Inpatient/ED Laboratory Workflows
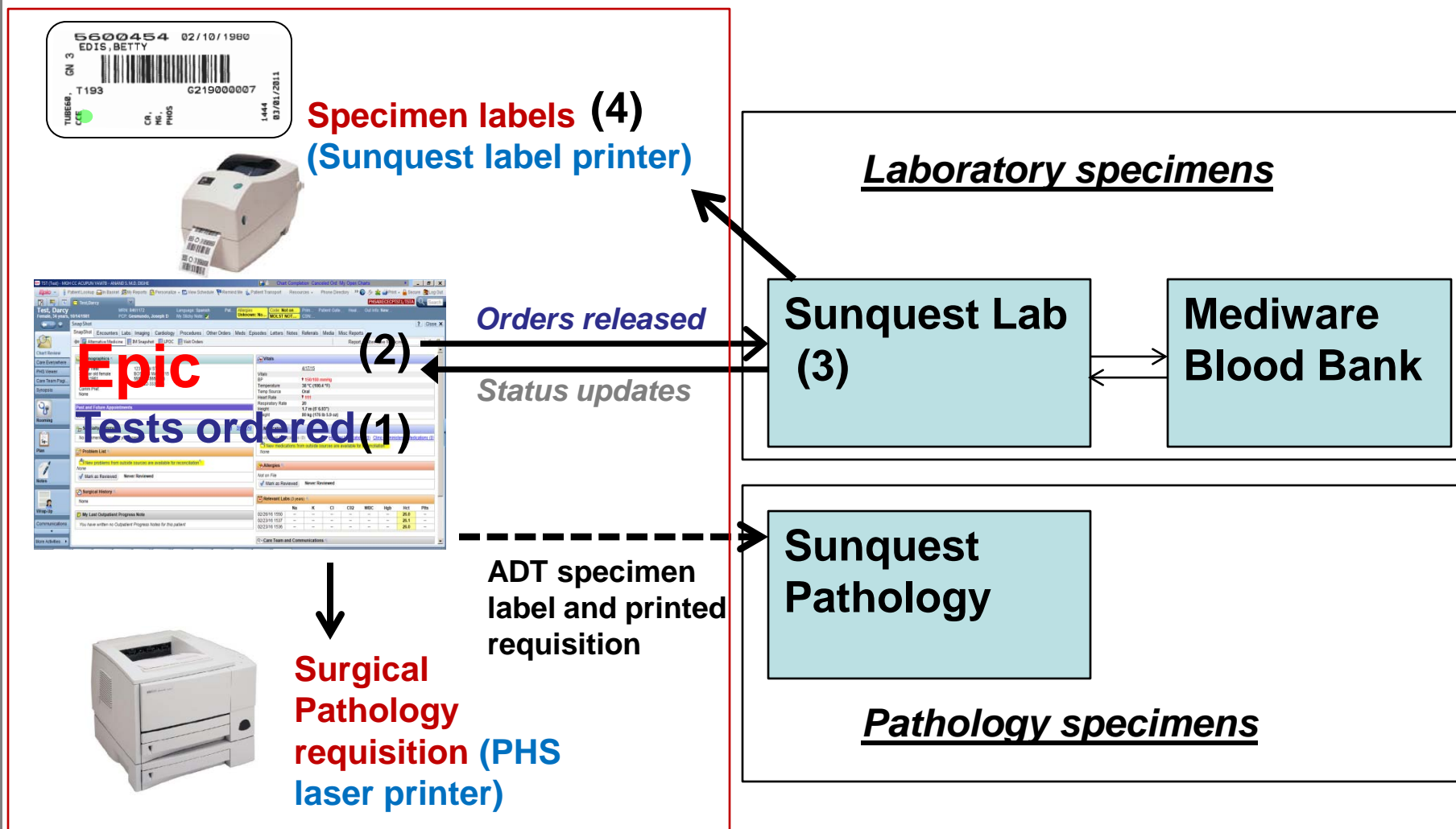
AGENDA

