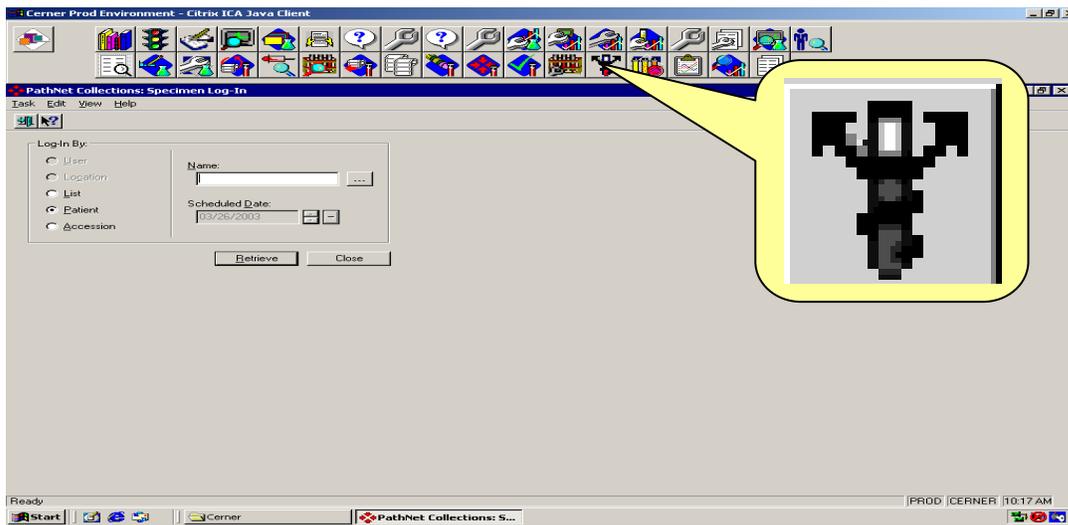
(This is very important due to routing of the orders)

Step 6. Click on 'LOG IN'



TRANSFER SPECIMEN (SHIPPING DOC)

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

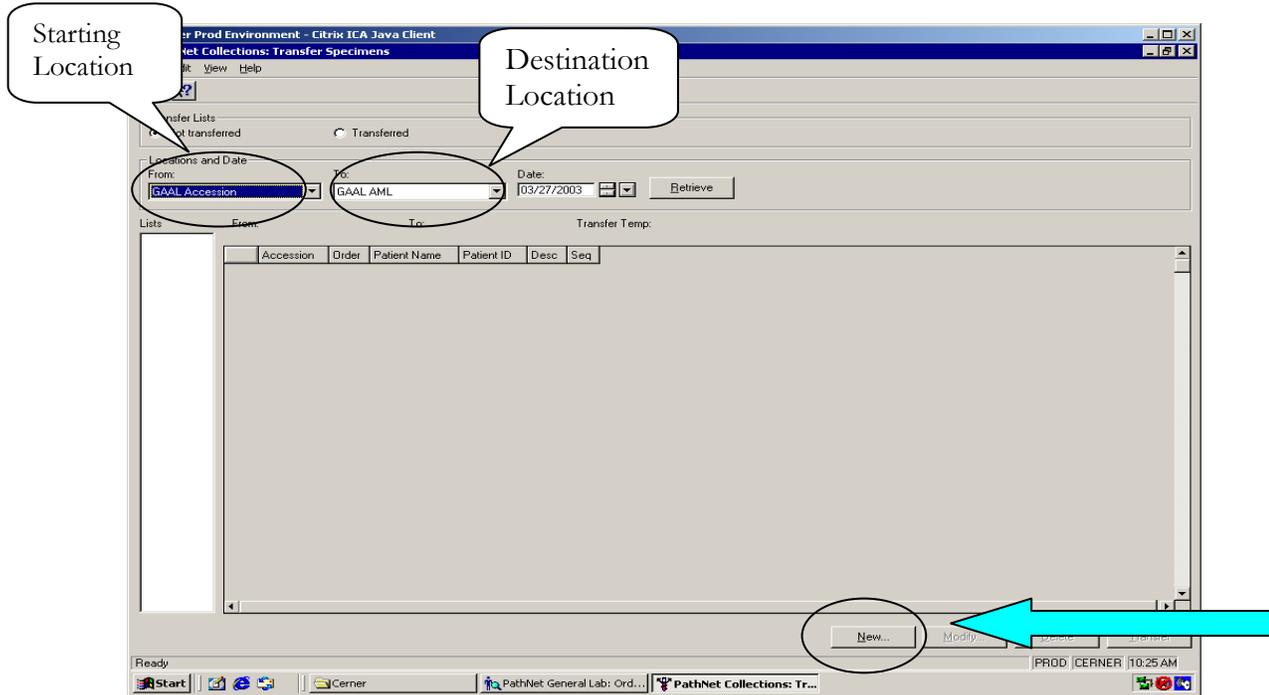


Step2. Create a new Transfer list by Clicking on 'NEW' in the bottom right hand side.

Step3. In the Build Transfer list window

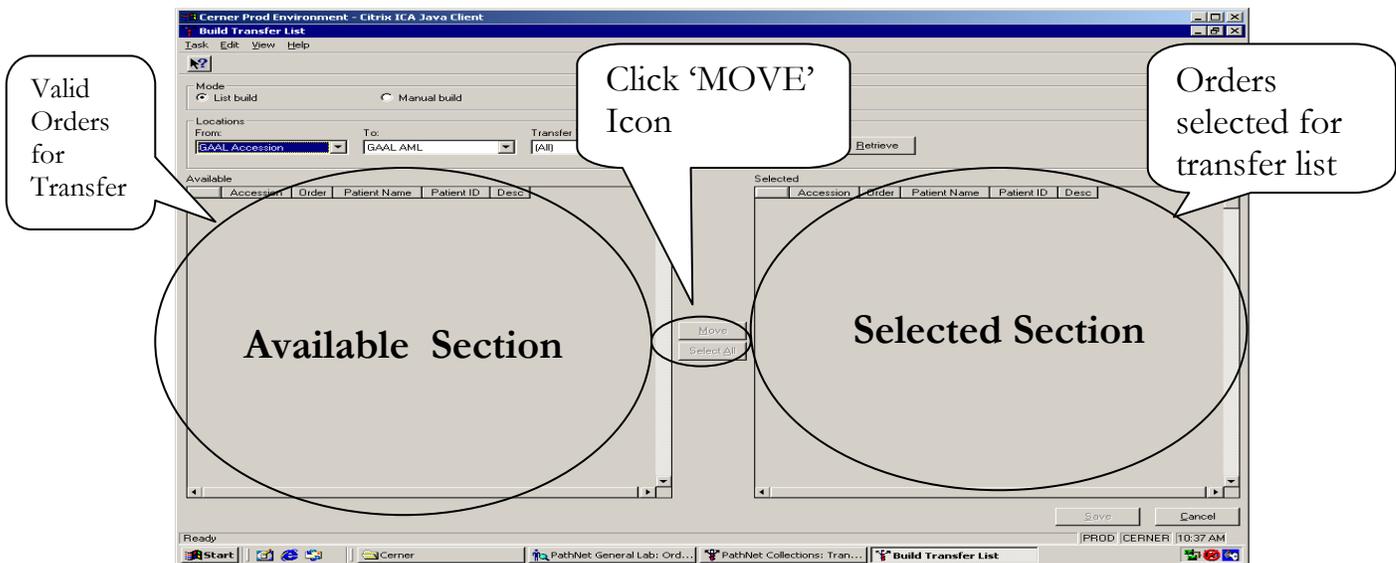
- Choose the starting location (current location) of the specimen
- Choose the destination location
- Click Retrieve button.

Transfer Window

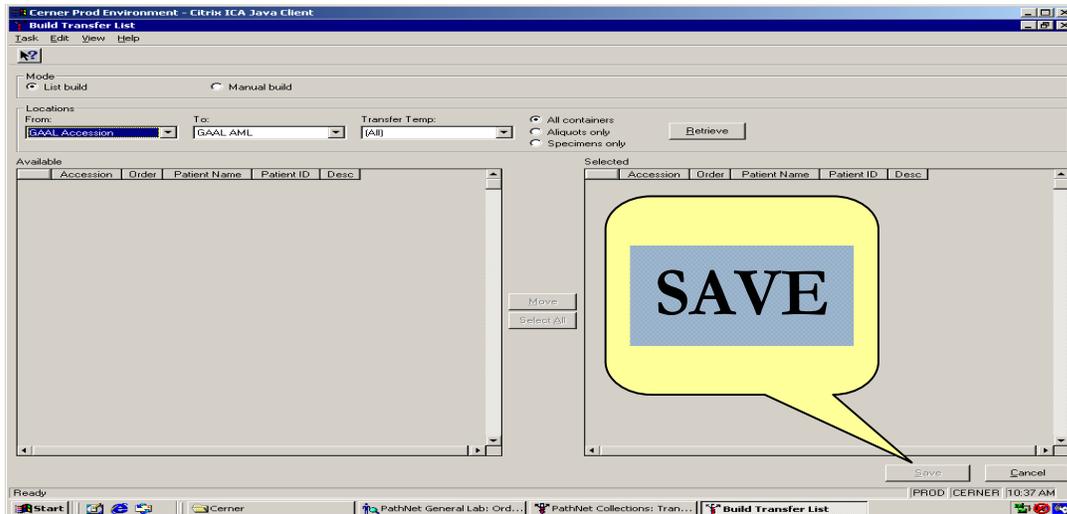


Step 4. All of the orders that are valid for the test transfer list will Display in the Available section.

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.

