

SCM TRAINING for NCT

UK Hospital, Staff Education

Resources and Help

Support Center: 323- 8586



Useful Web Sites

Learning Center Web page –

<http://www.mc.uky.edu/LearningCenter>

ICIS Web page (Careweb) –

<http://www.hosp.uky.edu/careweb/>

Other Resources



SuperUsers on each Unit – if you have questions, ask a co-worker or superusers in your area.

Ring cards

Resource Book – at the Nursing pods

Training system on specific floor computers and in room H31a

Careweb page; ICIS tab; CPOE-SCM links on the right

If you continue to have a problem, call the Support Center at 3-8586

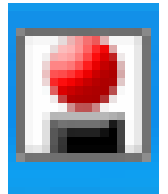
Logging on to SCM

- At the desktop, double click on the Sunrise Clinical Manager icon.

OR



- At the bottom of the desktop double click on the Citrix icon found in the bottom right of the task tray.



Logging on to SCM

- Type your SCM name and password into the defined fields.
- Click **OK**.

Sunrise
Clinical Manager

ECLIPSYS
Envisioned Architecture

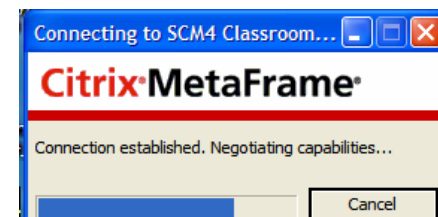
User: cedrum0

Password: xxxxxxxx

Welcome to XADEV01_40.

OK Exit Help

Note: A Citrix MetaFrame screen may briefly show before the login screen appears.



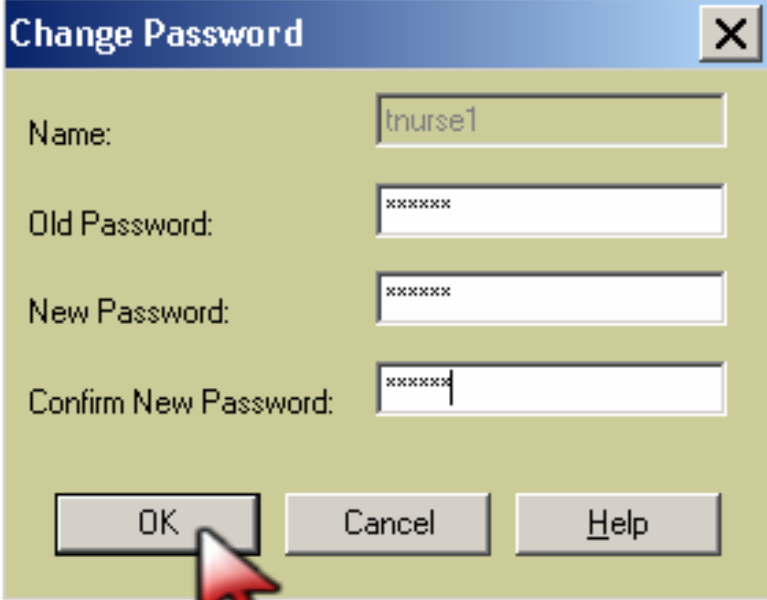
Trouble Shooting Logon Problems

- Is the Caps Lock On?
- Did you enter the correct name and password?
- Is the system in a downtime?
- Does the computer need to be rebooted?
- If you still cannot logon, try another computer and notify the Support Center of the problems with logging on (even if you are able to logon to another computer).

Support Center 323-8586 (Open 24/7)

Changing Your Password

- The first time you login, the **Change Password** dialog box opens.
- In the **Old Password** field, enter the password given you by your system administrator.
- In the **New Password** field, enter a new password chosen by you.
- In the **Confirm Password** field, reenter your new password.
- Click **OK** to store your new password.



The screenshot shows a 'Change Password' dialog box with the following fields and buttons:

- Name: tnurse1
- Old Password: xxxxxx
- New Password: xxxxxx
- Confirm New Password: xxxxxx
- Buttons: OK, Cancel, Help

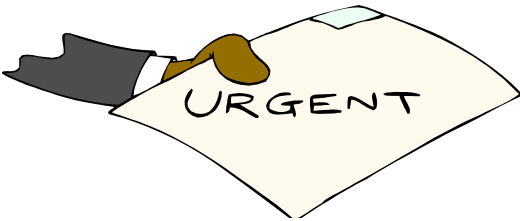
Note: You can change your password anytime using the **Preferences** menu.

Password Rules

- The password **is** case sensitive
- The password must be at least **8** characters
- The password must contain **3 of the 4 categories**
 - Upper case letter A through Z
 - Lower case letter a through z
 - Numeral 0 through 9
 - One special character such as @ ! # % \$
- The password will expire every **90** days.
- The system does not allow you to repeat the last **8** passwords.

Example Password: Abcdef01 or 123Exyz%

Logoff SCM

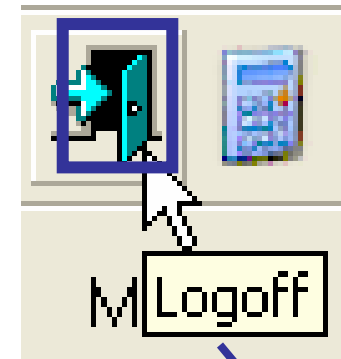


Do **NOT** use the **X** in the title bar to logoff!



Improper logoff can cause a slow down of the SCM system.

The quick and safe way to logoff is to use the logoff icon on the toolbar.



File Registration Edit View GoTo Actions Preferences Tools Help



Click the blue Door icon to logoff.

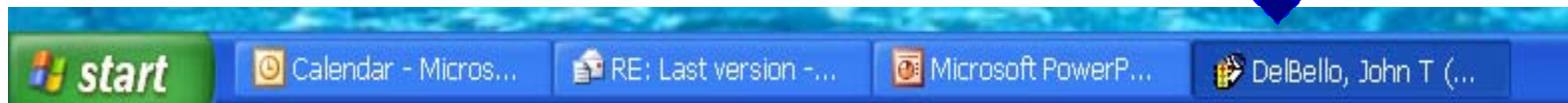
Suspended Session

- Following Medical Center policy, any idle session will "suspend" then "auto log-off" after a set time.

- **To Suspend manually** Click the **Suspend Session** icon.



- **Resume** your session by clicking on "Your Name" on the Task Bar.



- Type in your password.
- Click **OK**.
- Resume work where you left off.



- **Tip:** Refresh the screen often using this icon on the tool bar.



PATIENT LISTS

The screenshot shows the 'TRAINCBL, STAN - Sunrise Clinical Manager' application. The 'Patient List' tab is selected and highlighted with a green circle. Below the tab, the 'Current List' dropdown menu is set to '*Training Pts' and is highlighted with a blue box. The interface displays 5 visits for the selected list. A table lists patient information, including names, IDs, locations, admit dates, and providers. The table has columns for Patient Name, Patient ID / Visit Number, Current Location, Admit Date, Provider, Flag New, New Results, New Orders, Unack Alerts, New Alerts, New Docum..., and To Sign. The 'TRAINCBL, STAN' row is highlighted in blue.

