

MGH Research Lab Orders

Date: 08/10/2016

Try It Out

MGH Ordering Research Labs

A. Research Coordinator Draws Blood (for Research)

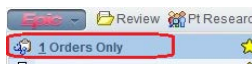
Scenario #1- No SQ printer and No Clinical Visit – MGH Lab processing and resulting labs

Patient enrolled to study by Coordinator > Coordinator creates **Orders Only** encounter > Comments section of Order (include study code and instructions for Core Lab to release orders)> Coordinator creates **HOV (MGH RSCH Clinical Program)** and links to study> Comments section of Order (include study code and instructions for Core Lab to release orders)> Print Order Requisition (highlight studycode on Form) > Coordinator **labels** tube with *ADT labels (or preprinted labels) > Encounter linked to research study > **Send** specimen to Lab with Requisition form > MGH Lab **Releases orders** under the HOV account (ADT label has CSN) > SQT labels Print

*ADT label will have Special Billing Field: "SBI=Research Linked"

Steps

1. Research Coordinator creates **Orders Only** encounter

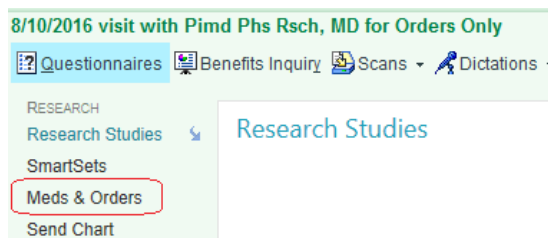


2. **Ordering Provider** window opens- complete with Ordering Provider Information (**Example:** PHS RSCH, PMD)

Click **Accept**.



3. Click on **Meds & Orders**



4. Locate the **CBC (Lab340)** [order from the Facility List or from your Research Preference List you created], select and click **Accept**.

Name	Dose	Freq	Type	Code	Ref List	Formular	Conav	General	Resulting Agency	Type
CBC			Lab	LAB: MGH O					SS HOSP BWH	
CBC and differential (BWH, BWH, DFC, MGH, NWH Only)			Lab	LAB: MGH O					SS HOSP BWH	

5. **Complete** the information required for the **CBC order** and **Comments** section.

A. Comments section – Type the Study Code. Click **Accept**

Comments (F6): Study Code: 2013Z002725-220509

Reference Links: 1. Test Details-Lab Handbook

Process Inst.: CBC includes: HCT, HGB, WBC, RBC, MCV, MCH, MCHC, PLT.

CC Results:

Recipient	Modifier

Lab: Resulting Agency: MASSACHUSETTS Collection Date: Collection Time:

Additional Order Details

B. If NO Sunquest Printer - MGH Lab Releasing Orders

Comments section – Type the Study Code and **Add following text: **Core Lab to Release Orders**. Click **Accept****

Comments (F6): Study Code: 2013Z002725-220509

Core Lab to Release Orders

Reference Links: 1. Test Details-Lab Handbook

Process Inst.: CBC includes: HCT, HGB, WBC, RBC, MCV, MCH, MCHC, PLT.

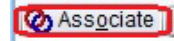
CC Results:

Recipient	Modifier

Lab: Resulting Agency: MASSACHUSETTS Collection Date: Collection Time:

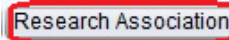
Additional Order Details

6. **Associate Diagnosis (DX)** the order. Click on the **Associate** Button.



Order - Associate Diagnosis window opens **Check off** the DX. **Click Accept.**

7. **Research Associate** the order to the study. Click on the **Research Association** Button.



Order - Associate Research Studies window opens. **Check off** the correct study. **Click Accept.**

8. Lab order (**Example CBC**) linked to study will display Beaker



9. **Sign** the order by clicking the **Sign** button.