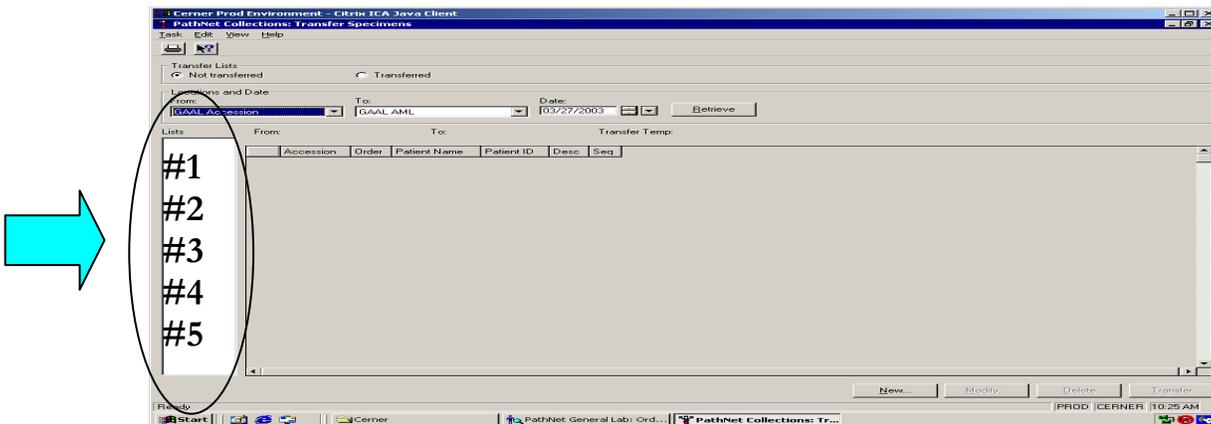


Step 6. After all of the tests for transfer list have been selected, Click on 'SAVE' button to save your transfer list.



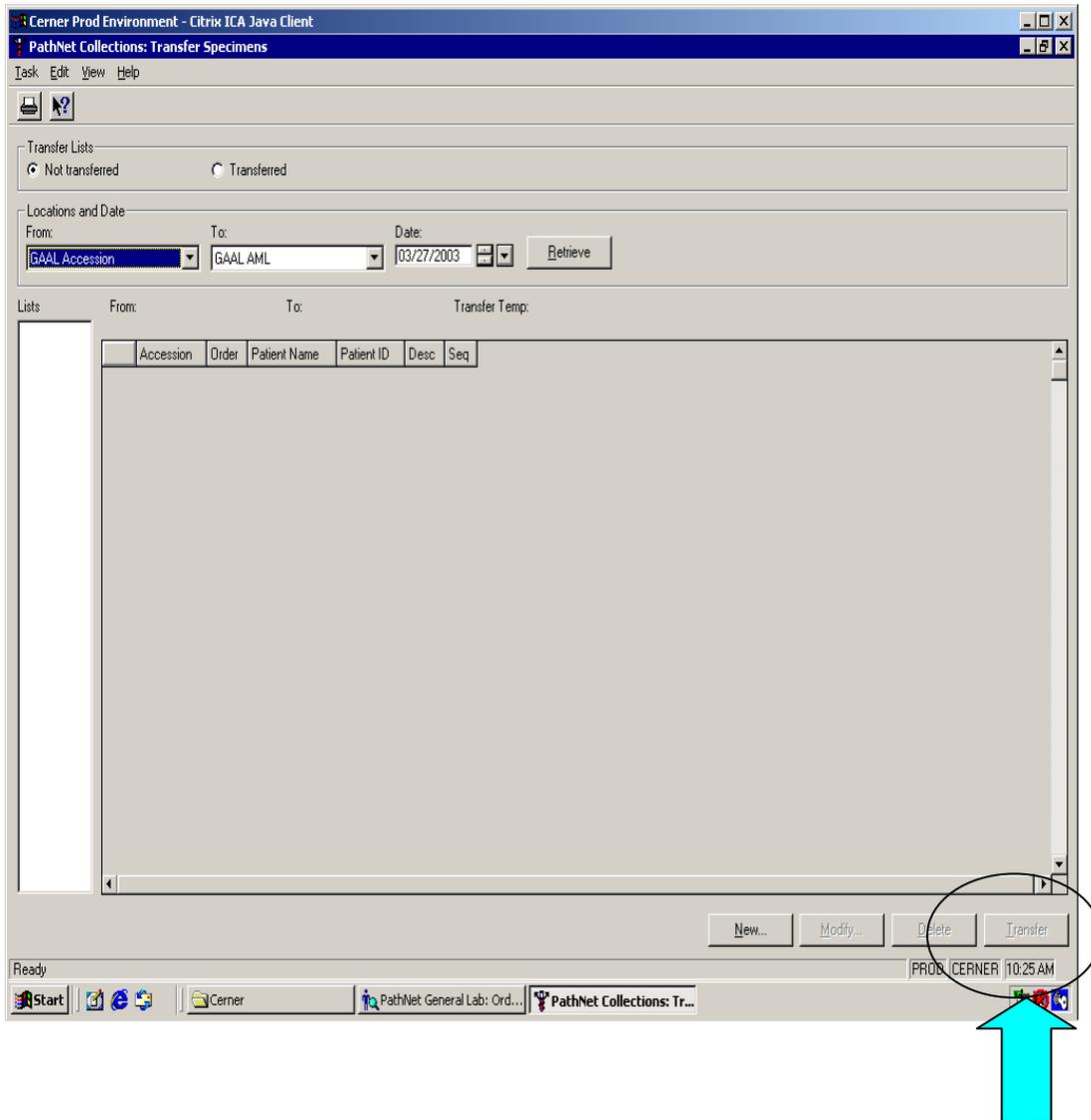
Step 7. As you save your list, you'll get a notification window with the number of your saved transfer list. Retain this information for later. Click OK to continue.

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'



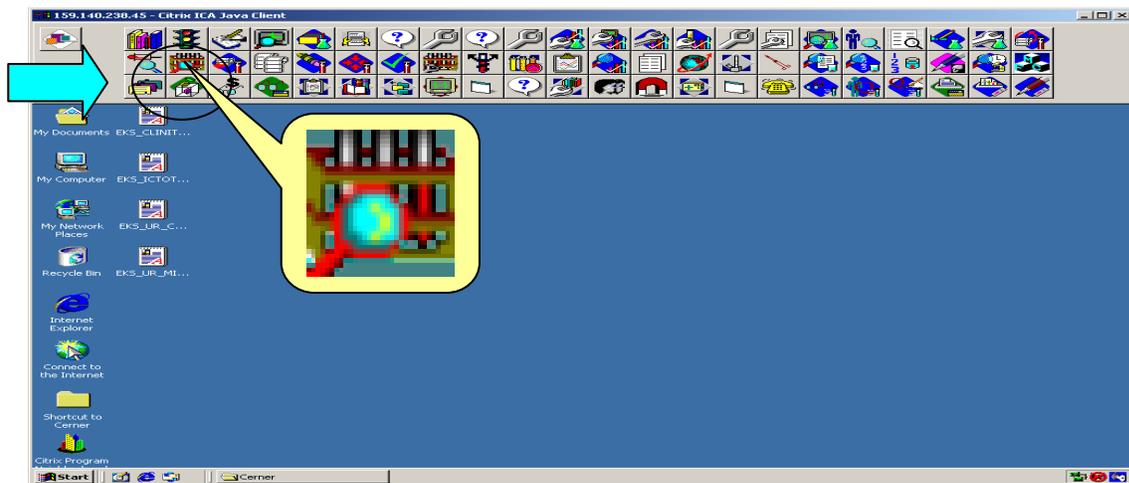
Step 9. After you have selected the correct transfer list, Click on Transfer tab on the bottom of the page .

