

CERNER TRAINING MANUALS

# WORKLIST REQUEST




# CONTENTS


INTRODUCTION	1	Removing an Item . . . . .	7
ABOUT WORKLISTS	3	Adding an Item . . . . .	7
BUILDING WORKLIST	5	PRINTING WORKLISTS	9
MODIFYING THE WORKLIST	7	Print Worklists . . . . .	9
Moving Items on the List . . . . .	7	Creating Favorite Printers . . . . .	10
		Print Preview . . . . .	11

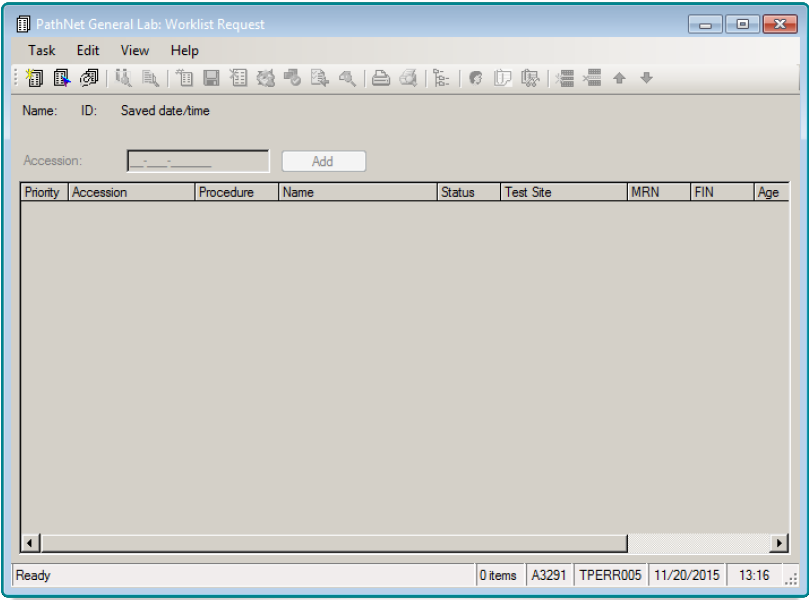


# INTRODUCTION

Worklist Request is the Cerner Application used to create and print worklist for certain tests. This is primarily used for batched tests.

OPEN WORKLIST REQUEST by clicking the  icon from the App-Bar.<sup>1</sup>

<sup>1</sup>  Refer to the APP-BAR PROCEDURE if you need help adding it.





# ABOUT WORKLISTS

Worklists are an easy way to document manually entered results for batched tests.

VERIFIED BY  
PERFORMED BY

REPORT: GLS\_RPT\_WORKLIST      Brackenridge Hospital      DATE: 11/20/2015  
NAME: BH RFR      TIME: 15:44  
ID:      LABORATORY WORKSHEET      BY: TPERR005  
TEST SITE: BH Sero Man      PAGE: 1  
Saved by:      Downloaded by:  
Saved at:      Downloaded at:

ACCESSION	DEMOGRAPHICS	LOCATION	COLLECTED	PROCEDURE	RESULT	PERF	VERF
15-258-000058	ZTESTGENDIAB, SWCMPTM Williamson			RFR Q1			
DR:ZTest, Phys 1	8258924						
ST - Stat/In-Lab	15 months Male						
	White						
VISIT REASON: TEST							
15-257-000087	ZTESTGENDIAB, SWCMPTM Williamson			RFR Q1			
DR:ZTest, Phys 1	8258926						
ST - Stat/In-Lab	2 years Male						
VISIT REASON: TEST							
15-258-000017	ZTESTGENDIAB, BHFA20Y Brackenridge			RFR Q1			
DR:ZTest, Phys 1	5027864						
ST - Stat/In-Lab	20 years Female						
VISIT REASON: BRONCHIAL ADENOMA							
15-258-000091	ZTESTGENDIAB, SWCMPTM Williamson			RFR Q1			
DR:ZTest, Phys 1	8258929						
ST - Stat/In-Lab	5 years Male						
VISIT REASON: TEST							

\*\*\*\*\* END OF REPORT \*\*\*\*\*

Ready      1 Page

COLUMN	PURPOSE
ACCESSION	LISTS THE ACCESSIONS ON THE WORKLIST.
DEMOGRAPHICS	LISTS THE PATIENTS DEMOGRAPHICS.
SCHEDULED	LISTS THE PATIENT'S LOCATION.
LOCATION	THE PROCEDURE BEING PERFORMED.
COLLECTED	THE COLLECTION DATE AND TIME.
PROCEDURE	THE RESULT OF THE PROCEDURE.
PERF	THE PERSON WHO PERFORMED THE TEST.
VERF	THE PERSON WHO VERIFIED THE RESULTS ARE CORRECT.