- **Background**

- **Demo and Q&A**
  - **Inpatient**
  - **Emergency dept**
  - **Ordering, collecting, transporting specimens**
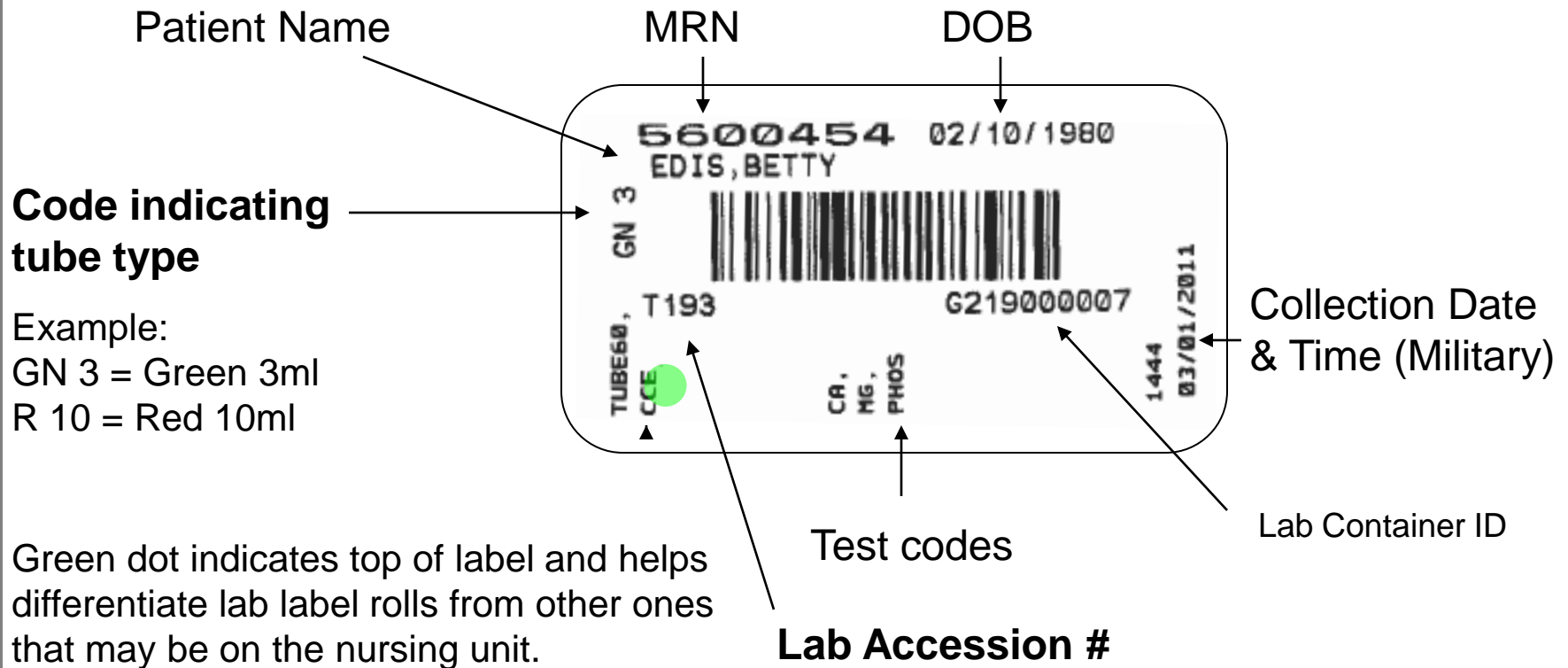 - **Clinical labs, pathology, point of care**

- **Resources for go live**

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April 2, 2016 Workflows

Laboratory specimen = Chem, heme, sendouts, micro, blood bank

Pathology specimen = Pap smears, cytology, biopsies

Specimen labels (4)
(Sunquest label printer)

Epic

Tests ordered (1)

Orders released (2)

Status updates

Surgical Pathology requisition (PHS laser printer)

ADT specimen label and printed requisition

Laboratory specimens

Sunquest Lab (3)

Mediware Blood Bank

Sunquest Pathology

Pathology specimens

Biggest Change:
Most lab requisitions replaced with Lab Labels (core, micro, sendouts, blood bank)

Patient Name

MRN

DOB

**Code indicating tube type**

Example:
GN 3 = Green 3ml
R 10 = Red 10ml

5600454   02/10/1980
EDIS,BETTY
GN 3
T193   G219000007

Collection Date & Time (Military)

Lab Container ID

Green dot indicates top of label and helps differentiate lab label rolls from other ones that may be on the nursing unit.

Test codes

Lab Accession #

Changes from POE-Lab Express

- Only a **single batch print for in AM orders** for most units

- **All other labels will be printed on demand**
  - On demand printing enables combining, discontinuing and modifying orders right up until draw time

- **No more "POE requisitions"** PRN orders, microbiology orders, timed orders, pedi orders, and blood bank orders, can all be printed to lab labels

