

Job Aid : How To Enter Test Orders Referred To Your Laboratory For Confirmation Testing

Objective : Use OpenELIS to enter test orders for all samples referred to the laboratory for additional or confirmation testing.

Task : Fill in all data related to a confirmation test order.

When : When other laboratories send samples for confirmation testing.

Who : Laboratory personnel receiving samples

Required materials : Sample, confirmation test order, computer with OpenELIS installed, login credentials

Notes : Fields marked with a red asterix * are mandatory.

Step

Action

1. Move the mouse over the **Test** tab and click on the **Add Confirmation Order** tab.



The **Add Confirmation Order** form will appear on the page.

Add Confirmation Order

Accession Number: * Scan OR Enter Manually OR [Generate](#)
 Received Date: * (dd/mm/yyyy) Reception Time (hh:mm):

Requester

Site
 Contact [New Requester](#)
 First Name Last Name Phone Fax Email

Test Request


External Site Specimen Number Collection Date (dd/mm/yyyy):
 Condition Sample Type *
 External Site Test External Site Result
[Add Requester Test Result](#)

Tests Requested : *

[Add Requester Sample](#)


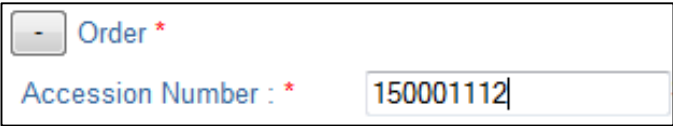
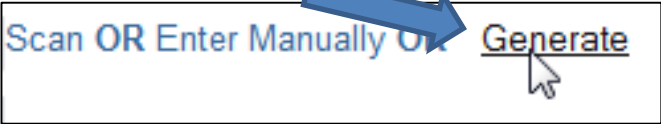

Patient:

2.



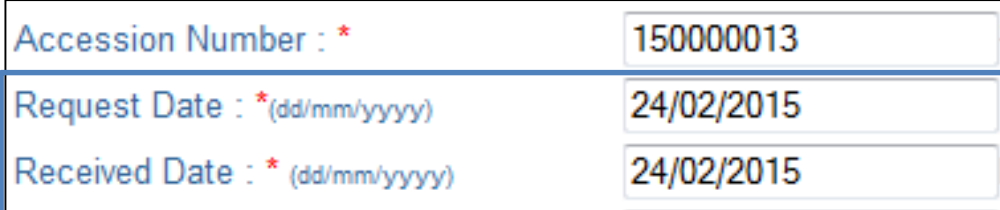
Use one of the following ways to enter the order's **Accession Number**.

Note that an Accession Number cannot be re-used.

If	Then
You have a scanner and the sample has a bar code label	Scan the sample's bar code label. The Accession Number will automatically be filled. 
The order already has an accession number	Type this number into the Accession Number field. 
The order does not have an accession number	Click on Generate .  <p>An Accession Number will automatically be assigned to the order and appear in the field.</p> 





3.

The **Request Date** and the **Received Date** automatically display today's date. Review the **Request Date** and the **Received Date** against the test order provided by the referring laboratory.



Update these fields by typing in the day, month, and year. If the DD/MM/YYYY format is not respected, the field will be outlined in red to highlight the error.

	<div> Received Date : * (dd/mm/yyyy) 02/24/2015 </div> <p>Note : The Received Date corresponds to the date that the sample was actually received by the laboratory.</p>
4.	Enter the Reception Time using the hour: minute format. <div> Scan OR Enter Manually OR <u>Generate</u> </div> <div> Reception Time (hh:mm): 15:25 </div>
Requesting Site Information (Requester)	
5.	<p>Begin typing in the name of the Site that referred the sample to your laboratory. A drop down list of facility names that contain the letters you type in will appear.</p> <p>Select and click on the correct site name.</p> <div> <div>Requester</div> <div> Site busi Contact GK PRISONS DISPENSARY (BUSIA) EBUSIRATSI HEALTH CENTRE NEW BUSIA MATERNITY & NURSING HOME MABUSI HEALTH CENTRE Test Re BUSIESO DISPENSARY External BUSIBWABO DISPENSARY BUSIA TRAILER PARK CLINIC Condition BUSIA DISTRICT HOSPITAL </div> </div>
6.	<p>Fill the contact information of the person referring the tests to your laboratory.:</p> <ul style="list-style-type: none"> • First name • Last name • Phone • Fax • Email <div> Contact New Requester <div> First Name Last Name Phone Fax Email </div> <div> Marcus Owiti +254-078-197-328 </div> </div>
Test Request	
7.	<p>Type in the External Site Specimen Number assigned to the sample by the referral site (requestor).</p> <p>Note that the new sample number, assigned to the sample by your laboratory, will be the order or Accession Number and the specimen ID number that is assigned to each sample during referral sample entry in OpenELIS.</p> <div> <div>Test Request</div> <div> External Site Specimen Number BD25022015-5 </div> </div>

