Pathnet Millennium
End User Training Guide
General Laboratory
Virology

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**Department Order Entry**

**Placing an Order in Department Order Entry**

1. Launch the Department Order Entry application.
2. Enter MRN in the MRN field. If no MRN available, click on the ellipsis button to open Encounter Search.
3. Enter the family name and/or date of birth box to search for the patient.

![Encounter Search](image)

4. Select the correct encounter and click **OK**. If No open encounter than add an encounter. If no patient found, click add person. See **Registration Section for details**
5. Type the order name in the Orderable field and select the correct order.
6. Enter Collected Date/Time
7. Enter Specimen Received Location
8. Review any remaining boxes that are required and complete them as needed. These boxes have a yellow background.
9. Add the order to the scratch pad or use CTRL+A.
10. If multiple orders, order these and add to scratch pad.
11. Click the **Submit Order** button or use CTRL+O.
12. Requests will be scanned in this step. See Document Scanning Section for details.

**Practice Activity**

1. Use Department Order Entry to order the following tests. Record the accession numbers for each order. These tests must all be ordered at this time, as they are used in future activities.

2. **Patient name:** ______________________

   **MRN:** ______________________

3. **Procedure Name:** Accession Number:-----------------
   - Hepatitis C Antibody
   - CMV IgG
   - Herpes Simplex Virus Antigen
   - MP Respiratory Virus Screen
   - ROTAD
   - Flu Rapid Antigen

Submit these orders and record the accession numbers.
Add-On Orders in Department Order Entry

After all your orders are placed, an add-on order is needed. Follow the steps below to place the order in Cerner Millennium.

1. Launch the Department Order Entry application.
2. Click the Accession Add-On button. Alternatively, you can select Task menu > Accession Add-On.
3. In the Accession Number box, enter the accession number of the Orderable you ordered previously.
4. In the Orderable selection box, type orderable name or Lab name and press ENTER. Select the order from the list and click OK.
5. The Select Container dialog box opens. It indicates the available containers and automatically selects the recommended container. Click OK to accept the recommended container. If you do not see more than one container, select the Show All Containers option.

NOTE: For Serum samples, Always add to an aliquote and untick the clot. If the required aliquote is not available then add to the clot to create a new container.

6. Click Add Orderable to Scratch Pad or use CTRL-A.
7. Click Submit Order or use CTRL-O.
Practice Activity

1. Follow the same steps and on the following test, complete the add-on orders below.
   - Mumps IgG
   - Varicella Zoster Antigen
   - Respiratory Virus Screen
   - Norovirus Antigen

Cancel an Order Using Department Order Entry

After all your orders are placed, you are notified that the physician no longer needs one of the orders. Follow the steps below to cancel the order.

1. Launch the Department Order Entry application.
2. Click Cancel Orders or from Task select Cancel Order
3. Search for and select your patient
4. Click the Orderable heading to sort alphabetically.
5. Select the accession for your order to cancel.
6. Select a cancel reason by clicking the arrow to the right of the Cancel Reason box. Make sure all required boxes are filled in.
7. Submit the cancel request.
8. Exit the application.

Practice Activity

1. Cancel your CMV IgG order from the previous exercise
Modify Order

You realise that you didn’t make a Copy to . Follow the steps to add Copy to or modify ordering Doctor.

1. Launch Department Order Entry application.
2. Click Modify Orders or click Modify Order from Task.
3. Enter patient name or MRN.
4. Select the orderable to modify.
5. Change Ordering Physician field or add Copy to.

6. Click Submit Orders.

Practice Activity
Add a Copy to Dr Peter Shaw for your patient.
Label Reprint

The labels generated for your specimen get jammed in the printer. Follow the steps below to reprint your labels.

**Reprinting a Specimen Label**

1. Open the Label Reprint application from the Cerner Appbar.
2. Click the **Accession** tab in the Label Reprint window.
3. In the Starting Accession box, enter the first accession number.
4. In the Ending Accession box, enter the last accession number.
5. Select the Service Resource.
6. In the Label Printer box, select the label printer.
7. Select Label Type.

Note: Since we share same accession across other departments, always select a service resource and Label type. Otherwise labels will print for all departments and all label type.

