ORDERING PROFICIENCY TESTS OR ENVIRONMENTAL CULTURES IN CERNER

- 1. Choose the OSM Requisition Order Entry icon from the Appbar.
- 2. After it loads, the Customize window will appear. Customizing is only done the first time the user logs in to this app.
 - a. Under the General Tab, choose:
 - b. Order Location: HDH Micro Receiving
 - c. Startup Mode: ADD
 - d. All boxes are checked
 - e. Optional: If you do not want this box to appear everytime you log in, uncheck the box "Show this form each time the application starts?"
 - f. Under Labels tab, choose the specimen label printer
 - g. Under the Color tab, you can customize the colors you want for the Header and Required fields by clicking on the "…" box. A color chart window will open. Choose the desired color for each field and click OK.
 - h. Under the Orders tab, make sure the box is checked.
 - i. Under the Physicians Filter Defaults, highlight Name from the Available box and click Move. Name will move to the Selected box.
 - j. Highlight and move Alias and Filtered to the Selected box. When finished, click OK.
 - k. The Customize window will disappear and the Order Entry Window becomes available. Make sure it says **Add Mode** at the top of the demographics box.

** Add Mode ** Client: Requisition:		
Client: 401004 HDH-Proficiency Te	Testing	

- 3. Under Client, choose HDH-Proficiency Testing or HDH-Environmental Studies from the drop down menu. Press Enter from the computer keyboard. It takes a bit for it to think.
- 4. The Search By window opens.

Person Name:

5. Use ZZZZTest for the last name and enter the first name of the patient to be the number of the proficiency sample (ie. "HDH F1-07" or "Pharmacy"). Press search. Choose the correct "patient."

Your search should look like: ZZZTEST,HDH F1-07. The correct "patient" for pharmacy environmental studies is: ZZZTest,Pharmacy (MRN #000007759).

- 6. All Proficiency testing samples should already be in the system and a new "patient" should not need to be created. In the event of a new sample entry, the DHS Outreach Quick Registration window opens. All yellow fields must be entered. The last name of the patient will always be ZZZZTEST. The first name of the patient is always HDH, space, then the number of the proficiency sample (ie. F1-07). The birth date might need to be filled in, but it does not matter unless you should encounter a proficiency sample that is age specific. For this case, a new patient will need to be entered. Choose our laboratory director for the Ordering Clinician. Press OK.
- 7. The Order Entry window will open.
- 8. Enter collection time and collected by pressing enter from the computer keyboard.
- 9. Choose procedure by entering the test in the search box. Highlight choice and click OK. If testing is for Pharmacy, then choose Environmental Culture.



10. The additional information box will open. Choose the most appropriate specimen type from the drop down menu. For Pharmacy, most appropriate would be "Sterile Media." For site, choose hand R, or hand L, or unknown, or whatever is most appropriate.



11. The order is shown.

Procedure	Specimen Type	Report Pri.	Collected	Collection Priority	Label comment	Research Account	CallBack Phone	Diagnosis	ABN	ABN Status	Prompt	Comment	Modified	Group ID	🔺
Strep Group A Antigen Test	Throat	RT - Routine 💌	V				-			-	1				•

12. The screen returns to the original ordering screen. Click the save icon at the top left.											
			(DRDERS							
			SUBMITTED ORDERS								
	on Submitted Orde	ers at the bottom			to get the	to get the					
	accession number. Labels should automatically print.										
	Client	MRN	Patient Name	Procedure	Accession						
	DH-Proficiency Testing			Strep Group A Antigen Test	40-15-350-00140	Not Required,					

- 13. To order another Proficiency Test, click in the yellow "Add Mode" box and repeat the steps for any additional tests.
- 14. When finished, exit the application by choosing Task at the top left of the screen and then choosing Exit from the drop down menu.