Patient Name	Patient ID / Visit Number	Current Location	Admit Date	Provider	Flag New	New Results	New Orders	Unack Alerts	New Alerts	New Docum...	To Sign
TRAINCBL, JOHN	01 0004307/010004...	8S-853-A	02-Dec-20...	Tibbs MD, Phillip A				🚩			▼
TRAINCBL, SALLY	01 0004315/010004...	8S-855-A	02-Dec-20...	Kearney MD, Paul A	☒						▼
TRAINCBL, MOLLY	01 0004331/010004...	8S-856-A	02-Dec-20...	Tibbs MD, Phillip A	☒			🚩			▼
TRAINCBL, BILLY	01 0004323/010004...	8S-858-A	02-Dec-20...	Tibbs MD, Phillip A							
TRAINCBL, STAN	01 0004349/010004...	8S-861-A	02-Dec-20...	Tibbs MD, Phillip A							▼

- **Patient List Tab:** The **Patient List** displays when you start Sunrise Clinical Manager. It provides easy access to patient charts and notifies you about new information regarding those patients.
- **Current List:** The first time that you logon, the name of the list that appears in this box will be the **Default Patient List** which has been assigned to you according to your job function and security privileges.

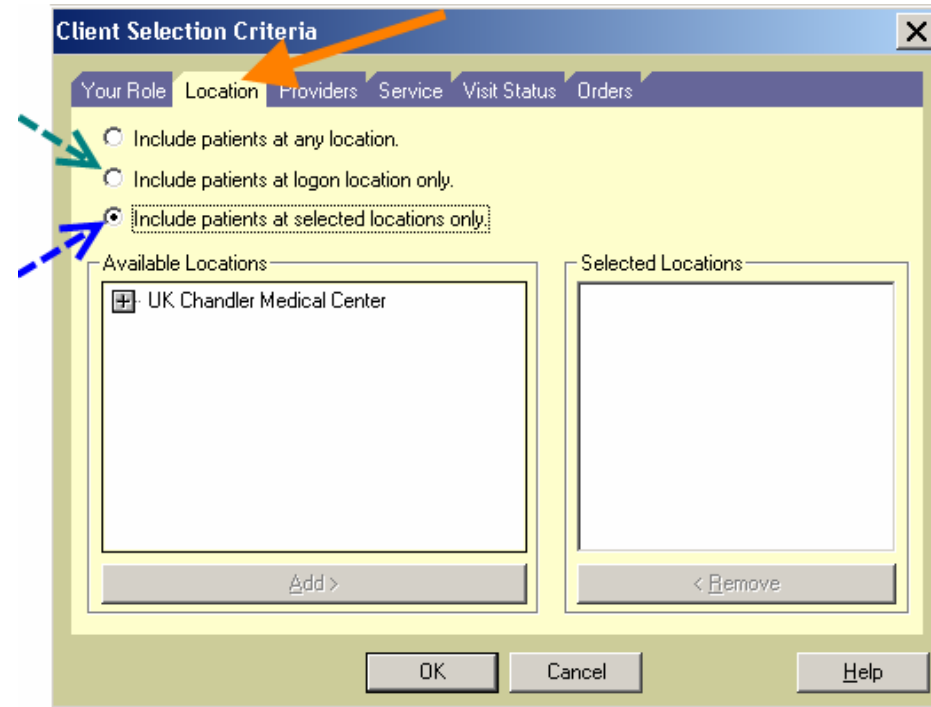
Creating a Criteria Based List

Criteria-based List - based on Location (Dynamic List)

1. From the Default Patient List, click on **File, Maintain List** and click on **New**.
2. This will open up the **Client Selection Criteria** dialogue box
3. Click on the **Location** tab
4. Decide whether you want to view patients at the workstation where you are logged on or patients at other locations.

- **Where logged on only** – select “include patients at logon location only”.

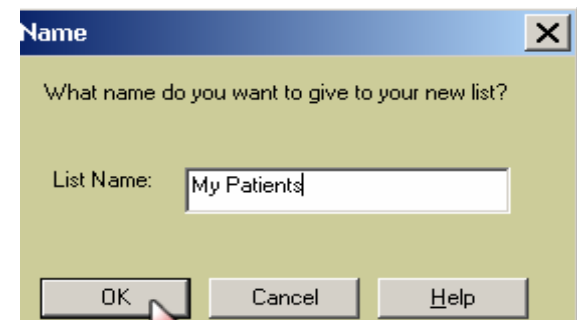
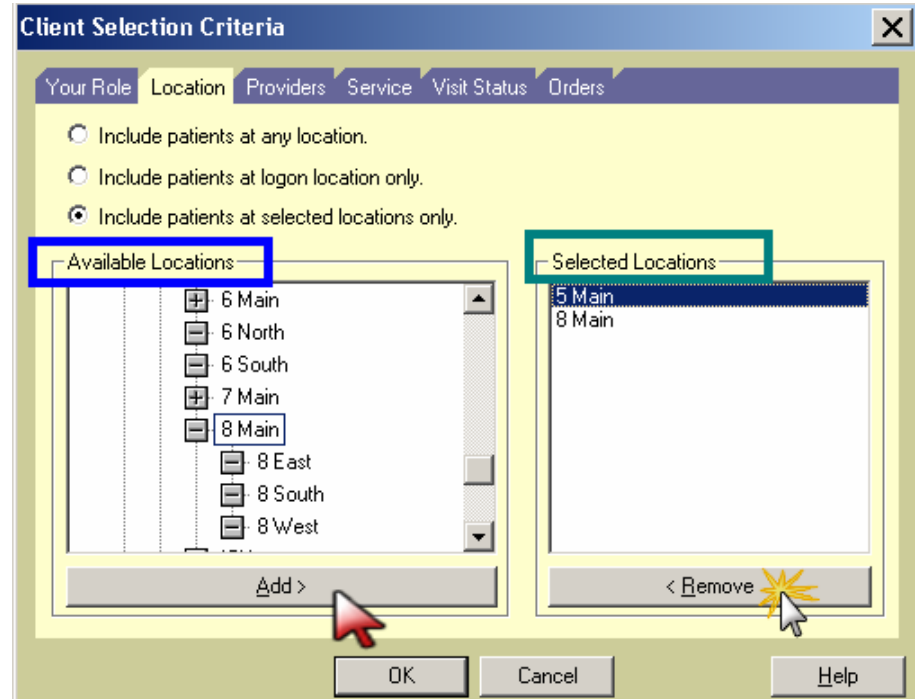
- **Other locations** – select “include patients at selected locations only”.



