

## PART XVII

# CLASS ACTIVITIES

# QUICK REFERENCE

In order to find your information quicker, you can use this page to answer some of the questions.

 1: YOUR TEST PATIENT'S MRN \_\_\_\_\_

## DEPARTMENT ORDER ENTRY

 2: ACCESSION NUMBER (BLOOD) \_\_\_\_\_

 3: ACCESSION NUMBER (BONE MARROW) \_\_\_\_\_

## CONTAINER INQUIRY

 4: WHICH CONTAINER IS THE PTT ON? \_\_\_\_\_

 5: WHICH **SERVICE RESOURCE** IS THE **PTT** ROUTED TO? \_\_\_\_\_

## TRANSFERRING

 6: WHAT IS THE NUMBER OF THE LIST YOUR PTT IS ON? \_\_\_\_\_

 7: WHAT IS THE NUMBER OF THE LIST YOUR CHABM IS ON? \_\_\_\_\_

## ADVANCED ARE

 8: ACCESSION NUMBER (SYNOVIAL) \_\_\_\_\_

# PLACING ORDERS

## DEPARTMENT ORDER ENTRY

 **WARNING:** Please read the instructions carefully!

- Do **NOT** change the client field.
- Do **NOT** submit orders until instructed to do so.

**info:** For help with the next activity; see:

 **DEPARTMENT ORDER ENTRY: PATIENT LOOKUP**, pg. 29

 SEARCH FOR YOUR PATIENT USING THE MRN<sup>1</sup>

 SEARCH FOR A **ELECTROLYTES METABOLIC PANEL**

<sup>1</sup> **QUESTION #:** 1 ON YOUR QUICK REFERENCE SHEET.

**info:** Set the following values:

- ☒ Collected
- Set the **RECEIVED LOCATION** to SMC Login.

 ADD THE ELECTROLYTES PANEL TO YOUR SCRATCH-PAD<sup>2</sup>

<sup>2</sup>  **Hotkey:** CTRL+A

**info:** For the next activity, you don't need to change any of the options. They will default to those chosen with the Electrolytes Panel.

 ADD THE FOLLOWING TESTS:

- hCG Qualitative
- TNSIBC
- Chromosome Analysis on Bone Marrow

 SUBMIT THE ORDER<sup>3</sup>

<sup>3</sup>  **Hotkey:** CTRL+O

 Write this down on your **QUICK REFERENCE GUIDE:**

- ACCESSION NUMBER (BLOOD)
- ACCESSION NUMBER (BONE MARROW)


## CREATING AN ERROR

**⚠ IMPORTANT:** For this next activity, set the **COLLECTION TIME** to be greater than the **RECEIVED TIME**.

 ORDER A CDSF<sup>4</sup>

<sup>4</sup> This will generate an ERROR.

**info:** For help with the next activity; see:

 **DEPARTMENT ORDER ENTRY: TROUBLESHOOTING SUBMISSION ERRORS**, pg. 40


 VIEW THE SUBMISSION ERROR

 FIX THE ERROR, AND RE-SUBMIT THE ORDERS

 Write this down on your **QUICK REFERENCE GUIDE**:

- ACCESSION NUMBER (SYNOVIAL)

## ACCESSION ADD-ON

 ADD A PTT TO THE BLOOD SAMPLE ORDERED EARLIER.

## CONTAINER INQUIRY

 USING **CONTAINER INQUIRY** SEARCH FOR THE BLOOD SAMPLE.<sup>5</sup>

<sup>5</sup> **QUESTION #:** 2 ON YOUR QUICK REFERENCE SHEET.

 Write this down on your **QUICK REFERENCE GUIDE**:

- WHAT CONTAINER IS YOUR PTT ON?

 Write this down on your **QUICK REFERENCE GUIDE**:

- WHICH **SERVICE RESOURCE** IS THE PTT ROUTED TO?

# ENTERING RESULTS

## ACCESSION RESULT ENTRY

### GETTING STARTED

**info:** For help with the next activity; see:

 **ACCESSION RESULT ENTRY: CUSTOMIZING ACCESSION RESULT ENTRY, pg. 167**

 SET THE DEFAULT VALUES

### ENTERING RESULTS

 **IMPORTANT:** Do not or **VERIFY** these until instructed.


 OPEN THE ACCESSION NUMBER FOR YOUR BLOOD SAMPLE USING ARE.<sup>6</sup>

 SET THE **TEST SITE** TO SMC REMISOL.<sup>7</sup>

 ENTER RESULTS FOR THE LYTES USING THE FOLLOWING CRITERIA:

- **SODIUM:** 201
- **POTASSIUM:** 6
- **CHLORIDE:** 100
- **CO2:** 20

 VERIFY THE PANEL.

 **IMPORTANT:** Normally, we select “Yes.” However, in order to show you additional features, we’d like you select “No.”

 CLICK “NO”

 ENTER A **BATCH COMMENT**<sup>8</sup>

 USING THE **CALLRED** TEMPLATE, ENTER A CRITICAL COMMENT

**info:** For help with the next activity; see:

 **COMMENTS: USING TEMPLATES, pg. 235**

 CLICK VERIFY

<sup>6</sup> **QUESTION #:** 1 ON YOUR QUICK REFERENCE SHEET.

