Date: March 28, 2012

To: <u>South Zone – West</u> : Unit Clerks, Nursing and AHS Rural Hospital Laboratories

From: AHS Laboratory Services – South Zone (West)

Re: LBW- 05-12   Standardized Order Entry of Lab Tests in LAB Category

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Key Messages:

Standardized processes must be followed when entering Lab orders in Meditech Order Entry.

Why this is important:

How orders are entered determine if specimen numbers combine or separate numbers are created. This has negative downstream effects for laboratory collection and testing such that:

- Patient recollection may occur when orders do not combine. This happens when two orders are placed on one patient and one is entered with a time and one is entered without.
- Follow-up can delay patient results when the laboratory has to recollect and or confirm it test orders are duplicates or not.
- Duplicate testing can occur when duplicate orders are entered and two specimen numbers are created in error.
- Causes numerous calls to nursing units to resolve problems.

Action Required:

The following standard practice for entering lab orders must be followed:

IF	THEN
ROUTINE ORDER	• **Do not enter a time** Samples can be drawn at one of the usual collection times
TIMED ORDER	• **Enter the actual time the sample should be drawn** This is used for tests such as; drug levels (Gentamicin), Troponin, tolerances
URGENT ORDER	• **Do not enter a time** Sample needs to be drawn as soon as possible. Request prints a notification/label in the Laboratory. This identifies the specimen collection priority to the lab staff.
STAT ORDER	• **Do not enter a time** Sample needs to be drawn as soon as possible. Request prints a notification/label in the Laboratory. This identifies the specimen collection priority to the lab staff.

ADD-ON Orders:

If the physician wants to add another order to an existing procedure, the nursing unit will order as an add-on as follows:

- Under Category enter LAB
- Procedure order ADD
- Procedure Name ADD PROCEDURE
- Enter test required

Lab staff will notify the nursing unit if the lab is unable to add test(s) requested. The nursing unit will need to order the test(s) if recollection required.

For additional questions contact:

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This bulletin has been reviewed and approved by:

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