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



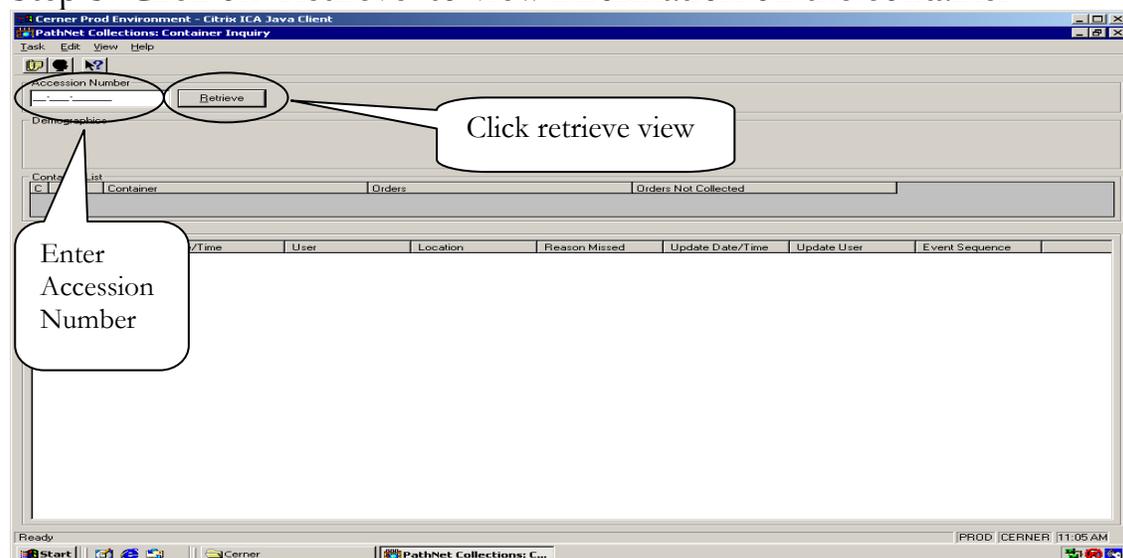
CONTAINER INQUIRY

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



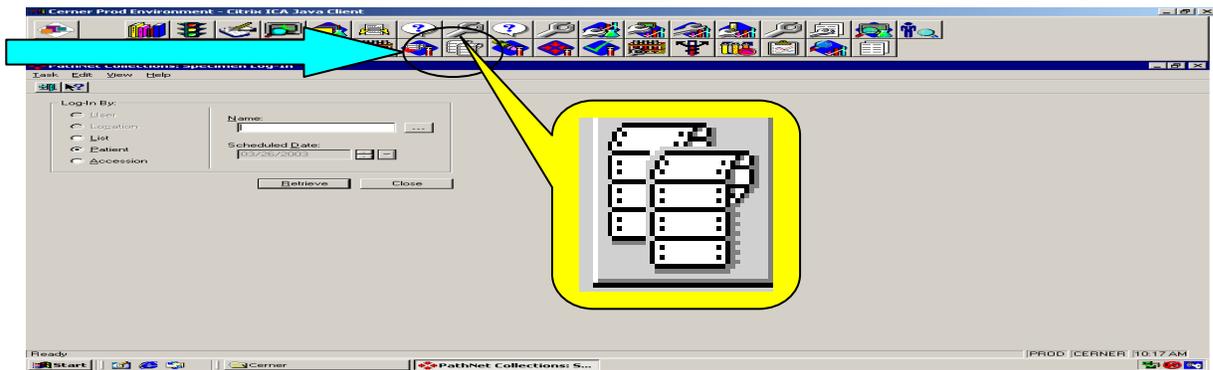
Step 2. Enter in the accession number of the container you are inquiring

Step 3. Click on 'Retrieve' to view information on the container



LABEL REPRINT

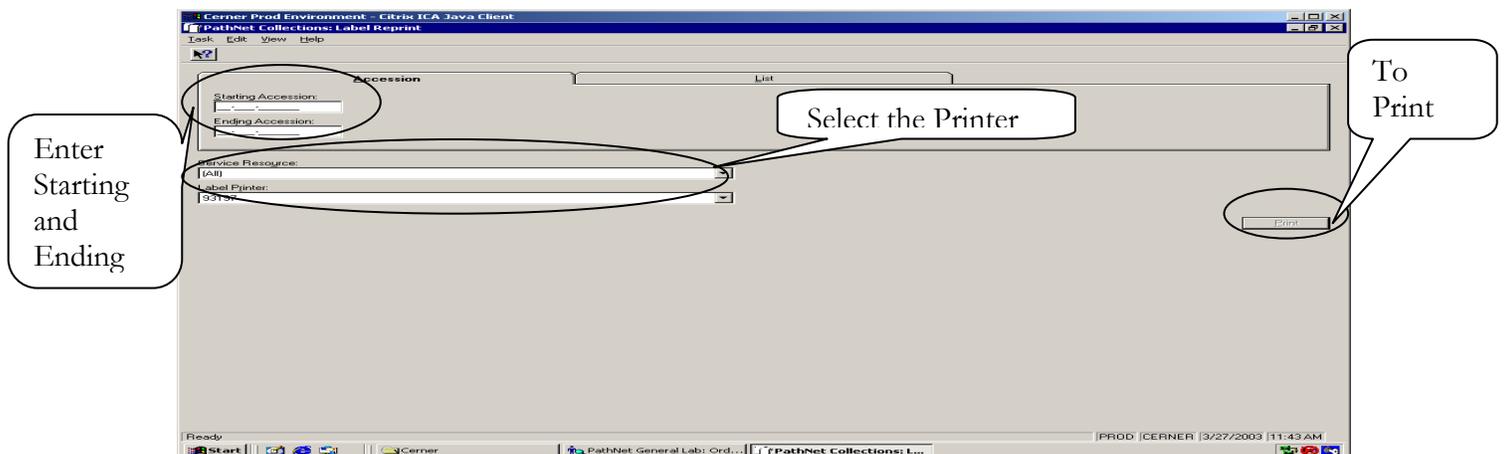
Step 1. Click on 'LABEL REPRINT' icon on your APPBAR.



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)

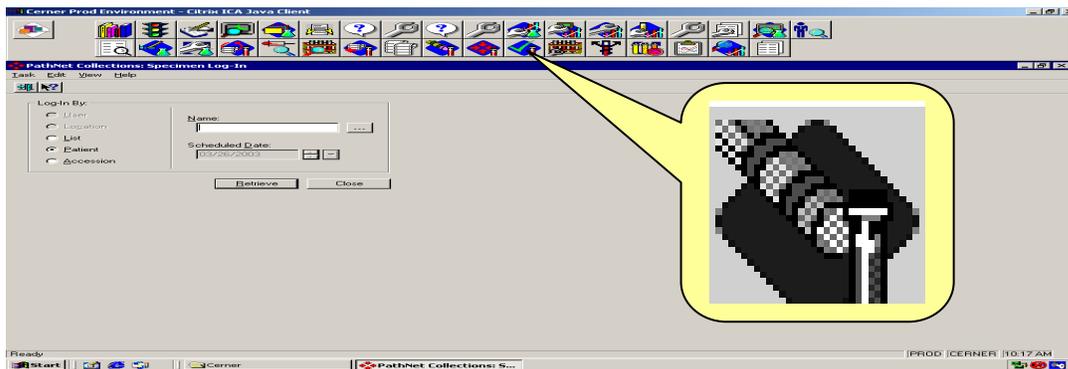
Note: If starting and End accession number field is not the indicated, then current label will not print

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

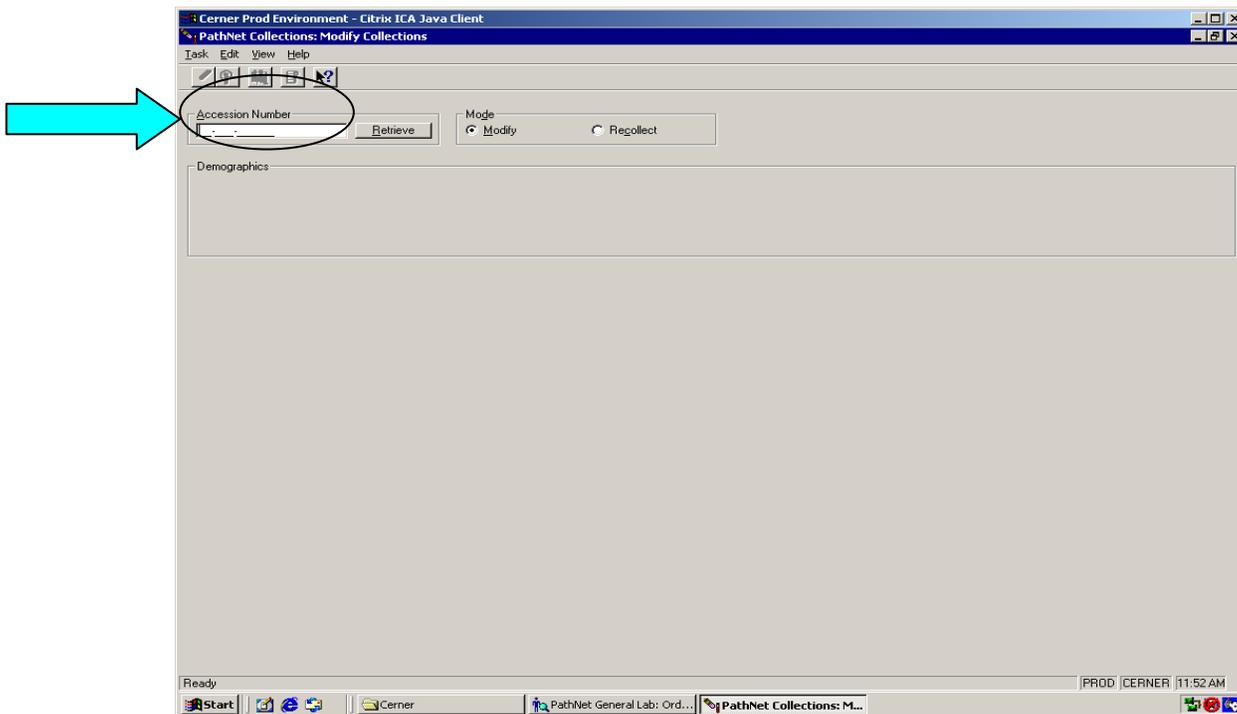


MODIFY COLLECTION

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.