10. The **Providers** window pops up. Complete the form and click **Accept.**

11. Research Coordinator **creates HOV (See Research HOV Create Tip sheet) and Links it to the study**

Linked	Study Code	Study	Status
<input type="checkbox"/>	2012P002605-222010	Research Study	Enrolled
<input checked="" type="checkbox"/>	2013Z002725-220509	ZZ Acute Coronary Syndrome CETP Inhibition	Enrolled

Timeline: RSH GGG DEMO (Ver. 3)

12. Print Order Requisition - **Highlight** studycode on Form

This is what will display on the Comments section of Order Requisition Form

Order Number: 2180389		
Epic Code	Test Name	Diagnosis
LAB294	CBC	Pain (R52)

Expected Date: 8/10/2016

Priority: Routine

Class: Clinic Collect

Status: Future

Remaining Occurrences: 1/1

Order Comments: Study Code: 2013Z002725-220509

Core Lab to Release Orders

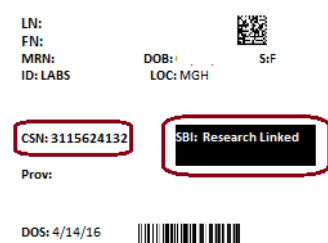
13. **Label** tube with ***ADT label** (or preprinted labels)

14. **Send** specimen to Lab with Req. form

(*ADT label will have "**Research Linked =SBI**") Identify **Encounter linked to study**

15. **MGH Core lab will Release the Orders** : under the HOV

MGH Core Lab

Research Coordinator: - Draws research blood - no SQ printer - no Clinical Visit - MGH Lab releases orders, processes specimen and results labs	Lab has CSN on Req. Form Core lab releases orders SQ Labels generated Lab receives specimen in SQ	ADT label has CSN. 
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Scenario #2- SQ printer available and No Clinical Visit – MGH Lab processing and resulting labs

Patient enrolled to study by Coordinator > Coordinator creates **Orders Only** encounter > Comments section of Order (include study code)> Coordinator creates **HOV (MGH RSCH Clinical Program)** and links to study > **Releases lab orders** under the HOV account > **SQ labels print to SQ printer** > Coordinator **labels and sends** specimen to Lab

Repeat Steps: 1 through 11

12. **Releases the Orders:** under the HOV Visit (see Tip Sheet)

13. SQ labels print to SQ printer (no need to print Order Req.)


13. **Label** tube with **SQ labels**

* Please see tip sheet “How to properly place the labels on the tubes so the instruments can read the barcodes”

https://peccutover.partners.org/tipsheets/AMB_HowToApplySunquestLaboratoryLabels_PHE_TS.pdf

14. **Send** specimen(s) to Lab

MGH Core Lab

Research Coordinator: - Draws research blood - SQ printer - no Clinical Visit - MGH Lab processing and resulting labs	Use standard processing for receipt of SQ labeled tubes	SQT label 
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Scenario #3- SQ printer available and Clinical Visit – MGH Lab processing and resulting labs

Patient enrolled to study by Research Coordinator > Coordinator creates **Orders Only** encounter > **Releases lab order(s) under the Clinical Visit** account via the **Lab Collect Activity**> If releasing on a computer in the clinical dept, **SQ labels print to SQ printer** > Coordinator **labels tubes and sends** specimen to Lab

Repeat Steps: 1 through 11

12. **Releases the Orders:** under the Clinical Visit using **Lab Collect Activity** (see Lab Collect Tip Sheet)

13. SQ labels print to SQ printer (no need to print Order Req.)

14. **Label** tube with **SQ labels**

* Please see tip sheet “How to properly place the labels on the tubes so the instruments can read the barcodes”

https://peccutover.partners.org/tipsheets/AMB_HowToApplySunguestLaboratoryLabels_PHE_TS.pdf

15. **Collect** specimen(s) **and send** specimen(s) to **Lab**

MGH Core Lab

Research Coordinator: <ul style="list-style-type: none">- Draws research blood in Clinical depart- SQ printer- Existing clinical visit- MGH Lab processing and resulting labs	Lab receives specimen	This is straight Order communication with receipt in SQ.
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B. Lab Phlebotomist Draws Blood

Scenario #4: Drawing a **Clinical and Research Blood** and **No scheduled visit in Epic; Lab Phlebotomist Creates HOV** (hospital phleb station) - **MGH Lab processing and resulting labs**

Patient enrolled to study by Coordinator > Coordinator enters **Orders Only** encounter (enter study code in Comments field along with any additional tubes needed to be drawn)> Coordinator **prints Order Req** gives to **patient to go to Lab > Req has Order ID printed on it.** [Coordinator should circle/highlight Comments]

If coordinator is providing extra tubes to the phlebotomist, then the tubes must be labeled with an ADT epic label or preprinted labels. **Study team must communicate with Phleb station**

Phlebotomist creates **HOV**, links to study, releases order, SQ labels print and draws blood.