Table 1: Worklist Description





# BUILDING WORKLIST

This chapter will guide you through creating a new WORKLIST for a batched test. The list will contain all of the IN-LAB samples.

Items can be removed from the list, or moved up and down within the list.

Click the NEW WORKLIST icon from the tool bar.



Select the type of WORKLIST from the list.<sup>2</sup> It's short.

New Worklist

Test site:  
(All)

Worklist name:  

Acetone Quantitative  
BH RPR

☐ Manual build

☐ Use template

☐ Use sequence

Sequence identifier  
Beginning number: 0   ☐ Wrap  
Instrument range: 0   To 0

OK

Cancel

Click 


OK

Priority	Accession	Procedure	Name	Status	Test Site	MRN	FIN	Age
ST - Stat	15-257-000087	RPR	ZZTESTGENLAB, SWCMP2Y	In-Lab	BH Sero Man	8258926	80701198	2 Ye
ST - Stat	15-258-000017	RPR	ZZTESTGENLAB, BHFA20Y	In-Lab	BH Sero Man	5027964	250400504	20 Y
ST - Stat	15-258-000058	RPR	ZZTESTGENLAB, SWCMP7M	In-Lab	BH Sero Man	8258924	807011984	15 M
ST - Stat	15-258-000091	RPR	ZZTESTGENLAB, SWCMC5Y	In-Lab	BH Sero Man	8258929	80701198	5 Ye



# MODIFYING THE WORKLIST

## Moving Items on the List

 *Select* the row to move.

Priority	Accession	Procedure	Name	Status	Test Site	MRN	FIN	Age
ST - Stat	15-257-000087	RPR	ZZTESTGENLAB, SWCMP2Y	In-Lab	BH Sero Man	8258926	807011986	2 Years
ST - Stat	15-258-000017	RPR	ZZTESTGENLAB, BHFA20Y	In-Lab	BH Sero Man	5027964	250400504	20 Years
ST - Stat	15-258-000058	RPR	ZZTESTGENLAB, SWCMP7M	In-Lab	BH Sero Man	8258924	807011984	15 Months
ST - Stat	15-258-000091	RPR	ZZTESTGENLAB, SWCMC5Y	In-Lab	BH Sero Man	8258929	807011989	5 Years

 Click the  or  arrows.

Priority	Accession	Procedure	Name	Status	Test Site	MRN	FIN	Age
ST - Stat	15-258-000058	RPR	ZZTESTGENLAB, SWCMP7M	In-Lab	BH Sero Man	8258924	807011984	15 Months
ST - Stat	15-257-000087	RPR	ZZTESTGENLAB, SWCMP2Y	In-Lab	BH Sero Man	8258926	807011986	2 Years
ST - Stat	15-258-000017	RPR	ZZTESTGENLAB, BHFA20Y	In-Lab	BH Sero Man	5027964	250400504	20 Years
ST - Stat	15-258-000091	RPR	ZZTESTGENLAB, SWCMC5Y	In-Lab	BH Sero Man	8258929	807011989	5 Years

## Removing an Item

 *Select* the item from the worklist.

 Click the Remove Row  icon from the tool bar.

Priority	Accession	Procedure	Name	Status	Test Site	MRN	FIN	Age
ST - Stat	15-258-000017	RPR	ZZTESTGENLAB, BHFA20Y	In-Lab	BH Sero Man	5027964	250400504	20 Years
ST - Stat	15-258-000058	RPR	ZZTESTGENLAB, SWCMP7M	In-Lab	BH Sero Man	8258924	807011984	15 Months
ST - Stat	15-258-000091	RPR	ZZTESTGENLAB, SWCMC5Y	In-Lab	BH Sero Man	8258929	807011989	5 Years

## Adding an Item

This will allow you to add any item which QUALIFIES<sup>3</sup> for the worklist.

<sup>3</sup> It needs to be in the IN-LAB status and not currently in a worklist.

 Click the Add Row  icon from the tool bar.

Priority	Accession	Procedure	Name	Status	Test Site	MRN	FIN	Age
ST - Stat	15-257-000087	RPR	ZZTESTGENLAB, SWCMP2Y	In-Lab	BH Sero Man	8258926	807011984	2 Yr

Add Close

*Select* the item to add to the worklist.

*Click*

*Click* when finished.