Click to Modify

- • Click on Modify Icon to save your changes

Accession Number: 03-085-000004 [Retrieve]

Mode: Modify Recollect

Demographics:

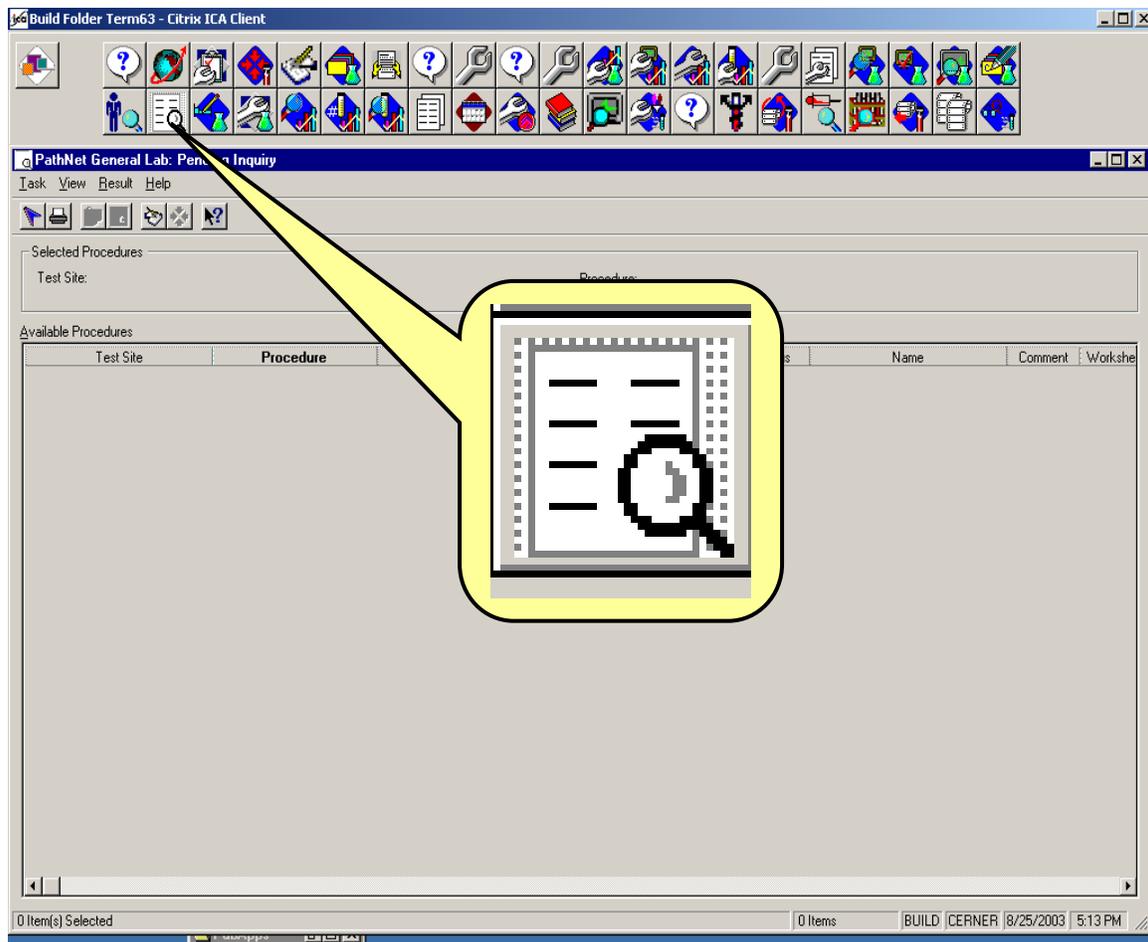
test, kyu GA CUMBERLAND M / GACU Derm
1234 ABBASI, MUHAMMAD A
3 Yrs Male Unknown Diagnosis

Cont	Description	Order	Coll Date	Coll Time	Coll ID	Coll Method	Status
A	100 mL : Sterile Cup	Culture Sputum	3/26/2003	11:11 AM	CERNER	Micro Specimen	Collected

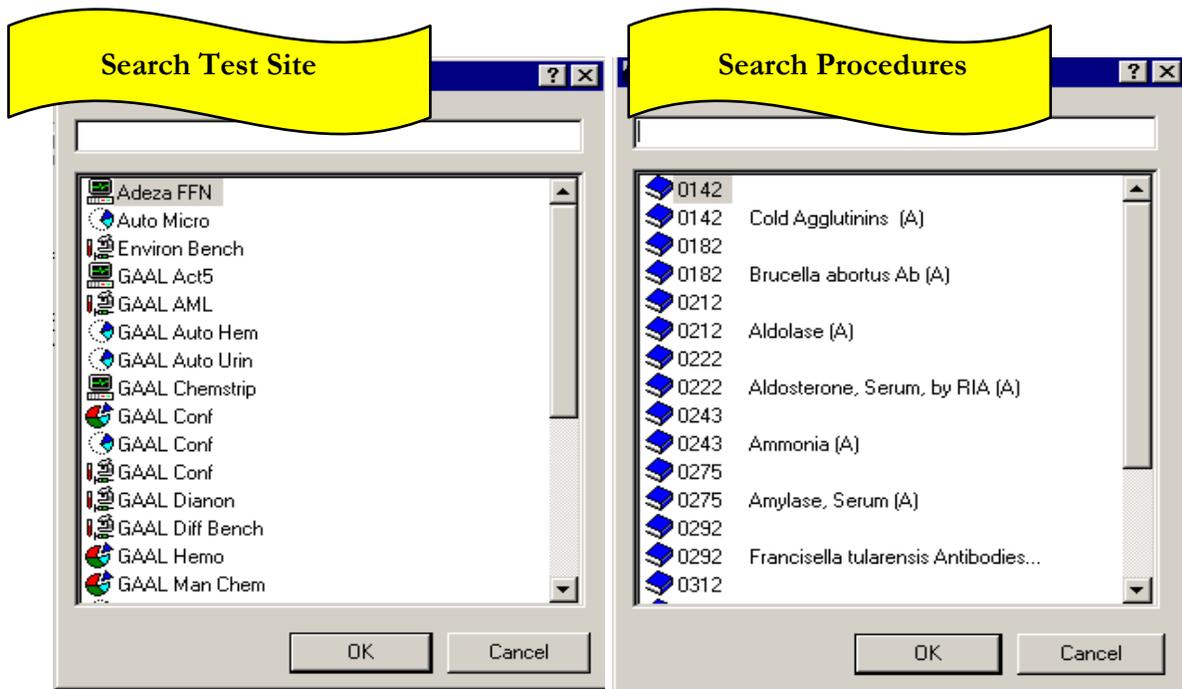
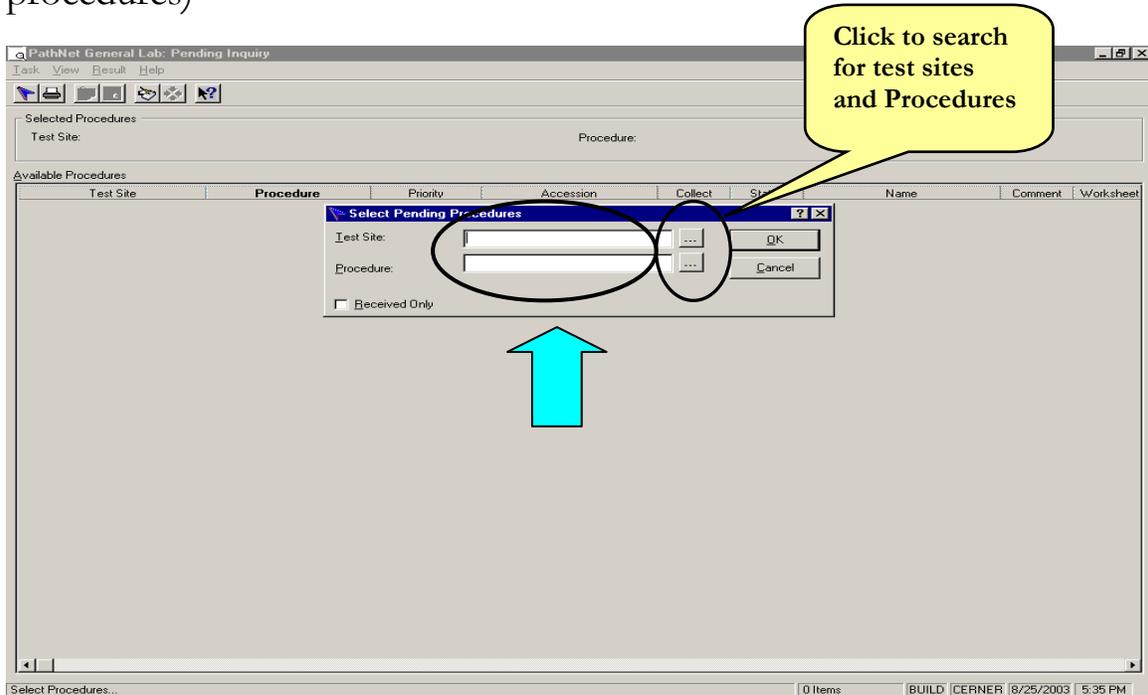
Modify Collection Info

PENDING INQUIRY

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



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.

The screenshot shows the 'PathNet General Lab Pending Inquiry' window. The 'Test Site' is 'GACU Chem' and the 'Procedure' is 'Sodium'. Below this, there is a table of 'Available Procedures' with columns for Test Site, Procedure, Priority, Accession, Collect, Status, Name, Comment, and Work.

Test Site	Procedure	Priority	Accession	Collect	Status	Name	Comment	Work
GACU LX 20 1	Na	RT - Routine	03-182-00121	7/1/2003 2:29 PM	Pending	QUEST015, KAISER		
GACU LX 20 1	Na	RT - Routine	03-183-00171	7/2/2003 2:33 PM	In-Lab	QUEST029, KAISER		
GACU LX 20 1	Na	RT - 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 AM	Pending	GENLAB005, FEMALE26		
GACU LX 20 1	Na	RT - Routine	03-209-00056	7/28/2003 3:08 PM	Pending	AML, Saralest		
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, Isis 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		

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.

The screenshot shows the same 'PathNet General Lab Pending Inquiry' window. The 'Task' menu is open, and the 'Specimen Login...' option is highlighted with a blue selection bar. A red arrow points to this option. The table of available procedures is visible in the background.

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.