8.	<p>In the Collection Date field, enter the date the sample was taken from the patient by the requesting laboratory.</p> <p>Note that the dd/mm/yyyy format must be respected.</p>	<div>Collection Date (dd/mm/yyyy): 25/02/2015</div>
9.	<p>Select the option from the drop down list that best corresponds to the current Condition of the sample.</p> <p>Note that you can choose more than one condition: each condition selected will appear below the drop down menu.</p>	<div> <div>Test Request</div> <div>External Site Specimen Number BD25022015-5</div> <div> <div>Condition</div> <div>Multiple</div> <div>Multiple</div> <div>Broken Tubes</div> <div>Coagulated</div> <div>Contaminated</div> <div>Form without Sample</div> <div>Frozen</div> <div>Hematolysis</div> <div>Inadequate Sampling</div> </div> <div>External Site Test</div> <div>Tests Requested : *</div> </div> <div> <div>Condition</div> <div>Multiple</div> <div>Refrigerated X</div> <div>Leaked Sample X</div> </div> <p>If you select a condition in error, click on the "X" next to the condition to remove it from the form.</p>
10.	<p>Click on the  icon to open a text field for Notes.</p> <p>Type any notes regarding the sample into this field, then click on the  icon to close the Notes field.</p>	<div>Collection Date (dd/mm/yyyy): 25/02/2015 </div> <div> <div>Number BD25022015-5</div> <div>Collection Date (dd/mm/yyyy): 25/02/2015 </div> <div> <div>Multiple</div> <div>Refrigerated X</div> <div>Leaked Sample X</div> </div> <div>Sample Type *</div> <div>Note:</div> </div>
11.	<p>Select the Sample Type from the options provided in the drop down list.</p> <p>Note : The sample type selected will trigger the following to be displayed :</p> <ul style="list-style-type: none"> A drop down list of External Site Test, where the tests conducted by the referring site can be entered. A list of Tests Requested, where the tests 	<div>Sample Type *</div> <div>External Site Result</div> <div> <div>Urine</div> <div>Swab/Urine</div> <div>Blood</div> <div>Smear</div> <div>Genital Smears</div> <div>Bone Marrow</div> <div>Stool</div> <div>Skin</div> <div>Swab</div> <div>Tissue</div> </div>

ordered by the referring site can be selected. This list only contains those tests associated with the selected sample type.

Condition: Multiple

Sample Type *: Stool

External Site Test: [Empty]

External Site Result: [Empty]

[Add Requester Test Result](#)

Tests Requested : *

- ☐ Taenia spp.
- ☐ H. nana
- ☐ H. diminuta
- ☐ Hookworm
- ☐ Roundworms
- ☐ S. mansoni
- ☐ Trichuris trichiura
- ☐ Strongyloides stercoralis
- ☐ Isospora belli
- ☐ E. histolytica
- ☐ Giardia lamblia
- ☐ Cryptosporidium
- ☐ Cyclospora

12. From the **External Site Test** drop down list, select the test originally conducted by the referring laboratory.

External Site Test

Tests Requested : *

- Taenia spp.
- H. nana
- H. diminuta
- Hookworm
- Roundworms
- S. mansoni
- Trichuris trichiura
- Strongyloides stercoralis
- Isospora belli
- E. histolytica
- Giardia lamblia
- Cryptosporidium
- Cyclospora




13. Fill in the **External Site Result** by selecting and clicking on the correct option displayed on the drop down list.

External Site Result

- Negative
- Positive
- Unspecified
- Not Listed

- | 14. | If... | Go to... |
|-----|--|----------|
| | The referring site has other tests orders to enter | Step 15 |
| | You have entered a test result in error | Step 16 |
| | You have entered all test orders and original results for the samples from the referring site, | Step 17 |