Creating a Criteria Based List

Building a Criteria-based List - based on Location (cont.)

5. If choosing “selected location only”, you will see two lists displayed: **Available Locations** and **Selected Locations**.
6. Highlight and then click **Add** or **Remove** to add locations to, or remove locations from, the Selected Locations list.
7. Then click **OK**, enter a name for your list and click **OK** again.



Note: A box with a “plus sign” in front of a location indicates hidden information.


Click on the “+” to expand the list of choices.

Creating a Personal List

(Non-Dynamic List)

- From the Default list, select the patients



 Tip – Hold down the CTRL key when selecting different patients from the list.

- Click on the Save Selected Patients button.

Save Selected Patients...

Creating a Personal List (cont.)

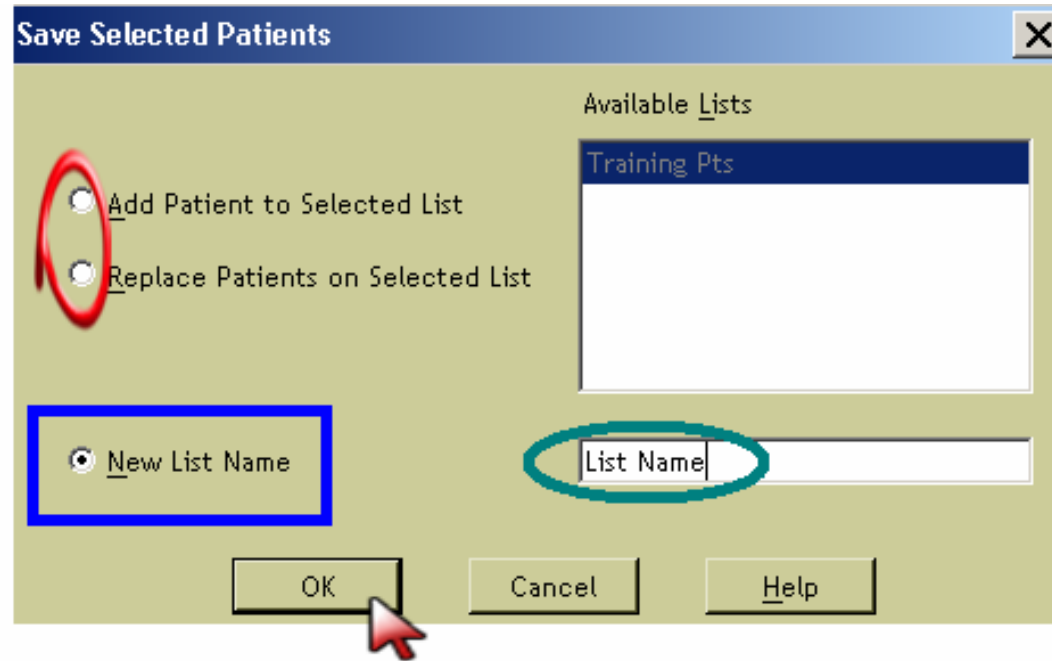
When adding or replacing patients to an existing list:


Select the **Add** or **Replace** option to a selected list.

OR

When creating a new list:

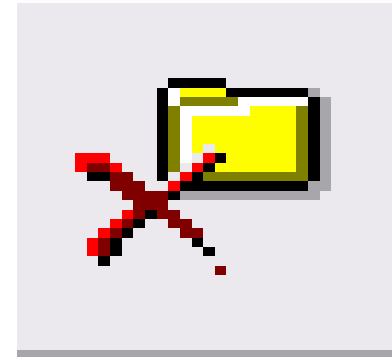
1. Select the **New List Name** option.
2. Type the **List Name** in the box.
3. Click **OK**.



 **Tip:** Once a Personal List is created it will always have an * in front of its name.

Removing Patients from a List

1. Select patient or patient(s) to be removed from the personal list.
2. Click on the **Remove Patient** icon.

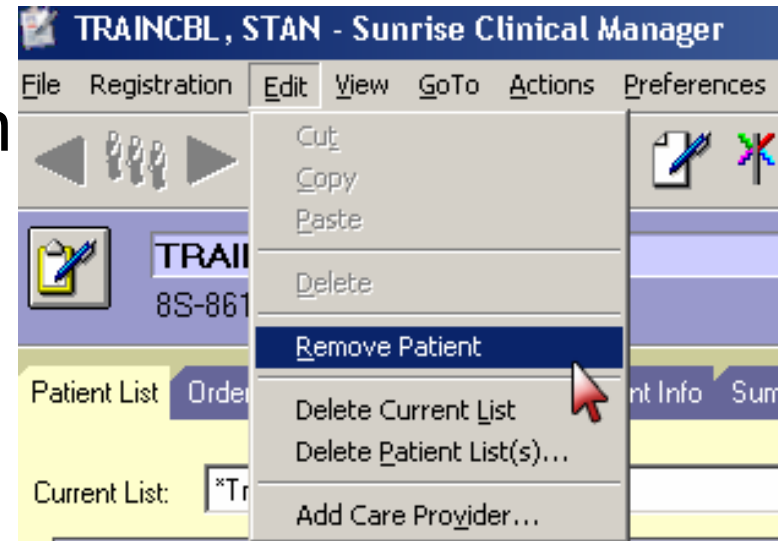


Or

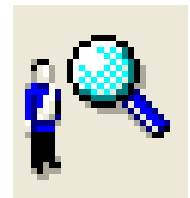
From the menu bar, click on **Edit, Remove Patient**.



TIP: Remember patients can only be removed from a Personal list, not a criteria based list.



Finding a Patient



1. Make sure you are on the Patient List tab. From the toolbar, click the **Find Patient** icon.
2. Click on **Name, Identification, Provider or Other** tab.

A screenshot of a software dialog box titled "Find Patient". The dialog has a blue header bar with a close button (X) on the right. Below the header, there are four tabs: "Name", "Identification", "Provider", and "Other". The "Name" tab is selected. The main area is light yellow and contains the text "Enter full or partial criteria, then start Search...". There are two input fields: "Last:" with the text "SOUTHWORTH" and "Given:" which is empty. Below these are two checkboxes: "Find similar sounding last names" (unchecked) and "Include patients with highest privacy level" (checked). There is a "Gender:" label next to a dropdown menu. On the right side of the dialog, there are two buttons: "Search" and "New Search". A red mouse cursor is pointing at the "Search" button. At the bottom left, there is a label "Search Results:" followed by a blank space.

3. Enter required information. Click **Search**.

Finding a Patient (cont.)