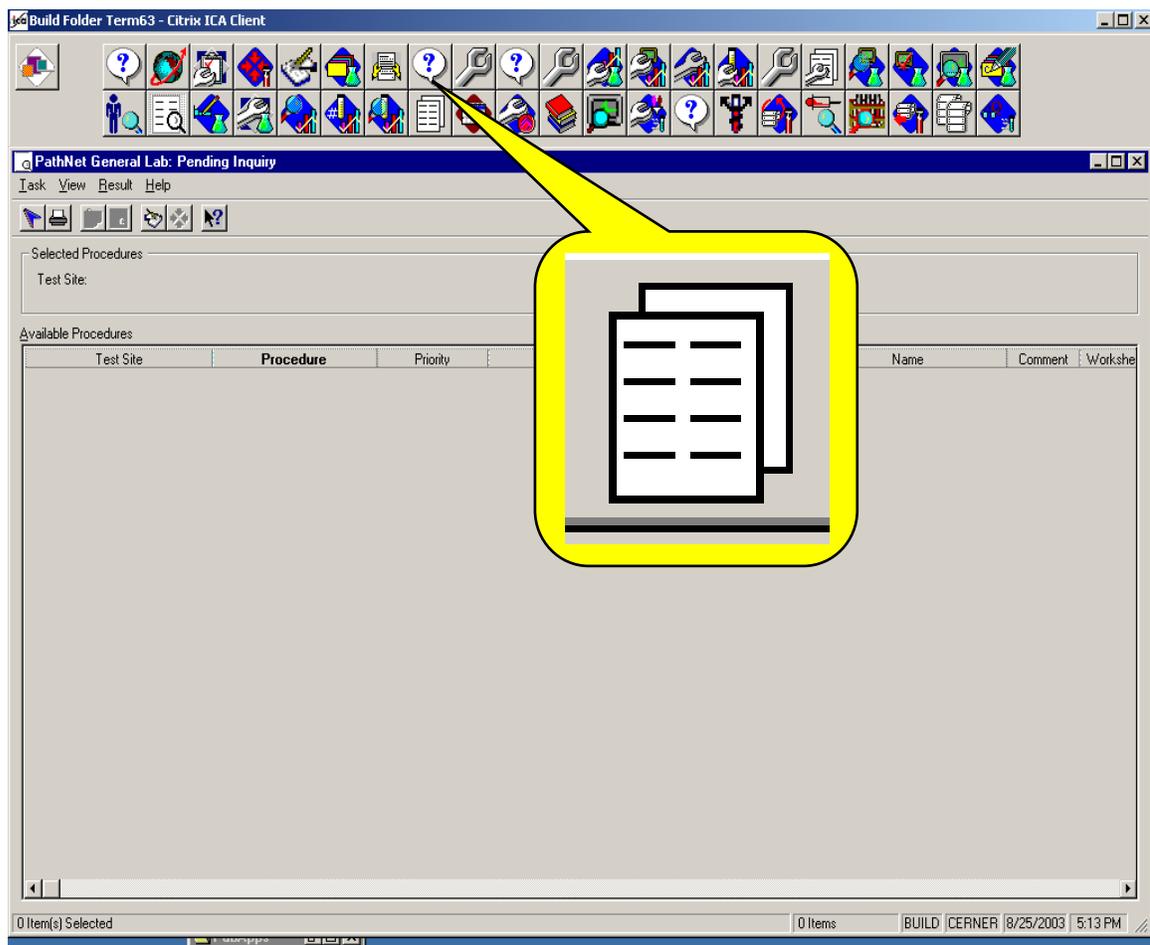
The screenshot shows the PathNet General Lab Pending Inquiry application. The 'Transfer' menu is open, and the 'Selected Orders' sub-menu is active, with 'Selected Details...' highlighted. A red arrow points to this option. Below the menu, the 'Procedure:' field is set to 'Sodium'. A table of lab orders is displayed below, with columns for Priority, Accession, Collect, Status, Name, Comment, Worksheet, and Location. The table contains 16 rows of data.

Priority	Accession	Collect	Status	Name	Comment	Worksheet	Lo
RT - Routine	03-182-00121	7/1/2003 2:29 PM	Pending	QUEST015, KAISER			
RT - Routine	03-183-00171	7/2/2003 2:33 PM	In-Lab	QUEST029, KAISER			GAC
RT - Routine	03-183-00212	7/2/2003 3:58 PM	Pending	GENLAB002, MALE20			
RT - Routine	03-190-00035	7/9/2003 11:11 AM	Pending	GENLAB013, MALE19			GAC
RT - Routine	03-195-00003	7/14/2003 8:39 AM	Pending	GENLAB005, FEMALE26			GAC
RT - Routine	03-209-00056	7/28/2003 3:08 PM	Pending	AML, Saratest			
RT - Routine	03-210-00168	7/29/2003 10:11 PM	Pending	Smith, Mary B.			GAE
RT - Routine	03-211-00054	7/30/2003 2:07 PM	In-Lab	Bones, Amy A			GAC
RT - Routine	03-212-00003	7/31/2003 9:04 AM	Pending	Bones, Christina C			GAA
RT - Routine	03-212-00023	7/31/2003 10:58 AM	Pending	Bones, Iris I			
RT - Routine	03-217-00047	8/5/2003 4:46 PM	In-Lab	Test10, Jean			GAC
RT - Routine	03-218-00004	8/6/2003 10:55 AM	Pending	Bones, Hope H			
RT - Routine	03-218-00007	8/6/2003 11:01 AM	Pending	Bones, Erica E			
RT - Routine	03-233-00031	8/21/2003 11:22 AM	In-Lab	GENLAB009, MALE49			GAC
RT - Routine	03-233-00038	8/21/2003 12:17 PM	In-Lab	GENLAB009, MALE49			GAC
Sodium	03-125-00010	5/5/2003 7:20 AM	In-Lab	Test5, Edwardo			GAC

1 Item(s) Selected | 16 Item(s) as of 8/26/2003 8:57 AM | BUILD | CERNER | 8/26/2003 | 9:22 AM

WORKLIST REQUEST

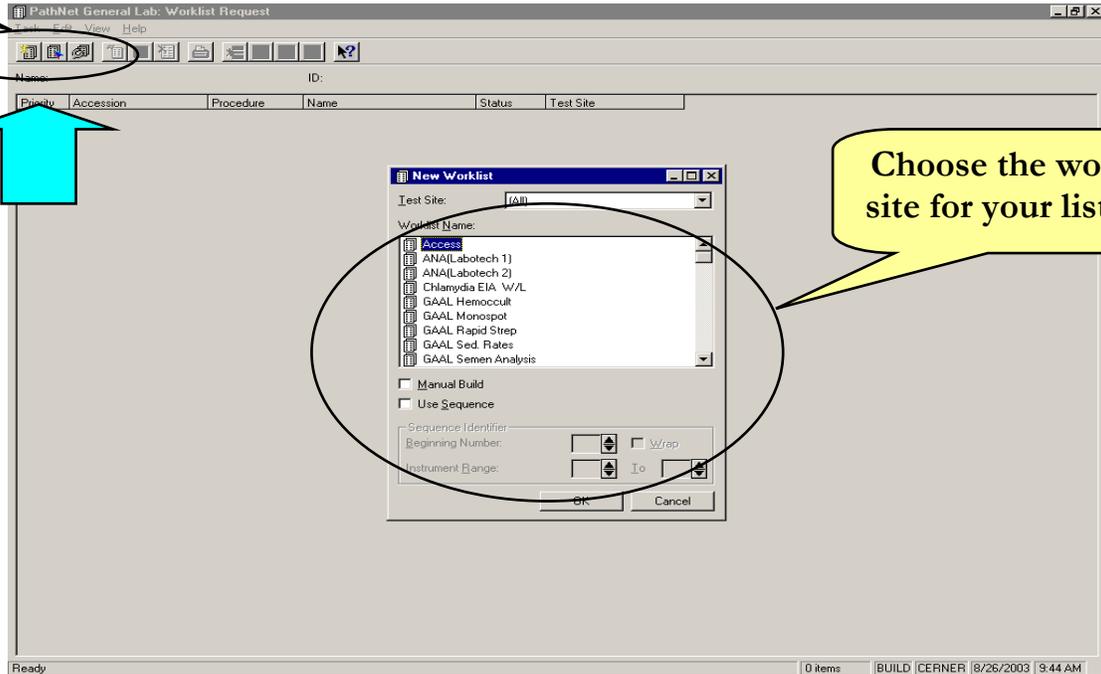
Step 1. Click on 'Worklist Request' icon on your APPBAR.



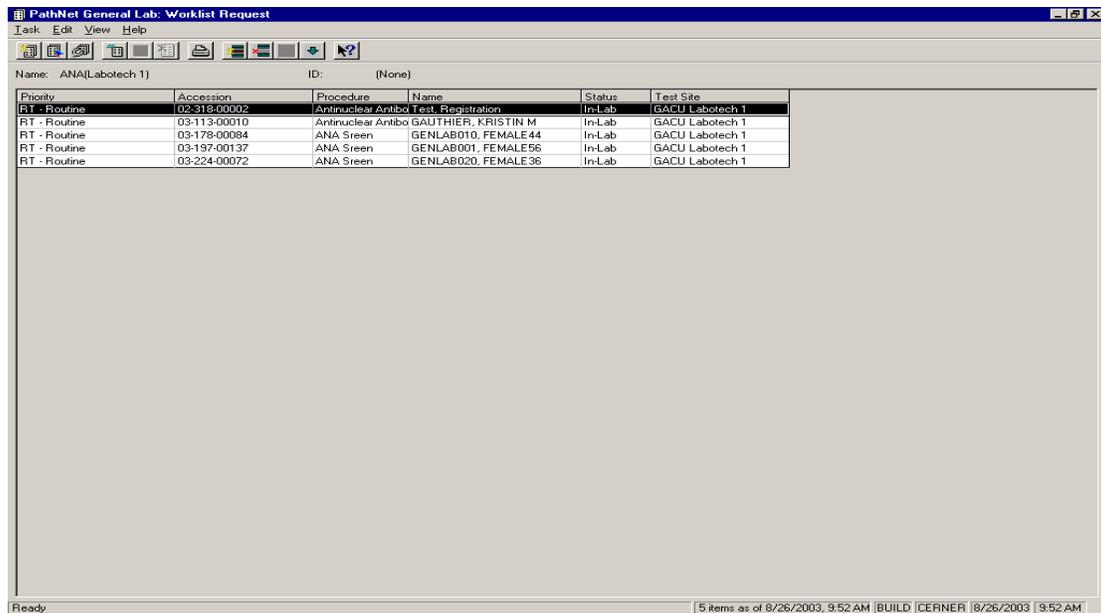
Step 2. To Start a new work list, Click on task and choose “new list”

To Build
New list

Step 3. New work list build menu will pop up. Choose the worksite which you are building the list for.