8. Click **Print**. Only 1 set of labels print at a time for accession. If more labels required click print again.

**Practice Activity**

Print label for accession 13-212-0003 for Serology aliquote.
Specimen Log-in

After collection labels have printed, phlebotomists collect the specimens and label them. Once they are in the laboratory they need to be logged in.

1. Launch Specimen Log-in.
2. Click Login By Accession.
3. Enter your accession number or scan the barcode.
4. Select the correct log-in location.

5. Click Log in.

Practice Activity
Log in the specimens for your patient received from the ward.

Patient name:--------------------------

Accession Number:--------------------------
Modify Collections

After the specimen has been logged in, you realize that the collection date and time needs to be updated to accurately reflect when the sample was collected. Coll Date, Coll Time, Coll ID and Coll Method can be modified.

Follow the steps to Modify this.

Launch Modify Collections.

1. Enter the accession number of the specimen to be updated and click retrieve.
2. Click the Modify radio button under Mode
3. Click on the Column header Coll Time.
4. Change the Collection time.
5. Click on Modify Collection or select Modify from Task
6. Answer the prompt question as appropriate.

Practice Activity
1. Modify the collection time
Container Inquiry

View Container Events and Routing Location

1. Open Container Inquiry.
2. Enter your accession number for the order.
3. Select an order.
4. Right-click to view routing and log in location. The test site where this is done is its in lab location.

Practice Activity

1. What are the Service Resources and In-Lab Location for the following?
   Respiratory Virus Screen ________________________________
   Norovirus Antigen: ____________________________________
Pending Inquiry

Retrieve Pending Procedures

1. Launch the Pending Inquiry application from the Cerner Appbar.
2. In the Select Pending Procedures window, select the **Received Only** option.
3. In the Test Site box, enter the first letters of the instrument or bench for which you are retrieving pending procedures and then click the *ellipsis* (... ) button. Note that all Test site start with **CHW SERO XXXX**
4. The list of pending orders is displayed. Note that the total number of pending orders is listed at the bottom of the window.

![Image of Pending Inquiry application](image.png)

Practice Activity

1. If you wanted to result one of these orders, how could you easily do that from this screen? ________________
2. Using the blue arrow (Select Procedures), view All Pending orders at this same test site. Why are there more orders listed? __________
3. Exit the application.
Worklist Request

1. Launch Worklist Request from the App Bar.
2. Select New Worklist from Task or click icon
3. From the New Worklist box, select test site and then select the worklist.
4. Click Ok.
5. From Task select assign Worklist ID or click

6. Click ok to auto assign ID .
7. Click on printer Icon to print worklist

Practice Activity

Create a worklist for ROTAD
Accession Result Entry

Result Using Accession Mode

1. Launch the Accession Result Entry (ARE) application from the Cerner Appbar.
2. From the Mode menu, select Accession if not already selected.
3. Enter the accession number for the Orders.
4. Click the ellipsis (... ) button at the end of the Procedure box or Test site.

5. Select Procedure or Test site from the list.
6. Click OK and Click (Retrieve). Note that the most previous result is displayed for each test.
7. Enter results. If value is < for a numeric result convert this to Alpha Response. To do this right click on result cell and click convert results to Alpha, Freetext ect.
8. To add a Result Note or Comment to the result, Right click on the result cell and select comment.

9. Select the correct tab and click edit.
10. Type the comment or use a template.
11. Click OK and Close.

An f is displayed in the flag column to indicate a comment.

12. Right-click the result box to view Procedure Information.
Note: View the information displayed in the status Bar at the bottom of the screen.

13. Verify the results.

Practice Activity

Using ARE, result all your orders.
Accession Result Entry

Change Results Using Correction Mode

You have just discovered that the result for your patient were verified incorrectly. This need to be corrected.

1. Launch Accession Result Entry from the Cerner Appbar.
2. Select Correction from the mode menu.
3. Enter the accession number.
4. Enter corrected results for that assay.