The screenshot shows a patient search interface. At the top, a table lists search results with columns: Name, Gender, Birth Date, and Deceased Date. The second row, 'SOUTHWORTH, KARLA', is selected and highlighted in blue. A red arrow labeled '4.' points to this row. Below the table, there are two buttons: 'Show Visits' and 'Create Visit...'. A red arrow labeled '5.' points to the 'Show Visits' button. A 'Show Visits' dialog box is open, showing a table of visits with columns: Admit Date, Type / Care Level, Location, Visit Status, and Name. The first row, '01-Mar-2006 Outpatient/Observation Bed 1ER-150-C ADM SOUTHWORTH, KARLA', is selected. A red arrow labeled '6.' points to this row. At the bottom of the dialog box, there are two buttons: 'Save Selected Patients' and 'Show Active'. A red arrow labeled '7.' points to the 'Save Selected Patients' button. The dialog box also has 'OK', 'Cancel', and 'Help' buttons at the bottom right.

Name	Gender	Birth Date	Deceased Date
Southworth (SOUTHWORTH,.)	Female	01-Mar-2006	
SOUTHWORTH, KARLA	Female	12-Dec-1972	

Admit Date	Type / Care Level	Location	Visit Status	Name
01-Mar-2006	Outpatient/Observation Bed	1ER-150-C	ADM	SOUTHWORTH, KARLA
02-Feb-2006	Emergency/Emergency Dept	1ER-150-A	CLS	SOUTHWORTH, KARLA
02-Dec-2005	Inpatient/Inpatient	5E-531-A	DSC	SOUTHWORTH, KARLA

4. Select the patient from the Search results.
5. Click **Show Visits**.
6. Select a visit.
7. Save the patient to a list by clicking on the **Save Selected Patients** button.

The Look and Feel of SCM - Sorting Columns

COKE, DIET - Sunrise Clinical Manager

File Registration Edit View GoTo Actions Preferences Tools Help

COKE, DIET
1ADM-101-B

Patient List Orders Results Documents Patient Info Summary Clinical Sum

Current List: ukh

Patient Name	Patient ID / Visit Number	Birthda...	
ASHLOCK, CAROL	070460811/070460811-60...	13-Apr-19...	1CA
ASHLOCK-JONES, AUBR...	012722005/012722005-53...	10-Jul-19...	Hosp
BLAKELY, BARRY	010003564/010003564-53...	10-Oct-19...	4 E
BLAKELY, BARRY	010003564/010003564-53...	10-Oct-19...	Hosp
BLAKELY, BARRY	010003564/010003564-98...	10-Oct-19...	Rad
CHARGE, DEBBY SUE	010378404/010378404-60...	01-Mar-1...	55-5
CHARGE, KARLA	010300002/010300002-53...	02-Dec-2...	Eme
CHARGE, KARLA	010300002/010300002-60...	02-Dec-2...	4E-4
CHARGE, ROBERT	070228127/070228127-60...	15-Feb-1...	5W-

SOUTHWORTH, KARLA - Sunrise Clinical Manager

File Registration Edit View GoTo Actions Preferences Tools Help

SOUTHWORTH, KARLA
1ER-150-A

Patient List Orders Results Documents Patient Info Summary Clinical Sum

Current List: ukh

Patient Name	New Orders	Patient ID / Visit Number	Birthd
TRAINCBL, STAN	▼	010004349/010004349-53...	25-Sep
TRAINCBL, SALLY	!	010004315/010004315-53...	09-Feb
TRAINCBL, MOLLY	!	010004331/010004331-53...	21-Jan
TRAINCBL, JOHN	!	010004307/010004307-53...	01-Jul
TRAINCBL, BILLY	!	010004323/010004323-53...	10-Oct
SOUTHWORTH, KARLA	▼	010004117/300000-0000	12-Dec
SOFTMED, VINCENT		010003218/010003218-60...	20-Oct
SOFTMED, TESTOBSV		012466686/012466686-60...	21-Nov

SOUTHWORTH, KARLA - Sunrise Clinical Manager

File Registration Edit View GoTo Actions Preferences

SOUTHWORTH, KARLA
1ER-150-A

Patient List Orders Results Documents Patient Info Sum

Current List: ukh

Patient Name	New Orders	Patient ID / Visit Number
TRAINCBL, BILLY	!	010004323/01000
TRAINCBL, JOHN	!	010004307/01000
TRAINCBL, MOLLY	!	010004331/01000
TRAINCBL, SALLY	!	010004315/01000
SOUTHWORTH, KARLA	▼	010004117/300000
TRAINCBL, STAN	▼	010004349/01000
ASHLOCK, CAROL		070460811/07046
ASHLOCK-JONES, AUBR...		012722005/01272

The above patient list is sorted in alphabetical order. The sort is accomplished by clicking on the column header. The up arrow indicates an alphabetical sort.

This patient list is sorted in reverse alphabetical order. The sort is accomplished by single clicking on the column header. The down arrow indicates a reverse alphabetical sort.

A secondary sort is accomplished by first clicking on the primary sort field (in this case the New Orders column) and then holding down the shift key and selecting the secondary column to sort (in this case the Patient Name column).

The Look and Feel of SCM - Moving Columns

The image consists of three side-by-side screenshots of the Sunrise Clinical Manager software interface, demonstrating how to move a column in a table.

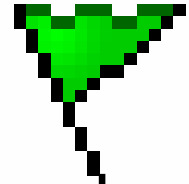
- Left Screenshot:** Shows the 'SOUTHWORTH, KARLA' patient record. A table with columns 'Patient Name', 'New Orders', and 'Patient ID / Visit Number' is displayed. The 'New Orders' column header is being dragged by the mouse.
- Middle Screenshot:** Shows the same patient record. The 'New Orders' column header is being moved to a new position between the 'Patient Name' and 'Patient ID / Visit Number' columns. Red arrows indicate the movement path.
- Right Screenshot:** Shows the 'COKE, DIET' patient record. The 'New Orders' column is now permanently placed in its new position between the other two columns.

Moving columns is very easily done. Place the mouse over the column header of the column you wish to move, then click and hold the left mouse button down. You will see the column header “lift off” the page (left above). Move the mouse and watch the red arrows move until the arrows are in the area you wish the new column to be located (middle above). When positioned correctly, release the mouse button and the column will appear in its new location (right above).

Flags

Flags will show on the **Patient List** tab, the **Orders** tab, and the **Results** tab.

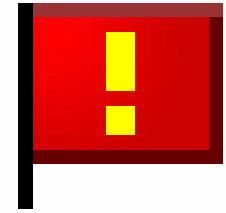
Meaning of the Green Flag:



- **New Results:** New “**normal**” lab results have been posted *or* New Text results have been posted
- **New Orders:** New “**routine**” orders have been written
- **To Sign:** New orders need to be signed
- **To Verify:** New orders need to be verified

Flags (cont.)

Meaning of the Red Flag:



- **New Results:** “**Abnormal**” Test Results are posted
- **New Orders:** “**STAT**” Orders have been written
- **Unacknowledged Alerts:** Generally alerts can only be acknowledged by a physician.