15.	<p>Click on Add Requester Test Result.</p> <div data-bbox="708 201 1370 428"> <div>External Site Test</div> <div>Hookworm</div> <div>Add Requester Test Result</div> <div>Tests Requested : *</div> <div> <input type="checkbox"/> Taenia spp. <input type="checkbox"/> H. nana <input type="checkbox"/> H. diminuta </div> </div> <p>A new line will appear with External Site Test and External Site Result fields.</p> <div data-bbox="292 499 1370 596"> <div>External Site Test</div> <div>Hookworm</div> <div>External Site Result</div> <div>Unspecified</div> <div>External Site Test</div> <div></div> <div>External Site Result</div> </div> <p>Return to Step 12 and enter the test data into these fields.</p>						
16.	<p>Click on the Remove hyperlink to the right of the test result that you want to delete.</p> <div data-bbox="292 747 1370 890"> <div>External Site Test</div> <div>Hookworm</div> <div>External Site Result</div> <div>Negative</div> <div>External Site Test</div> <div>Roundworms</div> <div>External Site Result</div> <div>Negative</div> <div>External Site Test</div> <div>Giardia lamblia</div> <div>External Site Result</div> <div></div> <div>Add Requester Test Result</div> <div>Remove</div> <div>Remove</div> </div>						
17.	<p>Click on the tick boxes next to the new or confirmation Tests Requested by the referring laboratory.</p> <div data-bbox="831 949 1370 1419"> <div>Tests Requested : *</div> <div> <input type="checkbox"/> Taenia spp. <input type="checkbox"/> H. nana <input type="checkbox"/> H. diminuta <input checked="" type="checkbox"/> Hookworm <input checked="" type="checkbox"/> Roundworms <input type="checkbox"/> S. mansoni <input type="checkbox"/> Trichuris trichiura <input type="checkbox"/> Strongyloides stercoralis <input type="checkbox"/> Isospora belli <input type="checkbox"/> E. histolytica <input checked="" type="checkbox"/> Giardia lamblia <input type="checkbox"/> Cryptosporidium <input type="checkbox"/> Cyclospora </div> </div>						
18.	<table border="1"> <thead> <tr> <th>If...</th><th>Go to....</th></tr> </thead> <tbody> <tr> <td>You have other samples for this patient from the same referring site that you want to add to this confirmation order</td><td>Step 19</td></tr> <tr> <td>You have finished entering all samples and confirmation test orders for this patient from the same referring site,</td><td>Step 20</td></tr> </tbody> </table>	If...	Go to....	You have other samples for this patient from the same referring site that you want to add to this confirmation order	Step 19	You have finished entering all samples and confirmation test orders for this patient from the same referring site,	Step 20
If...	Go to....						
You have other samples for this patient from the same referring site that you want to add to this confirmation order	Step 19						
You have finished entering all samples and confirmation test orders for this patient from the same referring site,	Step 20						
19.	<p>Click on Add Requester Sample at the bottom of the Test Request section.</p> <div data-bbox="987 1680 1370 1839"> <div></div> <div></div> <div>Add Requester Sample</div> <div></div> </div> <p>A new, blank set of Test Request fields will appear below those that you just filled.</p>						

	<div> <div> <div>External Site Specimen Number <input type="text"/></div> <div>Collection Date (dd/mm/yyyy): <input type="text"/>  Remove</div> </div> <div> <div>Condition Multiple</div> <div>Sample Type * <input type="text"/></div> </div> <div> <div>External Site Test <input type="text"/></div> <div>External Site Result</div> </div> <div> <div>Tests Requested : *</div> <div>Add Requester Test Result</div> </div> <div> <div>Add Requester Sample</div> </div> </div>	
	Return to Step 7 to fill in the details for the remaining confirmation test orders.	
20.	<p>Click on the  to the left of Patient to open a new part of the field where patient information associated with the confirmation test order and sample can be added.</p> <p> Patient:</p> <p>Note: For confirmation orders, patient information is not required.</p>	
21.	If...	Then...
	You do not have any patient information	Go on to Step 22
	You have the patient's information (ie : identification number) and you want to search OpenELIS for the patient's record,	see <i>Job Aid: How to Search for a Patient.</i>
	You have the patient's information and you cannot find the patient's record in OpenELIS,	see <i>Job Aid: Creating a Patient Record</i> for guidance.
22.	Once all confirmation order information is entered, click on the Save button.	<div> <div>Save</div> <div>Cancel</div> </div>
23.	<p>This task is completed once a new, blank Confirmation Order form appears as well as a message indicating that the data has been saved in OpenELIS.</p> <div> <div> <div>Add Confirmation Order</div> <div>Save was successful</div> <div> <div>Accession Number: * <input type="text"/></div> <div>Scan OR Enter Manually OR Generate</div> </div> <div> <div>Received Date: * (dd/mm/yyyy) <input type="text"/></div> <div>Reception Time (hh:mm): <input type="text"/></div> </div> </div> </div>	