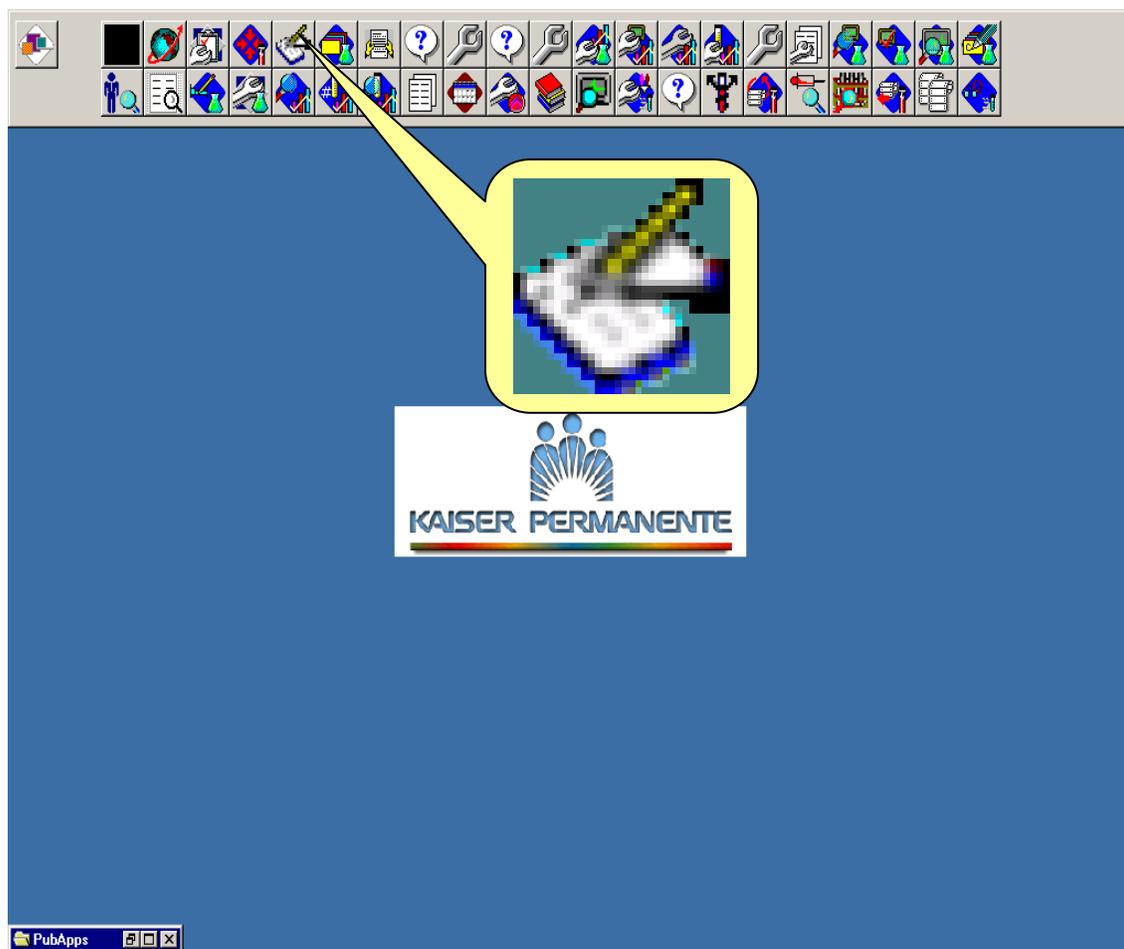


Step 4. Click ‘OK’ and your work list is show



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 'Retrieve' to view the orders. List of test will show under the 'RESULTS' section.

Click on Retrieve to get the list of tests

Procedure	Result	Flags	Status	Prev	Time
NA			Pending	140	22 Days
CO2			Pending	30	22 Days
CL			Pending	100	22 Days
K			Pending	6.9 HIGHCRITRD	17 Days
GLU-S			Pending		
CREA			Pending		
BUN			Pending		

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

Step 6. Click '**Verify**' on the bottom right hand corner if you are verifying and to sent out the results

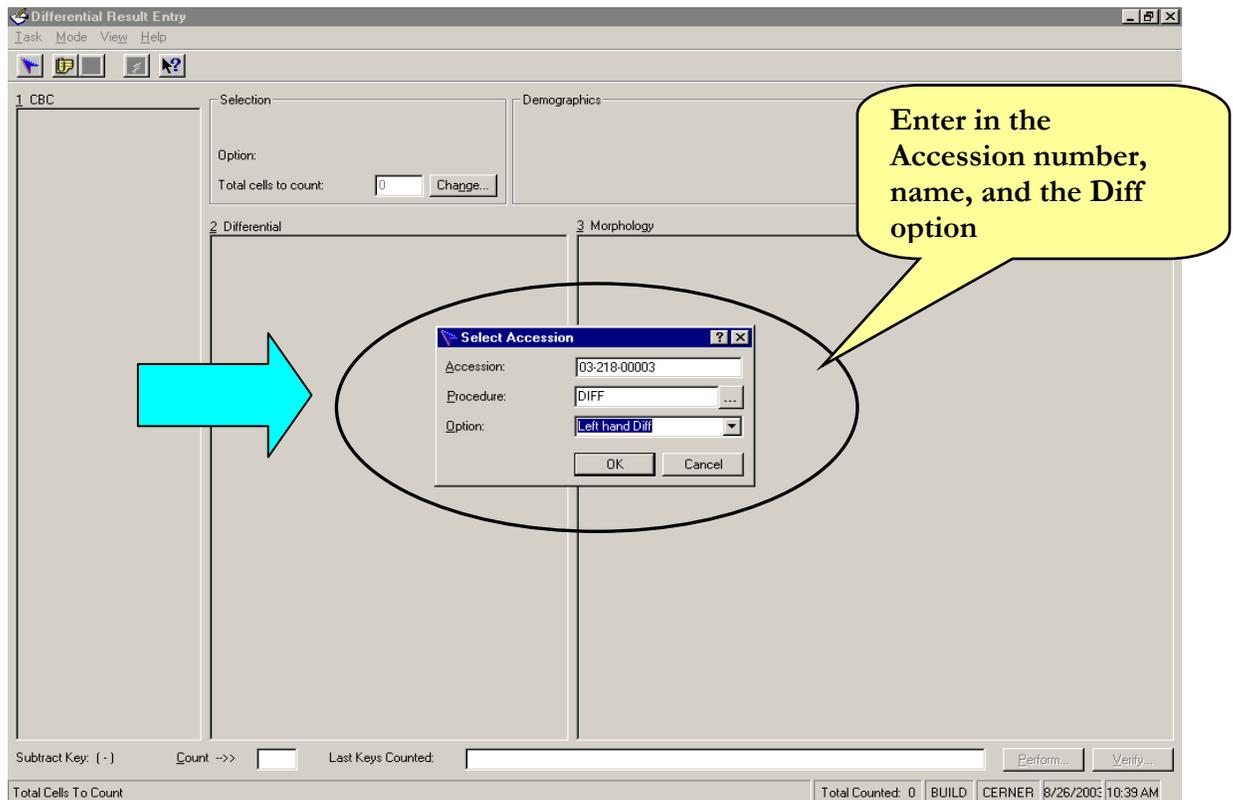
Differential Mode

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 *Differential* 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.