- Pediatric units will use the same labels as adults

Pediatric Tube Labeling

Epic Requisition Tube Codes and Pediatric Crosswalk (rev.12/5/2015)
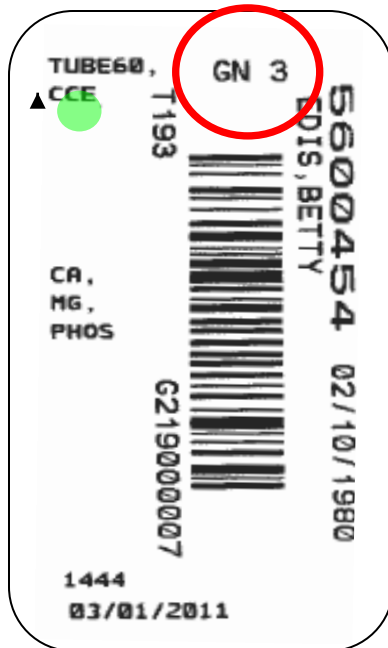
REQ LABEL TUBE CODE	TUBE TYPE
B 3	3 ml Blue
B 3 I	3 ml Blue on ICE
GD 5	5 ml Gold
GD 5 I	5 ml Gold on ICE
GD 5 F	5 ml Gold in FOIL
GN 10	10 ml Green
GN 3	3 ml Green
GN 3 I	3 ml Green on ICE
GY 2	2 ml Gray
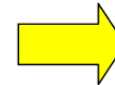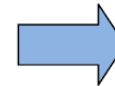
CORRESPONDING PEDIATRIC/MICROTAINER TUBE

1.8 ml Blue

Red microtainer

Green microtainer
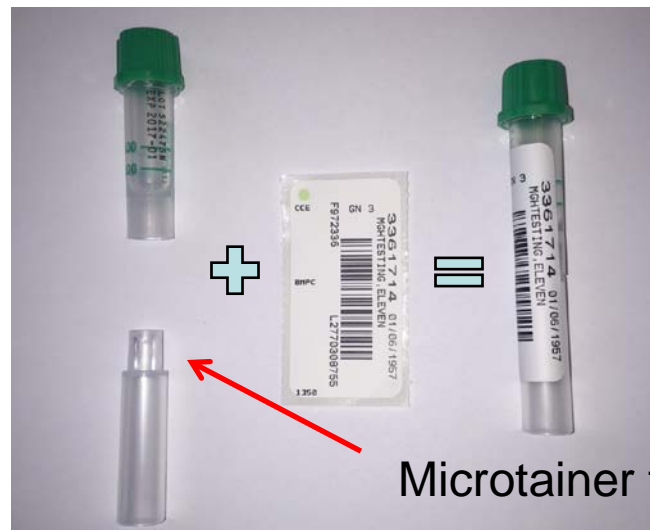
Microtainer tube extender

Batch Prints for "In AM" labs

- Two or more printers at each care unit.
- One printer used for the **single batch print for in AM orders.** Batch print times adjustable by unit but generally approximately 1 AM.
- **Other printers will be used for "On Demand" printing** from Epic. ICUs and ED may have more printers associated with various PCs.
- Labels printed during in AM batch print will have collect time defaulted as 0600. However, these can be drawn any time after printed.
- **Person collecting the in AM specimen MUST document collection date and time on the specimen bag**

TUBE60, GN 3
CCE T193
560454
EDIS, BETTY
02/10/1980
CA,
MG,
PHOS
G2190000
**0600
04/02/2016**

MASSACHUSETTS GENERAL HOSPITAL

PATHOLOGY SERVICE

USE THIS BAG FOR ALL SPECIMENS EXCEPT MICRO

Date Collected_____ /_____
Time Collected_____ AM PM

1. Place specimen(s) in zip-lock compartment.
2. Seal by sliding your thumb and forefinger across the zipper.
3. Recheck zip-lock for proper closure.
4. When using a requisition, fold and insert into outside pocket.

84498 (7/07)

On Demand Printing from Epic

- **On Demand printing from Epic used for all laboratory specimens that are NOT ordered as IN AM**.
    - Used for tests to be drawn at a specific time, STAT, Now, timed draws, PRN ("As Needed"), etc
- Printed from **Nursing Worklist (below)** or **OA Print Lab Labels** report

On Demand Printing from Epic

- After clicking "Print Label" select orders that you wish to print
- Will be able to print all labs in the past that have not been collected as well as any labs with collection times in next 6-8 hours

On Demand Printing from Epic

- Print with header label
- Container label used to label tube
- Container label indicates Collection Time (time label was printed)
- **NO need to write collect date/time on bag if collected within 15 minutes of label print time.**

Container Label   **Header Label**

PUT ON CONTAINER

TOSS (in accord with PHI policy)

On Demand Printing from Epic

- After labels print and specimen collected you can return to worklist and document that blood was collected (and who collected)
- **Done** task must be completed before tubes received in the lab otherwise button will not be available.