MGH Core Lab

Lab Phlebotomist: <ul style="list-style-type: none">- Drawing a clinical and research blood- Creates HOV (hospital phleb station)- MGH Lab processing and resulting labs	Phlebotomist creates HOV , links to study, releases order, SQ labels print and draws blood. Pick correct tests to release Epic: The EXPECTED DATE/TIME is seen on Release screen
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MGH Core Lab Department – How to Create HOV off of Order

1. Find patient
2. If scheduling off the order - Click on **Orders** tab, locate and select **LAB order** and click **New Hospital Outpatient Visit (HOV)** button

Last refreshed: 2/29/2016 3:32:18 PM

Legend Refresh Filter Full Reg New Preadmission New Admission **New Hospital Outpt** New L&D Assessment New ED Arrival Appts Patient Reports

Encounter Hosp Acct Episode **Order**

Order	Date	Category	Class	Priority	Provider	Notes
AMYLAISE	04/14/2016	LAB BLOOD OR	Clinic Collect	Routine	Cho, Josalyn Leah Olsen, I	
CBC AND DIFFEREN	04/14/2016	LAB BLOOD OR	Clinic Collect	Routine	Cho, Josalyn Leah Olsen, I	
COMPREHENSIVE N	04/14/2016	LAB BLOOD OR	Clinic Collect	Routine	Cho, Josalyn Leah Olsen, I	
CPK (CREATINE KIN	04/14/2016	LAB BLOOD OR	Clinic Collect	Routine	Cho, Josalyn Leah Olsen, I	
LDH	04/14/2016	LAB BLOOD OR	Clinic Collect	Routine	Cho, Josalyn Leah Olsen, I	
LFTS (HEPATIC PAN	04/14/2016	LAB BLOOD OR	Clinic Collect	Routine	Cho, Josalyn Leah Olsen, I	
URIC ACID	04/14/2016	LAB BLOOD OR	Clinic Collect	Routine	Cho, Josalyn Leah Olsen, I	
CBC	04/21/2016	LAB BLOOD OR	Lab Collect	Routine	Cho, Josalyn Leah Olsen, I	

3. The **New Hospital Outpatient Visit Questionnaire (HOV)** window opens. Complete the required information. Click New.

New Hospital Outpatient Visit Questionnaire for Rsh, Edpatientb

Expected date: 3/2/2016 Department: MGH LAB

Referring Provider: [Search]

New Cancel

4. The **Hospital Outpatient** window opens. Click the **Encounter Form**; locate the **Research Study** box

Hospital Outpatient

Travel Screening ECP Audit Trail Claim Info MSPQ Referrals View MSPQ Patient FYI Family Lookup View WQs Reg History Auth/Cert Linkag

Rsh,Edpatientb
Encounter Form
Hospital Accounts
Ref Phys Not in Syst

Admission date: [] Admission time: []
Point of origin: Physician or Clinic Referral Admission type: Elective
Accident related?: No Private encounter?: No
Referring Provider: PHS RSCH, PIMD

Free Text Diagnoses	Diagnoses
1	

Free Text Procedures	Coded Procedures	Date
1		

Research Study

Linked	Study Code	Study	Status
<input type="checkbox"/>	2012P002605-222010	Research Study	Enrolled
<input checked="" type="checkbox"/>	2013Z002725-220509	ZZ Acute Coronary Syndrome CETP Inhibition	Enrolled

Timeline: Encounter not linked to timeline

5. Click on the Box study box to associate study to HOV.

Research Study

Linked	Study Code	Study	Status
<input type="checkbox"/>	2012P002605-222010	Research Study	Enrolled
<input checked="" type="checkbox"/>	2013Z002725-220509	ZZ Acute Coronary Syndrome CETP Inhibition	Enrolled

Timeline: RSH GGG DEMO (Ver 3)

6. Continue with HOV workflow.

Scenario #5: Lab Phlebotomist drawing Research blood - Specimen to be routed outside of Epic

-No clinical Lab ordered

Examples: Hard stick, Coordinator not able to perform blood draw

-Will need to remain on paper for this. Do not think this happens often. Future state will remain the same.