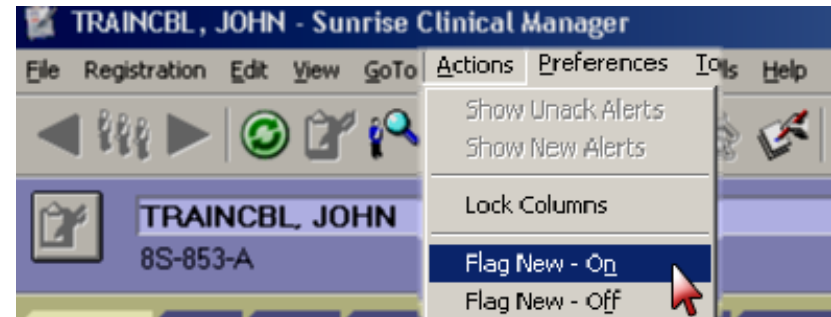
Activating New Flag Option

- From the **Patient List**, display the **Flag New Column**.

Turn **Flag New on/off** for a single patient by double clicking in the empty Flag New box.

OR

Turn **Flag New on/off** for multiple patients by:



1. Highlight the patients in your list you want
2. From the **Actions** menu select **Flag New On** or **Flag New Off**.
3. Select **Yes** to turn flags on or off for all highlighted patients.

Summary Tab

The **Summary** tab displays selected categories from the Patient Info tab in a summarized form. This is a good place to begin to quickly familiarize yourself with important aspects of the patient's chart.

Patient: TRAINCBL, STAN (8S-861-A) | ID: 010004349 / 010004349-5336 | Age: 40y | Sex: Male | Doctor: Tibbs MD, Phillip A

Navigation: Patient List | Orders | Results | Documents | Patient Info | **Summary** | Clinical Summary

Active Alerts

Type	Alert	Entered Date
------	-------	--------------

Active Health Issues

Type	Code	Health Issue	Onset Date	Entered Date
Admit Dx		TRAINING PATIENT	01-Dec-2005	17-Feb

Active Medications

Name	Summary	Stop Date
TPN Adult	II IV - Intravenous, Amino Acid: 6%, D...	

Active Allergies

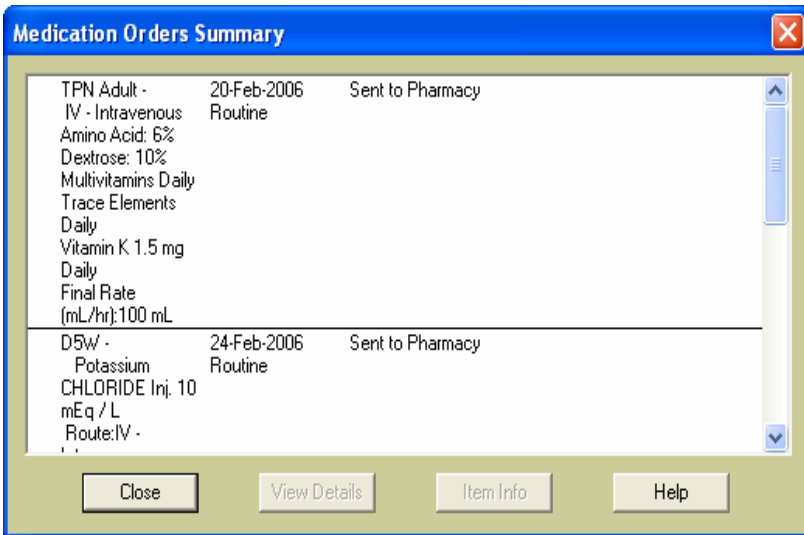
Type	Allergy	Reaction	Entered Date
	No Known Allergies		24-Feb-06 14:11

Active Health Issues

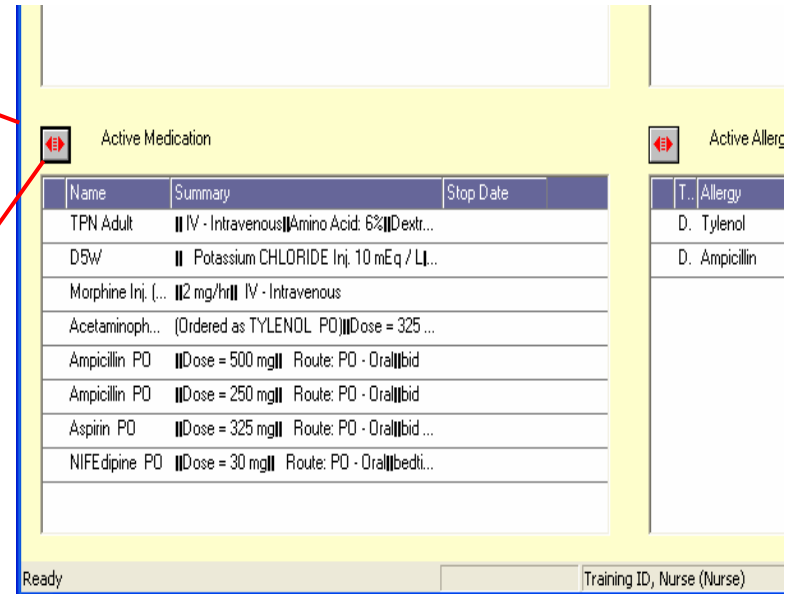
Active Allergies

Summary Tab (cont.)

Each of the four panels can be expanded to display more information, including inactive information, by clicking on the **red arrows** button to the left of the panel title.



The image shows a software window titled "Medication Orders Summary". It contains two medication order entries. The first entry is for "TPN Adult" on "20-Feb-2006", with a "Routine" order and "Sent to Pharmacy" status. The details include "IV - Intravenous", "Amino Acid: 6%", "Dextrose: 10%", "Multivitamins Daily", "Trace Elements Daily", and "Vitamin K 1.5 mg Daily". The "Final Rate (mL/hr)" is "100 mL". The second entry is for "D5W - Potassium CHLORIDE Inj. 10 mEq / L" on "24-Feb-2006", also with a "Routine" order and "Sent to Pharmacy" status. The route is "IV". At the bottom of the window are four buttons: "Close", "View Details", "Item Info", and "Help".



The image shows an expanded view of the "Active Medication" panel. It features a table with columns for "Name", "Summary", and "Stop Date". The table lists several medications, including TPN Adult, D5W, Morphine Inj., Acetaminoph..., Ampicillin PO, and Aspirin PO. To the right of this table is another section titled "Active Allergy" with a table containing "T. Allergy" and "D. Tylenol", "D. Ampicillin". Red arrows from the text above point to the red arrow icons on the left of the "Active Medication" and "Active Allergy" titles.