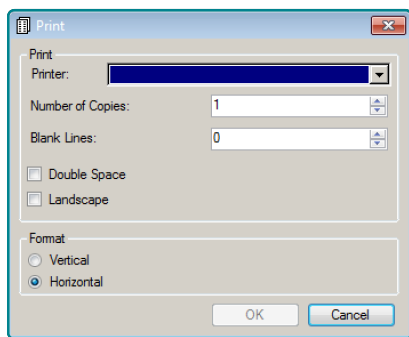
Priority	Accession	Procedure	Name	Status	Test Site	MRN	FIN	Age
ST - Stat	15-257-000087	RPR	ZZTESTGENLAB, SWCMP2Y	In-Lab	BH Sero Man	8258926	807011984	2 Yr
ST - Stat	15-258-000017	RPR	ZZTESTGENLAB, BHFA20Y	In-Lab	BH Sero Man	5027964	250400504	20 Yr
ST - Stat	15-258-000058	RPR	ZZTESTGENLAB, SWCMP7M	In-Lab	BH Sero Man	8258924	807011984	15 M
ST - Stat	15-258-000091	RPR	ZZTESTGENLAB, SWCMC5Y	In-Lab	BH Sero Man	8258929	807011984	5 Yr

# PRINTING WORKLISTS

## *Print Worklists*

Printing within WORKLIST REQUEST works differently than many of the other Cerner Applications. Worklist Request uses printers which are defined within Cerner.

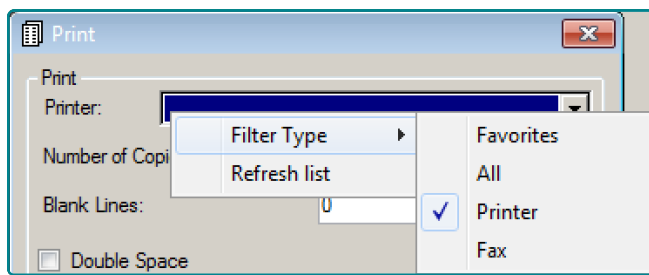
Click the Print Worklist  icon from the tool bar.




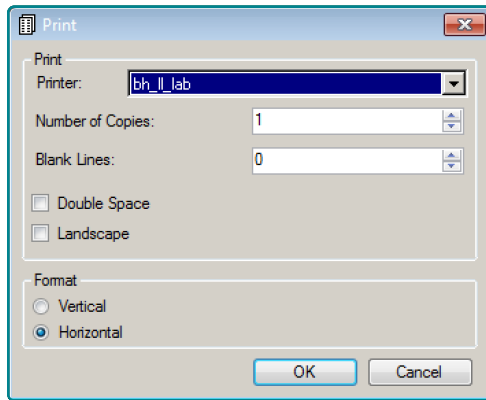
Right-Click on the **PRINTER LIST**.

Select **FILTER TYPE**.

Select **PRINTER**.

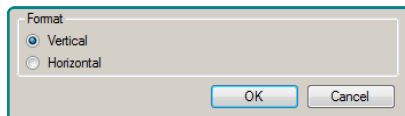


 *Select* the nearest printer from the **PRINTER LIST**.



**⚠ WARNING:** THIS PRINTER SELECTED IN THIS IMAGE MAY NOT BE A USABLE PRINTER.

 *Select* **VERTICAL** for the format.

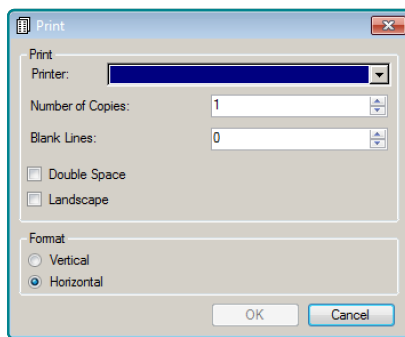



 *Click* 


## *Creating Favorite Printers*

The list of printers to choose from is exceptionally long. However, you may have noticed in the previous section there is a way to set up favorite printers.

 *Click* the Print Worklist  icon from the tool bar.

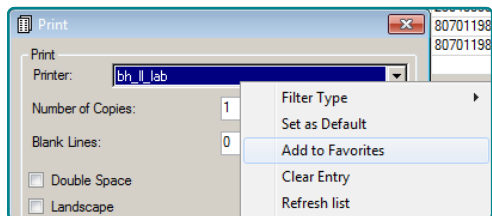



 *Select* a printer you'd like to add to your favorites List.


 *Right-Click* on the PRINTER LIST.


 *Select* ADD TO FAVORITES.<sup>4</sup>


<sup>4</sup> You can select REMOVE FROM FAVORITES to remove a printer.

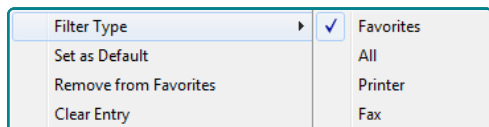


 *Repeat* for all the printer's you'd like to add.