Patient enrolled to study by Coordinator > There is no **Orders Only** encounter – no clinical order

Coordinator uses paper Req, writes study code and tubes needed> Gives Req and tubes to patient to go to Lab

* If Coordinator is providing tubes to the phlebotomist, then tubes must be labeled with an ADT epic label or preprinted labels. **Study team must communicate with Phleb station**

Phlebotomist creates **HOV**, links to study, No order, No SQ labels (outside labs), and draws blood.

Save for coordinator pickup

Lab Phlebotomist

Lab Phlebotomist - Drawing Research blood - No a clinical Lab ordered - Creates HOV - No MGH lab processing	Phlebotomist creates HOV , links to study, No order, No SQ labels (outside labs), and draws blood. Saved for coordinator pickup. Specimen to be routed outside of Epic/SQ
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C. Oncology Nursing Draws Blood**Scenario #6: Research follow-up 24-48 hrs later after a clinical visit**

-No clinical visit

-From central or peripheral line in CC or send patient to Phleb station

- F/U Draw visit scheduled in CC (Follow Scenario #1 or 2)

OR

- Send patient to Phleb. (Follow Scenario #3 or 4)

As above, if Research stand alone and only a draw is needed:

Phlebotomist creates **HOV**, links to study, No order, No SQ labels (outside labs), and draws blood.

Save for coordinator pickup

Study team must communicate with Phleb station

Lab Phlebotomist

Lab Phlebotomist - Drawing Research blood - No clinical visit - Creates HOV	Phlebotomist creates HOV , links to study, No order, No SQ labels (outside labs), and draws blood. Saved for coordinator pickup.
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D. Inpatient Lab Ordering Process

Scenario #7: Clinician enters inpatient lab orders

Agreed clinicians will order. Research coordinators **will not** be placing orders on Inpatient visit.

Communication and coordination is key.

Lab - Normal Lab duplicate checking and combining on accession

1. Provider places Orders for clinical and research test
2. Nurse releases orders and labels print to unit SQ printer PRE CM in use
- 2a. Post CM go LIVE, Nurse collects specimen using CLM label verify.
3. Specimen sent to lab
4. Samples received in SQ

MGH Core Lab

Inpatient Nurse - Collects Specimen - SQ printer - Existing inpatient admission - MGH Lab processing and resulting labs	Normal Lab duplicate checking and combining on accession This is straight Order communication with receipt in SQ.
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E. ED Lab Workflow

Scenario #8: Clinician enters inpatient lab orders

All Coordinators in ED are phleb certified and will obtain research specimens. Research Staff will place orders in Epic. Research lab orders will display on the Specimen Task list so that both Coordinator and Nurse can see what needs to be drawn – but can clearly see what is Research specific vs. Clinical

Lab - Normal Lab duplicate checking and combine on accession


MGH Core Lab

Research Coordinator - - Draws blood - SQ printer - Existing inpatient admission - MGH Lab processing and resulting labs	Normal Lab duplicate checking and combining on accession This is straight Order communication with receipt in SQ.
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Scenario #9: Research Coordinator creates paper requisition for Research for ED patient

Lab order will not in Epic. Research Staff links ED admission to study> Completes Paper Order Req. (Print study code on form and Highlight the study code)> Prints ADT label and **brings** specimen to Stat Lab with Req form > ADT label will have Special Billing Field: **“SBI=Research Linked.”** Encounter linked to research.

STAT Core Lab

<p>Research Coordinator:</p> <ul style="list-style-type: none">- No order in Epic- ED Admission- Draws research blood- no SQ printer- STAT Lab processing and resulting labs	<p>Lab has CSN on Req. From Manual Accession in SQ</p>	<p>ADT label has CSN and SBI=Research Linked</p> <div><div>LN: FN: MRN: ID: LABS</div><div>DOB: LOC: MGH</div><div>StF</div><div><div>CSN: 3115624132</div><div>SBI: Research Linked</div></div><div>Prov:</div><div>DOS: 4/14/16</div><div></div></div>
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