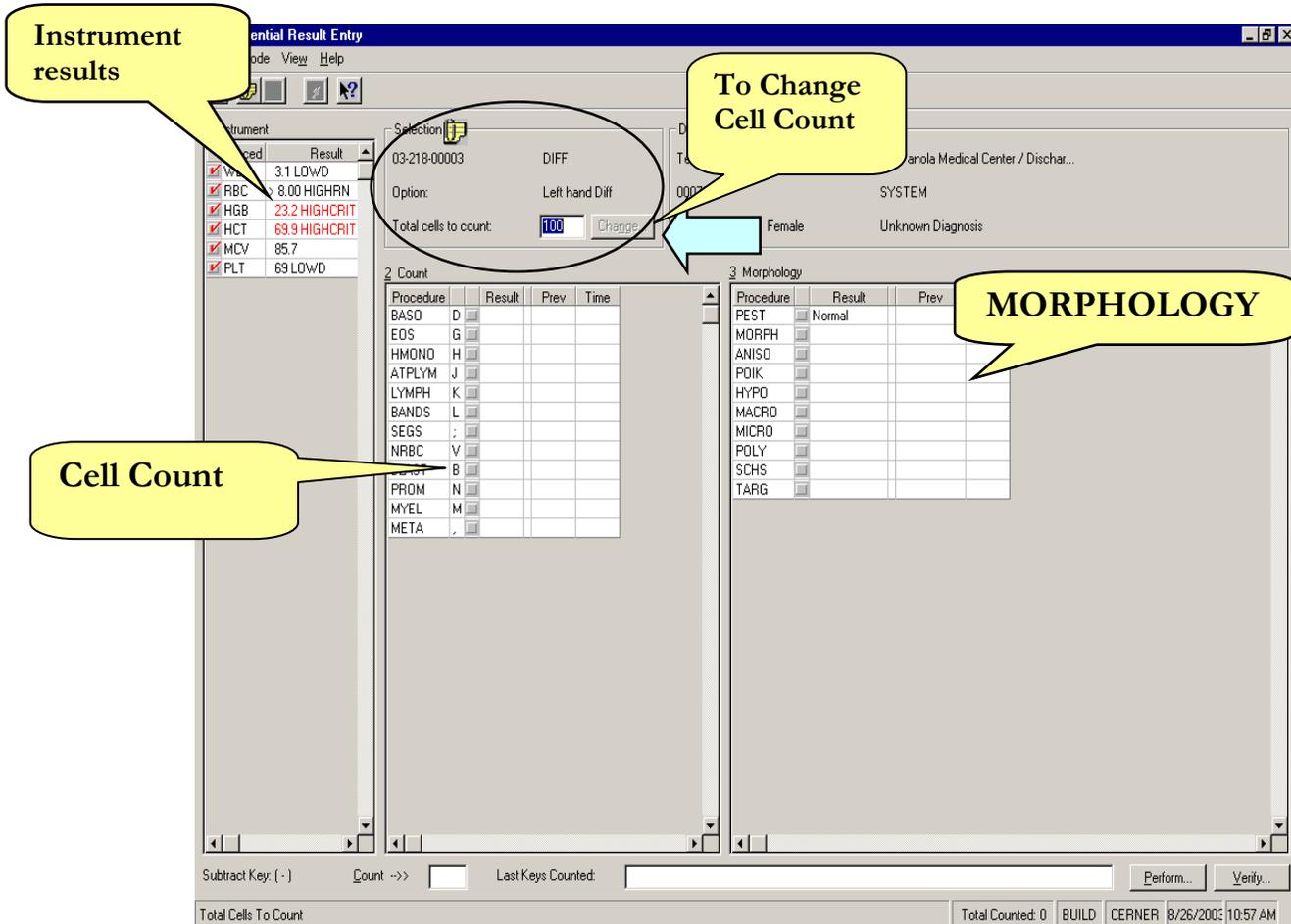


Step 10. There are 3 columns on the window. On the left, 'Instrument' will show result from the instrument or the result that was put in accession mode. In the middle, 'Count' , will show the cells and the corresponding key strokes. On the right, 'Morphology' will show the cell morphologies.

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.

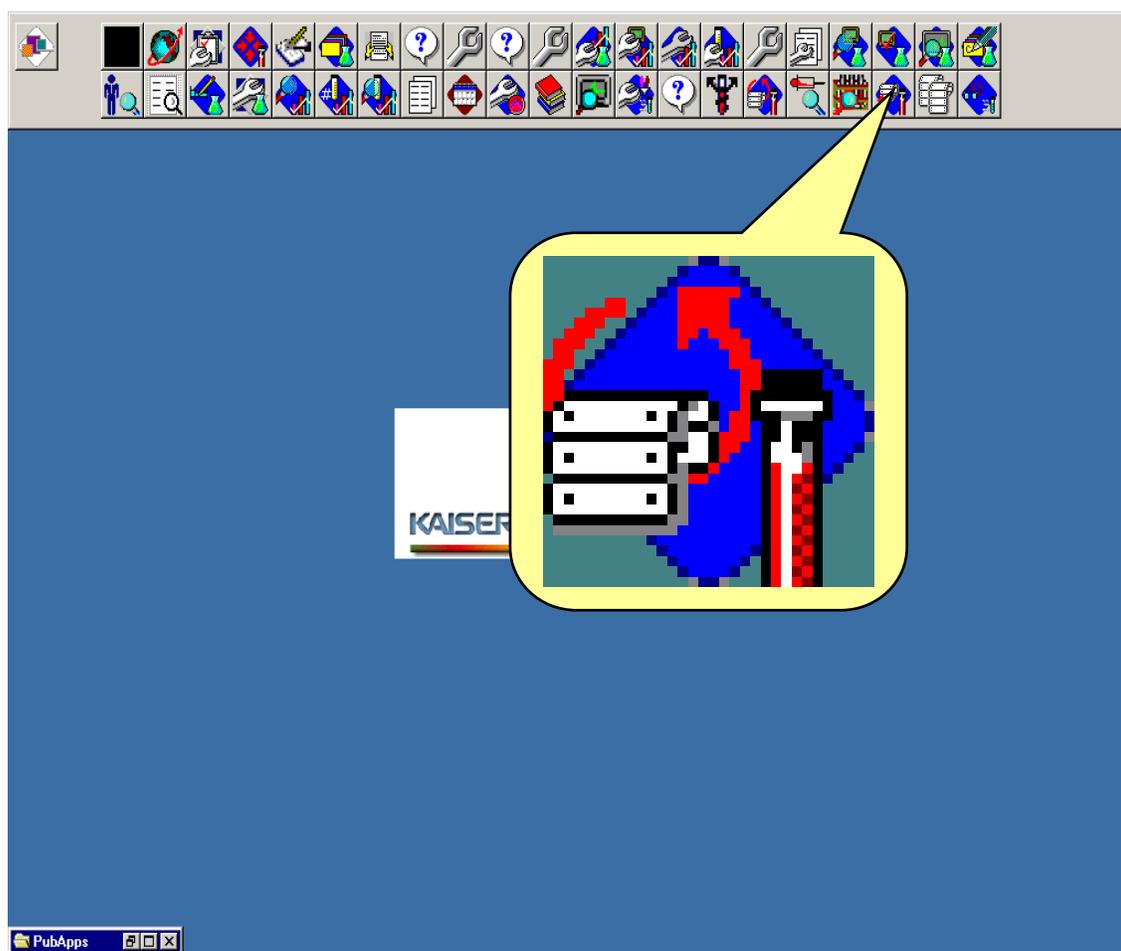


Step 12. Click ‘***Perform***’ on the bottom right hand corner if you are only performing and you don’t want the results to be sent out

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

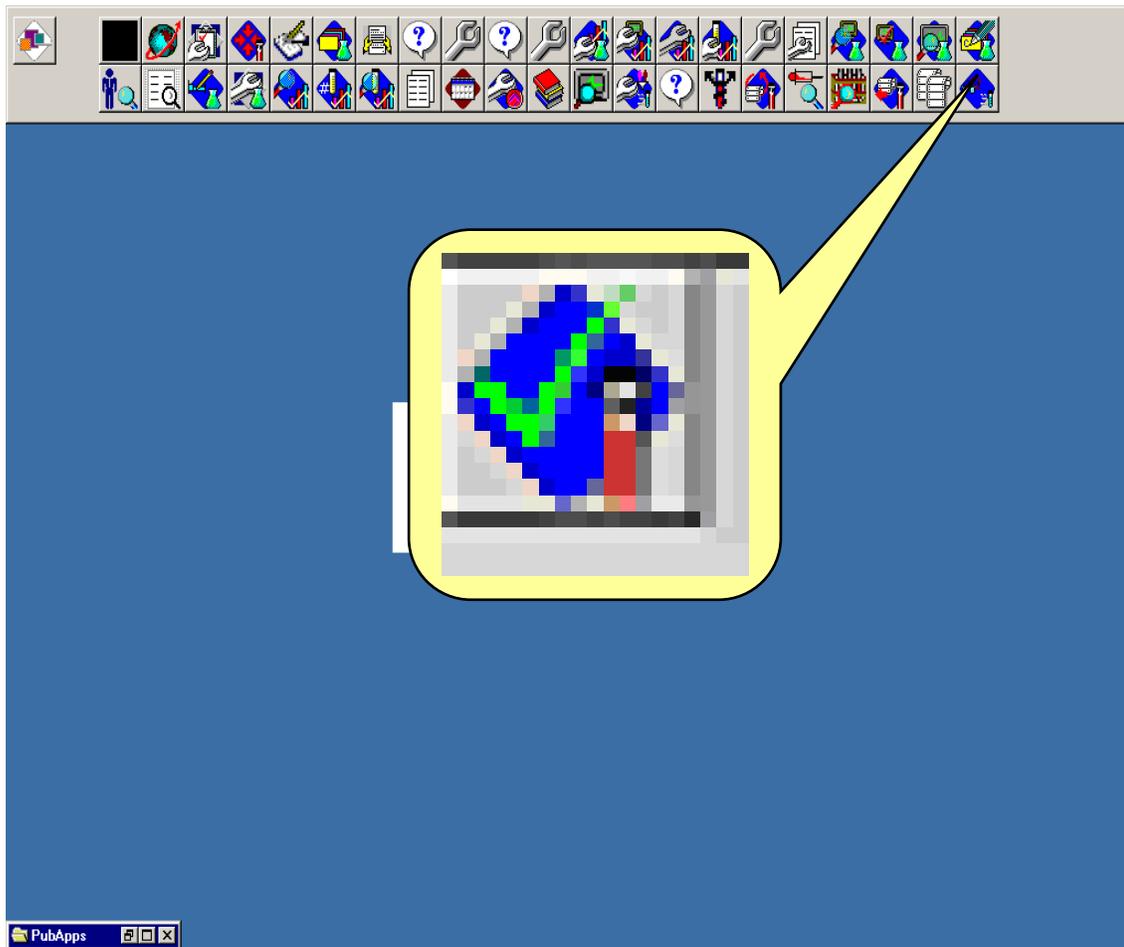
Step 3. Two choice are to Preview or to Print.

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.