Name	Summary	Stop Date
TPN Adult	IV - Intravenous Amino Acid: 6% Dextr...	
D5W	Potassium CHLORIDE Inj. 10 mEq / L...	
Morphine Inj. (...)	2 mg/hr IV - Intravenous	
Acetaminoph...	(Ordered as TYLENOL PO) Dose = 325 ...	
Ampicillin PO	Dose = 500 mg Route: PO - Oral bid	
Ampicillin PO	Dose = 250 mg Route: PO - Oral bid	
Aspirin PO	Dose = 325 mg Route: PO - Oral bid ...	
NIFEdipine PO	Dose = 30 mg Route: PO - Oral bedi...	

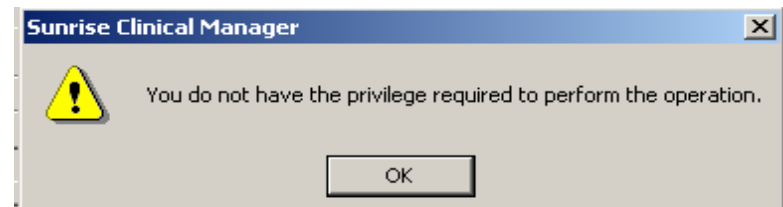
Expanded Panel

Patient Info Tab



The **Patient Info** chart section contains functions to help you view, edit, delete, or discontinue different types of patient information.

Based upon your provider role and security access to SCM, you may be able to enter or change some information in some areas, but not in others. **The SCM system will tell you if you do not have the required privileges.**



Adding Patient Data – Height and Weight

1. From the **Patient List**, identify the patient on whom you want to enter information, and highlight the name.
2. Check the title bar and the patient header to be sure that you have selected the correct patient.
3. Select the **Patient Info** tab.
4. Highlight “Height/Weight” in the **Data Entry** window.

The screenshot displays a patient information window for 'TRAINCE 8S-853-A'. The 'Data Entry' tab is selected, and the 'Height/Weight' option is highlighted in the left-hand menu. A red arrow points from step 4 of the instructions to this menu item. The 'Height/Weight' dialog box is open, showing the following data:

Height		
Current Height:	5	ft 10 inch
	177.8	cm
Entered:	<input type="text"/>	
Last Modified:	<input type="text"/>	

Weight		
Current Weight:	148	lb <input type="text"/> oz
	67.132	kg
Entered:	<input type="text"/>	
Last Modified:	<input type="text"/>	

Body Surface Area (BSA):	1.84	sq. meters
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Buttons: OK, Cancel, Help

5. The “**Height/Weight**” dialogue box will open.

Adding Patient Data – Height and Weight (cont.)

6. Type the patient's **height** and **weight** in the appropriate fields.
7. Click **OK**.



Tip: You may enter height and weight information in either pounds/inches *or* kilograms/centimeters. SCM will auto-convert and calculate the BSA.

Height/Weight

Height

Current Height: 6 ft 1 inch
185.4 cm

Entered: _____
Last Modified: _____

Weight

Current Weight: 195 lb _____ oz
88.451 kg

Entered: _____
Last Modified: _____

Body Surface Area (BSA): 2.13 sq. meters

OK Cancel Help

Adding Other Patient Data

- Nurses will want to have information on the **Patient List** that indicates if any patients have been placed in **Isolation**, and the name of the **Nurse** that has been assigned to care for each patient.
- This information will appear in separate columns on the **Patient List** tab.
- To add or change information in these columns, double click in the **Nurse** or **Isolation** column which corresponds with a specific patient.

TRAINCBL, STAN 010004349 / 010004349-5336 40y Male
8S-861-A Tibbs MD, Phillip A

Patient List Orders Results Documents Patient Info Summary Clinical Summary

Current List: *Train Pts 5 Visit(s) Save Selected Patients...

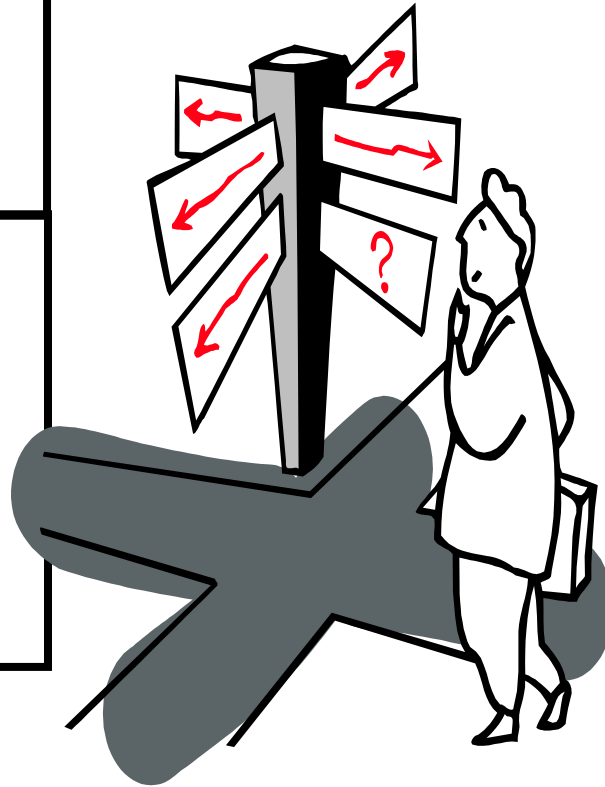
Patient Name	Current Location	Provider	Flag New	New Results	New Orders	New D docum...	Nurse	New Alerts	Isolation Protocol
TRAINCBL, SALLY	8S-855-A	Kearney MD, Paul A	<input checked="" type="checkbox"/>				Laura		
TRAINCBL, JOHN	8S-853-A	Tibbs MD, Phillip A	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		Chasidy	<input checked="" type="checkbox"/>	Protective Precautions
TRAINCBL, BILLY	8S-858-A	Tibbs MD, Phillip A	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		Paula	<input checked="" type="checkbox"/>	
TRAINCBL, MOLLY	8S-856-A	Tibbs MD, Phillip A	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		Jane	<input checked="" type="checkbox"/>	Contact Precautions
TRAINCBL, STAN	8S-861-A	Tibbs MD, Phillip A	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		Laura	<input checked="" type="checkbox"/>	AFB Airborne Precautions

Priority of Print

The Priority field determines when labels print. Priorities for lab orders are Routine, Lab Am Draw, Specified Time, and Stat.

Stat lab labels will print in less than 2 minutes.

Specified Time lab labels will print 1 hour prior to time due.