5. Click Correct.

Practice Activity

1. Correct Flu Rapid Antigen Result.

1. Select the user whose queue you need to access from the dropdown list.
Order Result Viewer

Retrieve and View Results-Order List

1. Launch the Order Result Viewer application.
2. Select **Order list** From Mode
3. Select the **Name** option in the Person section, and enter your patient's name or click the ellipse button and enter MRN.

*If you have accession number you can enter the accession number in the accession number field*

4. Select the date range for your result

5. Click OK
6. All orders are displayed
7. Select the order, and double click the on it to view the result order.

8. Results with Image will have an “I” next to it. Select the result and click the Result Image tab at the bottom if the screen to view the result. Results with (i) have Interpretive data attached, results with comments have “f” next to it. To view these, select the order and click the Interpretive tab or Comments tabs below. Click the previous tab to view any previous results.
9. Click OK to close the window.
Retrieve and View Results-Flow Sheet

1. From Mode Select Flowshee. The find orders box opens.
2. Enter patient MRN or click on the ellipsis and enter patients name.
3. Define a date range.

4. Click OK
5. Right click on the result cell and select view details

Practice Activity
1. Review the orders for your patient.
2. What is the Interpretative data on NPA Virus order for RSV IF

3. Right click on result of Flowsheet to view details.

Manual Expedite (print/fax)
1. When you click the Manual Expedite button, the Manual Expedite dialogue screen displays.
2. Select the chart format you want to use. Only chart formats associated to the result’s activity display in the Selected Chart Format list.
3. Select a Print Option and select an Output Device
4. Select Print Now or Print Upon Verification/Authentication. Print Now expedites a chart immediately for reports in transcribed or final status. The Print upon Verification /Authentication option enables a chart to print immediately after being signed out or verified.
5. Choose how many copies you would like to print. You have the option of a cumulative chart or non-cumulative chart. Click Submit to manually expedite the same result to multiple print locations.
6. Click OK to expedite the request or requests.

Report Request

Creating an Ad Hoc Report Request
1. Launch Report request from your AL window
2. Select the Report Scope
3. Person-level
   a. Cross-encounter
   b. Encounter level
   c. Accession level
   d. Document level
4. Enter patients name or MRN and click Search. 
   *If the scope of the report was selected to be Accession, the Accession Search button is available when you load a patient. Select the accession number.*
5. Set the appropriate event status
6. Select the visit and date range of Scope if other than Person.
7. Select the Report Template to use for printing
8. In the Release Details section of the dialog, select the purpose for generating this report eg patient care
9. Choose a printer, fax, or contributor system from the list of available devices in the Send To drop down box.
10. Click the Preview Report button to view how the report will print, based on the parameters selected.
11. Click Send Report to print the report.
DOCUMENT IMAGING

Scan Request Document

1. In Department Order Entry, after order is submitted, select the order and click Image icon.
2. Click on the new button.
3. Click on the drop down menu for the *Select an image type field* and select Request documents.
4. Place a document in the scanning tray face down, header in scanner and click on the Scan button.
5. From Twain Driver window, click on the Scan button once more.
6. Click on the Close button.
7. Click Ok
8. Click Exit

Scan Results

1. In Accession result entry, enter the result for the order
2. Click on the Result Image Icon.
3. Click New.
4. Click on the drop down menu for the *Select an image type field* and select External Results.
5. Place a document in the scanning tray face down, header in scanner and click on the Scan button.
6. From Twain Driver window, Click on the Scan button once more.

7. Click on the Close button

8. Click OK

9. Click on exit.
**Down-time Process**

Each department will be given pre-printed down-time labels to use.

In a planned down-time situation, the IT department will inform the wards and labs of how long the downtime will be. If the down-time is longer, the wards will be instructed to send hand written request to the labs.

If a specimen requires testing before the downtime problem is resolved, follow these steps.

1. Give the specimen a down-time accession number.
2. Centrifuge the specimen if required.
3. Label the aliquote with the same down-time accession.
4. Perform the test.
5. Call back the requesting doctor with results.
6. On resumption of Pathnet, register any pathnet-unregistered samples/patients.
7. In DOE, in the accession number field enter the down-time accession number.
8. Complete the order entry process.
9. Enter the results for this accession and verify results.
Practice Activity

In DOE order RSV Rapid Antigen and give a Down-time accession number provided.