<sup>7</sup> Click Retrieve if needed.

<sup>8</sup>  **Hotkey:** CTRL+B

## CORRECTION MODE

In this section, we will be modifying some results.

 SET ARE TO **CORRECTION MODE**

 CHANGE THE SODIUM TO 136

 ENTER A CORRECTION COMMENT<sup>9</sup>

<sup>9</sup>  *Hotkey:* **CTRL+A**

# VIEWING ORDERS

## ORDER RESULT VIEWER

**info:** For help with the next activity; see:

 **ORDER RESULT VIEWER: GETTING STARTED**, pg. 99

 CHANGE DEFAULT VALUES

### SEARCHING FOR A PATIENT

 PULL UP YOUR PATIENT'S ORDERS<sup>10</sup>

 DOUBLE CLICK ON THE ELECTROLYTES PANEL.

 SELECT A **CORRECTED RESULT**<sup>11</sup>

 CLICK ON **HISTORY**

<sup>10</sup> **QUESTION #:** 1 ON YOUR QUICK REFERENCE SHEET.

<sup>11</sup> Look at the **STATUS** column.

## CANCELING ORDERS

**info:** For help with the next activity; see:

 **ORDER RESULT VIEWER: CANCELING ORDERS**, pg. 113

 CANCEL THE SHCG

## PENDING INQUIRY

**info:** For help with the next activity; see:

 **PENDING INQUIRY: CUSTOMIZE PENDING INQUIRY**, pg. 125

 MODIFY THE HEADINGS

 RE-ROUTE THE PTT TO BRAKENRIDGE.

**info:** For help with the next activity; see:

 **PENDING INQUIRY: TRANSFER SAMPLES**, pg. 139

 TRANSFER THE PTT.

# TRANSFER SPECIMEN

## SET UP DEFAULTS

**info:** In this section we will create two transfer lists. Please pay close attention, this section gets complicated.

## CREATING LISTS

### YOUR FIRST LIST

The first list will contain your PTT.

**⚠ IMPORTANT:** Use the Following Settings:


From: **FROM SMC LOGIN**

To: **TO BH LOGIN**

**info:** For help with the next activity; see:

 **TRANSFER SPECIMEN: CREATE A TRANSFER LIST, pg. 151**

## CREATE A TRANSFER LIST FOR THE PTT ORDER.

 Write this down on your **QUICK REFERENCE GUIDE:**

- WHAT IS YOUR LIST NUMBER?

### YOUR SECOND LIST

The second list will contain your CHABM.

**⚠ IMPORTANT:** Use the Following Settings:


From: **FROM SMC LOGIN**

To: **TO BH REFERRALS**

**info:** For help with the next activity; see:

 **TRANSFER SPECIMEN: CREATE A TRANSFER LIST, pg. 151**

## CREATE A TRANSFER LIST FOR THE CHABM


 Write this down on your **QUICK REFERENCE GUIDE:**

- WHAT IS YOUR LIST NUMBER?



## MODIFY LIST

 SELECT AND MODIFY YOUR FIRST LIST<sup>12</sup>

 ADD THE TNSIBC TO THE LIST<sup>13</sup>

<sup>12</sup> **QUESTION #:** 6 ON YOUR QUICK REFERENCE SHEET.

<sup>13</sup> **QUESTION #:** 2 ON YOUR QUICK REFERENCE SHEET.

# SPECIMEN LOGIN


## LOG-IN BY ACCESSION

**info:** For help with the next activity; see:

 **SPECIMEN LOG-IN: LOG-IN ACCESSIONS PROCEDURE**, pg. 60

 OPEN ACCESSION LOG-IN AND CHOOSE: **LOG-IN BY ACCESSION**

 MAKE SURE THE LOG-IN LOCATION IS SET TO **BH LOGIN**

 **IMPORTANT:** In order to prevent errors, enter the container ID after the Accession Numbers.<sup>14</sup>

- CHABM<sup>15</sup>

- PTT<sup>16</sup>

<sup>14</sup> Capital Letters

<sup>15</sup> This will be container 'A'

<sup>16</sup> **QUESTION #: 4 ON YOUR QUICK REFERENCE SHEET.**


## LOGIN BY LIST

**info:** For help with the next activity; see:

 **SPECIMEN LOG-IN: LOG-IN BY LIST**, pg. 65

 OPEN ACCESSION LOG-IN AND CHOOSE: **LOG-IN BY LIST**

 LOG IN YOUR SECOND LIST<sup>17</sup>

 LOG IN YOUR FIRST LIST

<sup>17</sup> **QUESTION #: 7 ON YOUR QUICK REFERENCE SHEET.**

## ADVANCED ARE

 OPEN YOUR SYNOVIAL FLUID IN ARE

 RESULT IT SO THAT A DIFFERENTIAL AND CRYSTAL ID WILL REFLEX.

**info:**

- WBC > 5
- CRYSTALS: Present

## DIFFERENTIAL MODE

**info:** For help with the next activity; see:

 [ACCESSION RESULT ENTRY: PERFORMING THE DIFFERENTIAL, pg. 185](#)

 PERFORM A DIFFERENTIAL.

 SWITCH TO ACCESSION MODE AND ENTER THE TOTAL CELLS COUNTED.