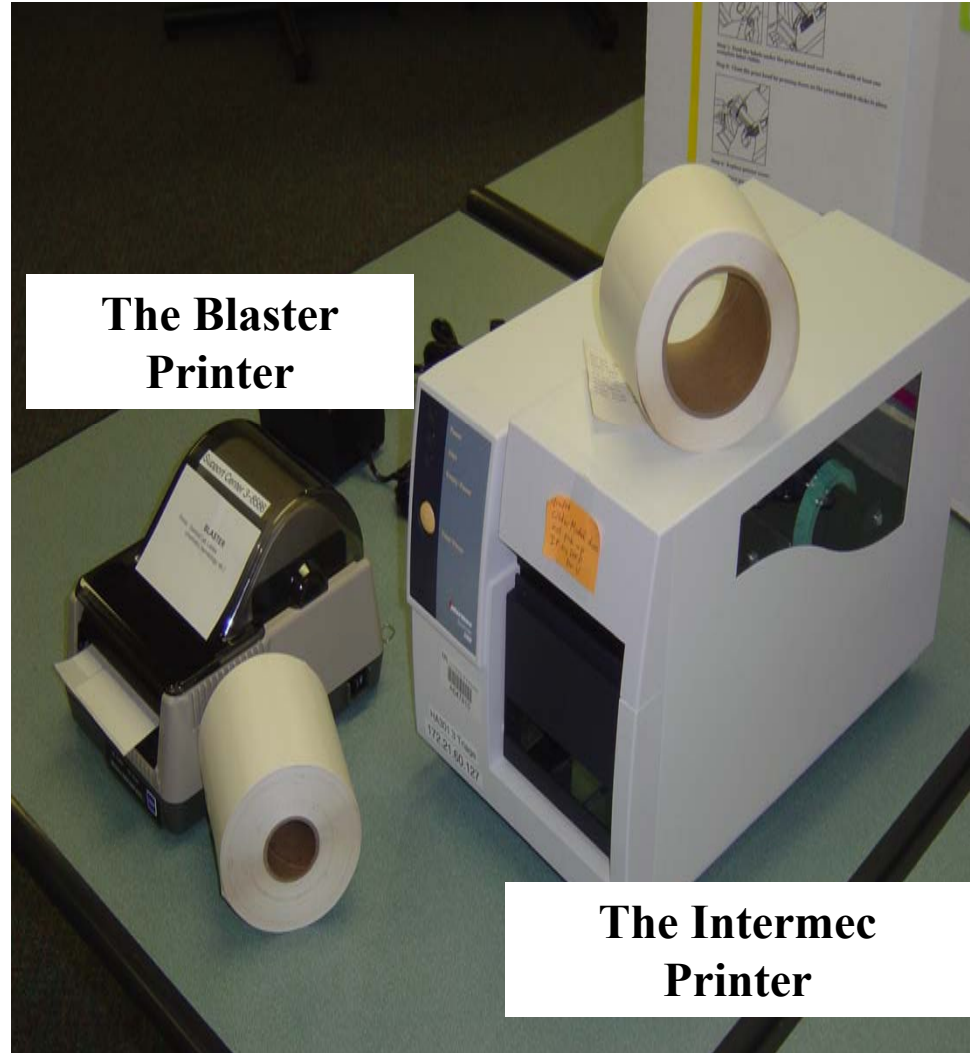


Am lab draw labels will print during night shift.

Routine lab labels will print within 2-7 minutes unless entered a day before the test is to be done (entered as a future order). The label for these tests will print about 10:00 pm the day before the test is to be performed.

Labels

- The intermec printers will print microbiology, pathology, and blood bank labels at time of order entry and when the specimen is collected. Put the extra labels with the specimen.
- The blaster will print a bar coded label for all labs not printed from Intermec.



**The Blaster
Printer**

**The Intermec
Printer**

Labels (cont.)

- The laser printer will print a requisition if the order involves pathology, microbiology, or blood bank.
- The blood bank requisition prints when the order is submitted.
- All other requisitions are printed after the Add Specimen step is completed.

Intermec Label

	B L O O D B A N K
	TESTIST, PATIENT5
	010005544-4125 001BBB796
	Type & Hold
	Phlebo:
	Date: _____ Time: _____
	Verified by: _____

Blaster Label

Number of Tubes Needed
Color of Tube Needed
Location of the Patient

1 GREEN 3OB
012287568 01/14/ 1988
0739 08/06 F
PHTN CT62

Patient Identification Information

Date and time the test was ordered

Indicates there is additional important information located in the special instructions field of the requisition

Test to be performed

The accession number is preceded by a letter designation indicating the day the specimen should be collected.
M=Monday T=Tuesday W=Wednesday
H=Thursday F=Friday S=Saturday
X=Sunday

The bar code is used by the Lab to facilitate their electronic processes. The bar code should not be defaced or obscured



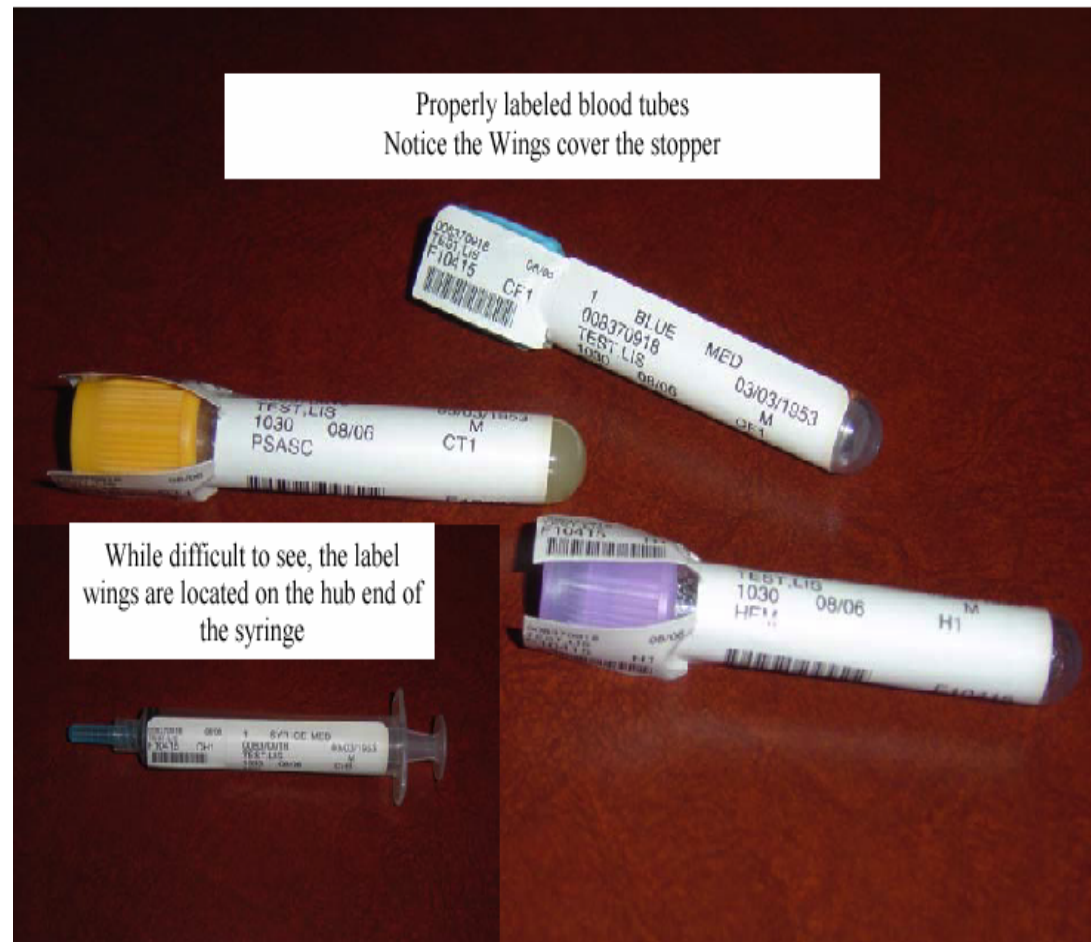
Labeling the Specimen

Correct placement of the label on the specimen tube is important for a couple of reasons:

- Patient safety
- Efficiency

The label should be placed with the wings on the tube stopper.