On Demand Printing from Epic

- Defaults to logged in user, can change who collected
- Can select all labs that were collected

Microbiology Testing

- Header label indicates to put microbiology sample in **blue microbiology bag**
- Header label provides source and specimen description information as entered by provider (e.g. Pleural fluid)
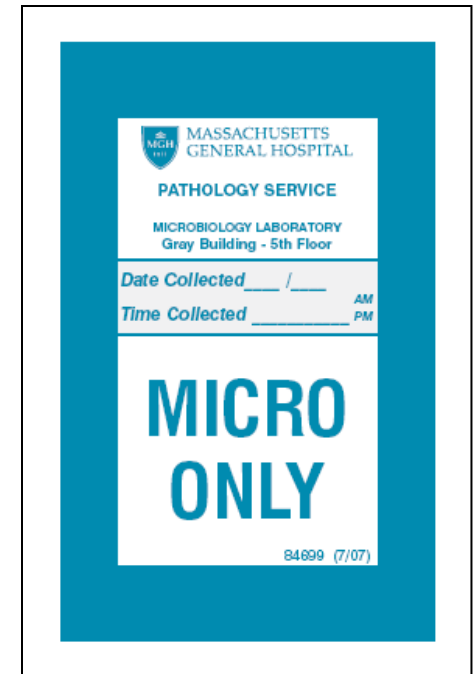- Header label should be thrown out after specimen labeled with container label

Container Label

Header Label

PUT ON CONTAINER

TOSS (in accord with PHI policy)

Blood bank testing labeling

- Signature and date/time still **REQUIRED**
- **CHANGE**: Will use new base label where lab label will be affixed
- No paper requisition needs to accompany specimen

PRN or "As Needed" test workflow

- Order test with **Frequency of "As Needed"** and the number of **Occurrences** needed. Put in comments the reason to draw (e.g. For PTT, "PRN changes in heparin dose").

- **Requires Release:** A PRN order will NOT appear on the nursing worklist or OA print labels report unless it is first released

- Must release PRN order in nursing **Active Orders report**

- Once released, the orders are available on the **Nursing Worklist** or the OA **Print Lab Labels** and can be printed via the Print Label task.

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Add On Testing

- Order in Epic similar to any other lab order

- Three lab add on orders:
  - Lab Add On
  - Microbiology Add On
  - Blood bank Add On

- Order requires entry of contact information and tests requested

- On sign, the order is sent to lab system and also prints at a designated laser printer in the lab

- If lab cannot perform add on the care unit will be contacted

Lab Add On screen

Miscellaneous Test Workflow

- Most inpatient tests will be on facility list (1,600 orders)
- Two orders: **Miscellaneous Lab Test** (Core lab, including sendouts) and **Miscellaneous Micro Test**
- Need to enter **Tests requested** and **Tube type**
- Will generate single label with MISC as the tube type

Anatomic Pathology

- Searched for in Epic similar to lab tests
- **8 different orders** (e.g. anatomic pathology, pap smear, non-GYN cytology, dermatopathology, flow cytometry)
- Upon signing, **Print Requisition** task will be created on the Nursing worklist. Orders will remain active and may be edited until the requisition is printed.
- **Specimen container(s) labeled with ADT labels**
- Send laser printed requisition plus ADT labeled container to pathology lab in **clear bag**

ADT label

Clear bag

Point of Care Enter/Edit Results

- Once POC test is ordered, Enter/Edit Results can be used to document results
- Accessible via the Work List

Point of Care Enter/Edit Results

- **Resulting lab** (i.e. where testing performed) is a <u>regulatory requirement</u>
- **For MGH Inpatient Resulting Lab = MGH POCT SPECIAL FUNCTION LAB GROUPS 1 & 2 [258]**
- Once you enter this once you can just type = in field for future patients

Comments to the Laboratory

- Comments to the laboratory can be entered during the Epic ordering process using the comment field of the order details screen
- **Rarely**, comments may need to be entered at the time of collection. For these comments affix a Header label or ADT label to a blank piece of paper and write the comment on the paper. Send to lab along with tube in specimen bag

Container Label   Header Label

Site: Left lower ankle

MASSACHUSETTS GENERAL HOSPITAL

PATHOLOGY SERVICE

USE THIS BAG FOR ALL SPECIMENS EXCEPT MICRO

Date Collected_____ /_____
Time Collected_____   AM   PM

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Issues: Unable to Draw All Tubes

- If unable to draw all tubes of an accession (group of tubes with common header label) ONLY send the tubes that were drawn
- **Do not send "extra labels" in bag**
- In some instances the tests from the label that was not sent may be able to be performed on the tubes that were received. If this is not possible, tests that were not able to be drawn on that accession will be credited.
- If the label/tube that was not drawn is sent later, the lab will create a new order using the information from the order that was credited earlier

Resources for go live

- MGH Lab Handbook http://mghlabtest.partners.org/EPIC.htm
- Epic Dashboard Learning Home