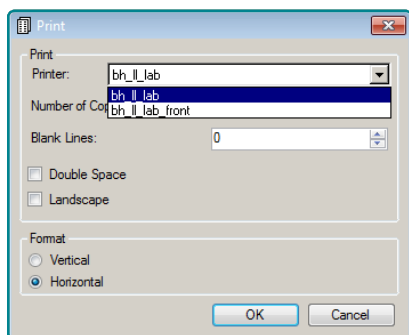
 *Right-Click* on the PRINTER LIST.

 *Select* FILTER TYPE.

 *Select* FAVORITES.



NOW, THE LIST of printers contain only printers you'll use.



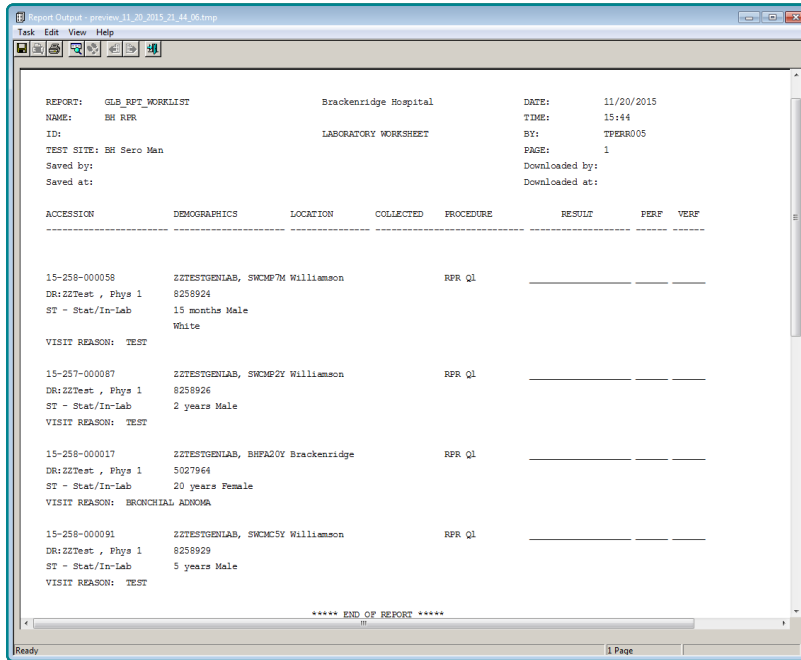
## Print Preview

 *Click* the Print Preview  icon from the tool bar.

 **Select VERTICAL** for the format.

 **Click** 

A WINDOW WILL APPEAR displaying the worklist.



REPORT: GLS\_RPT\_WORKLIST      Brackenridge Hospital      DATE: 11/20/2015  
NAME: BH RPR      TIME: 15:44  
ID: LABORATORY WORKSHEET      BY: TPERRO05  
TEST SITE: BH Sero Man      PAGE: 1  
Saved by:      Downloaded by:  
Saved at:      Downloaded at:

ACCESSION	DEMOGRAPHICS	LOCATION	COLLECTED	PROCEDURE	RESULT	PERF	VERF
15-258-000058	ZTESTGENLAB, SWCMPTM Williamson			RPR Q1			
DR:Z2Test . Phys 1	8258924						
ST - Stat/In-Lab	15 months Male						
VISIT REASON: TEST	White						
15-257-000087	ZTESTGENLAB, SWCMPTM Williamson			RPR Q1			
DR:Z2Test . Phys 1	8258926						
ST - Stat/In-Lab	2 years Male						
VISIT REASON: TEST							
15-258-000017	ZTESTGENLAB, BHFA20Y Brackenridge			RPR Q1			
DR:Z2Test . Phys 1	5027964						
ST - Stat/In-Lab	20 years Female						
VISIT REASON: BRONCHIAL ADENOMA							
15-258-000091	ZTESTGENLAB, SWCMPTM Williamson			RPR Q1			
DR:Z2Test . Phys 1	8258929						
ST - Stat/In-Lab	5 years Male						
VISIT REASON: TEST							

\*\*\*\*\* END OF REPORT \*\*\*\*\*

Ready      1 Page



# TROUBLESHOOTING

## *I can't find my printer!*

- **CHECK YOUR FILTERS:** Right click on the list of printers and set the FILTER TYPE to PRINTERS.
- **MAKE SURE IT EXISTS:** If the printer is new, it may need to be built into Cerner. Contact Information Systems.

## *I'm Missing Accessions*

There are a few things that can cause this:

- **ACCESSION ISN'T LOGGED IN:** Only IN-LAB orders will appear. Simply log it in.
- **ACCESSION IS ALREADY ON A LIST:** If the Accession was placed on another worklist, it may not show up when trying to create new worklists.
- **YOU REMOVED IT:** If you've removed it, you can simply add it back again.