The bar code must be smooth and easily read. Only one label to a tube. Any extras should be placed in the bag and sent to Lab.



Adding the Specimen

TRAINCBL, JOHN - Sunrise Clinical Manager

File Registration Edit View GoTo Actions Preferences Tools Help

TRAINCBL, JOHN 010004307 / 010004307-5336 45y Male
8S-853-A Tibbs MD, Phillip A

Patient List Orders Results Documents Patient Info Summary Clinical Summary

Chart: This Chart

Date Range: Since 02-Dec-2005 Start of This Chart To: - - -

Status: Active

Order Selection: Lab Show New Orders...

Display Format: By Department, By Department/Status, Requested By, Requested By details Show Link Details

Not all orders are being shown. Orders: Lab Status: Active 7 orders

Laboratory	Date	Status	Disc/Stop
Respiratory Culture	03-Feb-2006 09:30	Pending Collection	
Respiratory Culture	03-Feb-2006 09:30	Pending Collection	
Respiratory Culture	03-Feb-2006 09:30	Pending Collection	
Respiratory Culture	03-Feb-2006 09:30	Pending Collection	
Respiratory Culture	03-Feb-2006 09:30	Pending Collection	
Respiratory Culture	03-Feb-2006 09:30	Pending Collection	
Hemogram With Diff	02-Mar-2006 Routine	Pending Collection	

Un/Suspend... Reorder... Sign... Approve/Verify... **Add Specimen...** Release... DC/Cancel...

Ready Training ID, Nurse (Nurse) xadex

When the specimen has been collected, you **must** return to SCM and complete the Add Specimen process.

- Select the Patient
- Click **Orders** tab
- **Highlight** correct lab test
- Choose **Add Specimen** at the bottom of the screen

Add Specimen (cont.)

The add specimen window will appear.

Choose the correct **specimen type**.

Fill in the **Check box** corresponding to the lab you collected.

Enter **collection data** information.

Start time defaults to the system time and can be changed. This is also known as the collect time. Collection time must be accurate.

Click **OK**.

Add Specimen

Specimen Type: Blood Specimen ID: 001AA190

Order(s):	Hemo...	ing Collection
<input checked="" type="checkbox"/>		

Collection Date & Time

Collected Over Time Start Date: 03-Mar-2006 Start Time: 10:03

End Date: . . End Time:

Specimen Collected by: Training ID, Nurse No. of Labels to Print: 0

Collection Volume: 0 Unit of Measure:

Additional Comments:

OK Cancel Apply View Details Item Info Select All Deselect All Help

Add Specimen (cont.)

If a lab is to be sent to Microbiology or Pathology, a requisition will display. You must fill out the required information (**red starred fields**) on the order form.

When finished, select OK and the requisition will print on the laser printer. The requisition must accompany the specimen to the Lab. Complete one set of labels and requisition and send everything to the Lab.

The screenshot shows a software window titled "Laboratory Microbiology Respiratory Culture - TRAINCBL, JOHN". The window contains a form with the following fields and values:

- Order: Respiratory Culture
- Order ID: 001888523
- Ancillary ID: F10389
- Requested By: Young MD, Byron
- Template Name: (empty)
- Messages: For Sputum specimens ONLY- Expectorated or Suctioned
- Conditional Order: Max # of activations: (dropdown)
- Requesting Date: (calendar icon)
- Priority: (dropdown)
- Reason Clinically Indicated: (text area)
- Antibiotics Administered: (text area) with a red asterisk (*) next to it.
- If Yes, List All: (text area)
- Specimen Source: (dropdown)
- Additional Specimen Information: (text area)
- Special Request: (text area)
- Special Instructions: (text area)
- Ordering Service: (dropdown)
- Supervising Attending: (dropdown)

At the bottom of the window are buttons for "Repeat", "OK", and "Cancel". A red arrow points from the text "red starred fields" in the first paragraph to the red asterisk in the "Antibiotics Administered" field.

Add Specimen (cont.)

If the lab is to be sent to **Blood Bank**, the requisition will *print when the label is supposed* to print according to priority level of the order *and again when the Add Specimen step is completed*. Complete one set of label and requisition and **send everything to the Lab.**

Effects of Add Specimen Process Completion

The screenshot displays the 'Orders' tab in the TRAINCBL, BILLY - Sunrise Clinical Manager application. The patient information at the top includes 'TRAINCBL, BILLY', '8S-858-A', '010004323 / 010004323-5336', '33y', 'Male', and 'Tibbs MD, Phillip A'. The 'Orders' section shows a table of lab orders with the following data:

Laboratory	Date	Status	Disc/Stop
APTT (PTT)	03-Mar-2006	Routine Pending Collection	
Ionized Calcium	03-Mar-2006	Routine Pending Collection	
Phosphorus	03-Mar-2006	Routine Pending Collection	
Hemogram	03-Mar-2006 10:25	Collected	

The 'Hemogram' row is circled in red, indicating the completion of the specimen process. A text box overlaid on the screenshot states: 'Once the specimen has been added, the order status will change to **collected** and the date column will reflect the date and collection time of the order.'

Last Step

- The specimen should be double bagged as usual and sent to the lab.
- Include all extra labels in the bag.
- A flag will appear in the results column when the test is completed.



Miscellaneous Hints



- Update your list daily
- Turn flags ON at the beginning of shift
- REFRESH!!
- Keep your lists current
- Enter height and weight of the patient if it hasn't been entered

Miscellaneous Hints (cont.)



- Micro specimens must be added by the RN. You must complete the requisition online and print it.
- Notify Respiratory for ABG and ECG orders.
- Know how to label a specimen. Make sure you are using the label with the correct DATED/TIMED label.
- Extra label paper is stored by the unit. If, for some reason you run out of paper and the unit does not have any, Materials Management has a limited supply available

SCM Downtime Procedures



- If Patient Management (PM) is down, but patient is already registered in PM, continue entering orders on patient. Revert to the paper system for orders and results for patients who have not been registered in PM.
- If SCM is down, revert to paper system for all orders and results.

Additional procedures are outlined in detail in the SCM Resource Book and on the Careweb page.