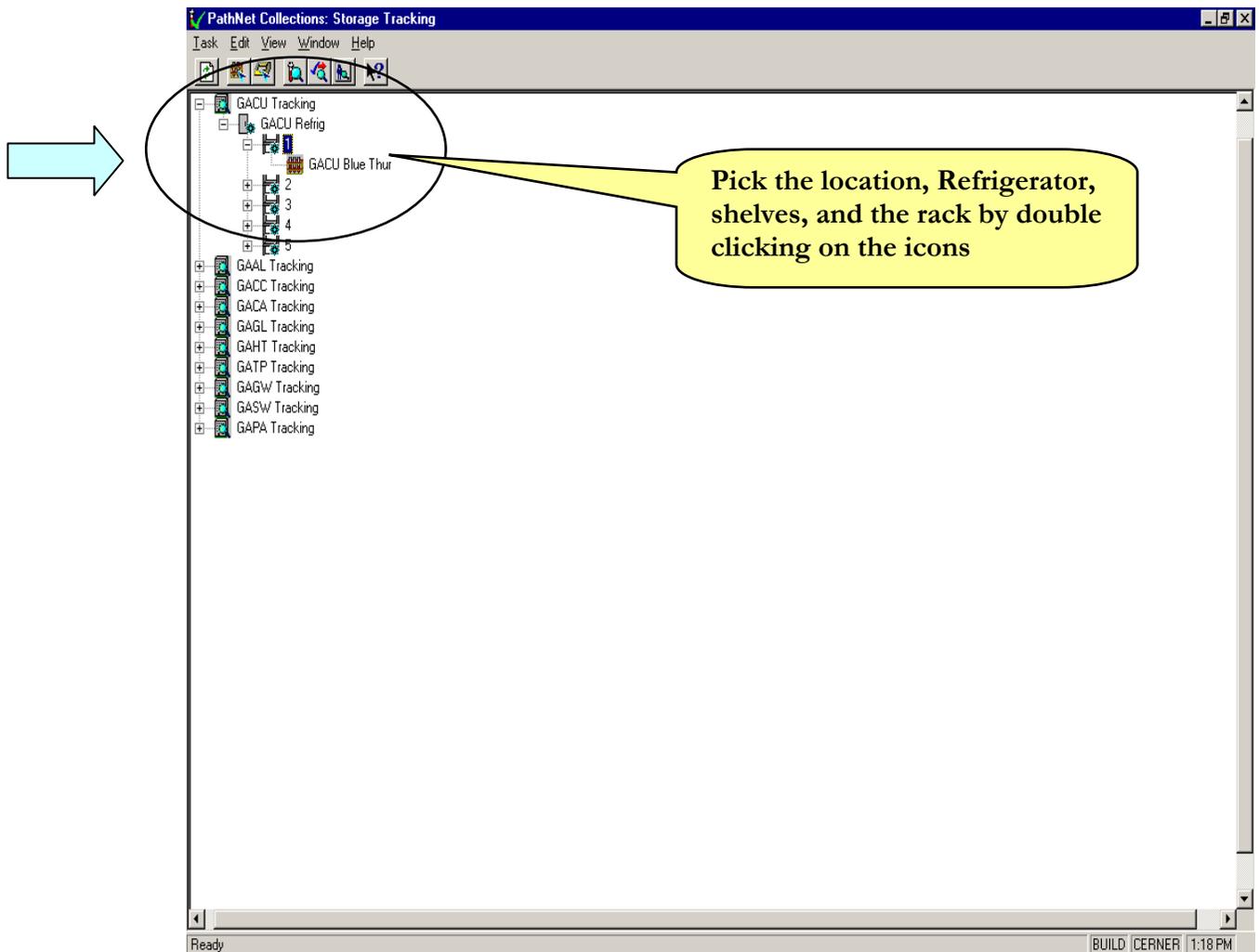


Step 2. Choose your location by double clicking on the name of your facility. This will open up to show the list of refrigerators

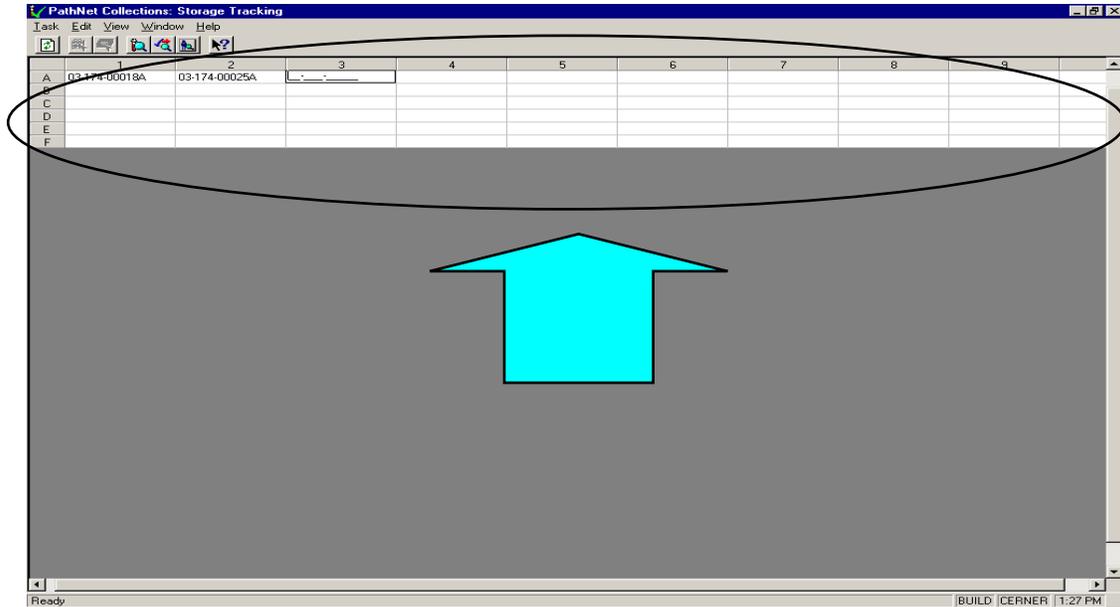
Step 3. Choose the appropriate refrigerator by double clicking on the correct refrigerator. This will open up to show the shelves for that refrigerator.

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

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



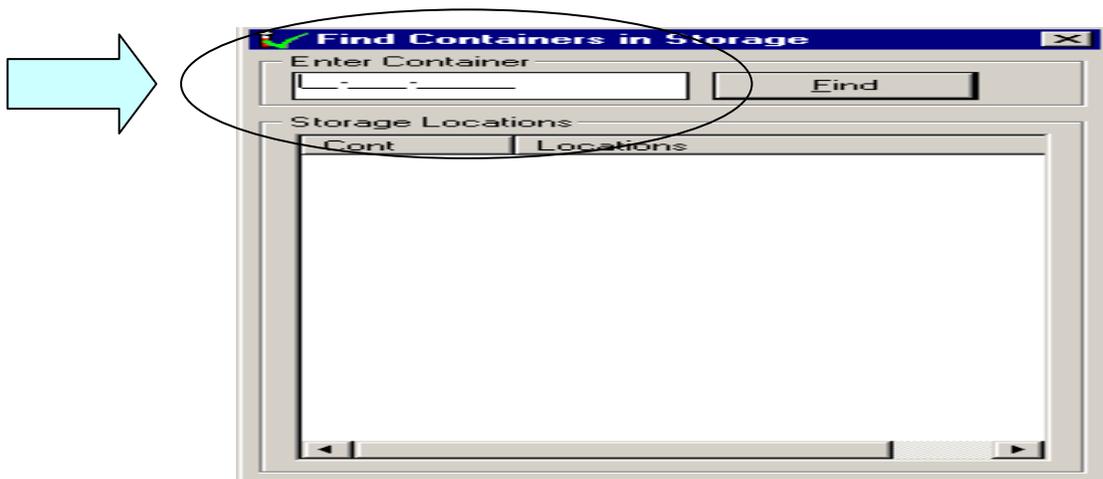
Step 6. Enter in the accession number of the test tube in the cell according to the rack set up



Optional Procedures

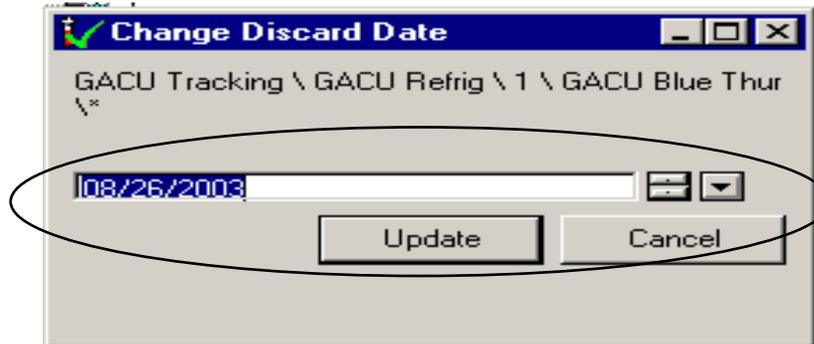
Step 7. To Discard the rack, **at the rack level of the hierarchy**, Goto Task, choose '*Discard*'

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.



GLOSSARY

- APPBAR :** ‘Application Bar’. Appbar has all of the user accessible applications. Upon log in, Appbar will load in your computer. Applications in the Appbar is restricted to each individual
- ICON:** A Picture or Image use to identify each applications or command
- DOE :** ‘Department Order Entry’. Application in Cerner application used to order, add-on, and cancel orders.
- ENCOUNTER:** ‘Visit’, Encounter is a term use in Cerner for each visit or access the patient has in the system.
- ORDERABLE:** 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 differentiates the multiple functions of Cerner. Order Mode is used to view the Orders. Flow sheet mode is used to view the Results
- FLOW SHEET:** 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

