

WORKING UP AN ORGANISM IN CERNER



1. Open Microbiology Result Entry from the Appbar.

Accession: Proc

2. Enter the accession number into the Entry box or scan the barcode.

3. The Microbiology Result entry screen will open.

4. Enter the initial organism mnemonic (ex. GNR/GPC/Yeast/Strep B) in the Entry box and press Enter.

Entry:

| D | Status | Report | Description | Note |
|---|----------|--------|-------------------|------|
| | Mediated | GC | Gram Stain Direct | |

The choices for the initial organism are on the Microbiology Coded Response Sheet.

5. The Add Organism dialog box displays with the default media. Assign a quantity and/or an organism description to the media from which the organism is being worked up. Click on the box under report to link the organism to future reports. Linking a report will cause the organism ID to automatically update for preliminary and final

Add Organism - GPC

| Media | Quantity | Description | Report | Sub Media |
|---------|----------|-------------|-------------------------------------|-----------|
| LIM | | | | |
| Granada | 2+ | orange | <input checked="" type="checkbox"/> | |

Buttons: OK, Cancel, Add, Link, Delete

reports. Click OK.

Only link (click on Report) organisms that are being reported in the results. If the organism will not be reported, DO NOT LINK IT.

6. In the workcard on the bottom half of the screen, you will see that the media for the gpc is now linked (chain

| Update Dt/Tm | Tech ID | Status | # | Entry | Lot(s) | | | |
|------------------|---------|--------|---|-------|--------|---------------------|----------------|--|
| 12/26/2015 13:28 | E233341 | | 1 | GPC | | Gram Positive Cocci | | |
| | | | | | | Media: Granada | Obs: 2+ orange | |

icon).

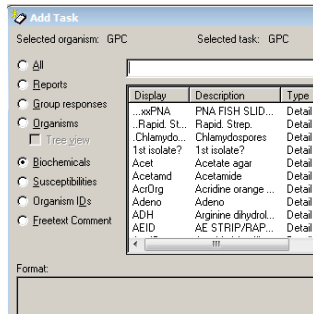
7. The Yellow Line represents the organism name. If an initial observation cannot be made (not sure of the organism), you can use the code "OBS" as a placeholder, instead of the GPC entry code, while additional testing is being done, such as a gram stain. OBS is NOT an organism name, and must be changed to the correct name if this organism is to be linked and reported out.
8. ALL ORGANISMS THAT ARE REPORTED MUST BE LINKED. This includes Yeast and Trichomonas from a wet mount and Yeast from a genital or GC culture as well as all organisms reported from an outside lab (ie. Trichophyton sp.).

9. Linking Organisms to Reports

- a. You should only link an organism if you are sure that you are going to keep it on the culture. If you link an organism and verify a report that contains it, you will not be able to remove the organism later.
- b. Only one piece of media per organism can be linked to a report.
- c. Linked organisms will always be added to the top of the report. If multiple linked organisms are added to a report at one time, they are added in the order that they appear in the workcard. If a linked organism is added to a report after other linked organisms have been added, it will be listed below the other linked organisms in the report.
- d. Linked organisms can be moved up and down in the report.
- e. Linked organisms will be added to preliminary, final, and corrected reports but not to stain reports.

10. Click OK to add the organism to the workcard.

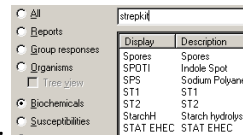
11. Biochemical tests can now be ordered for the organism. To do this, highlight the yellow bar, then right click and



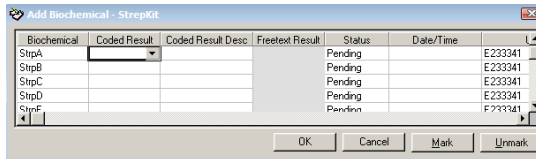
choose 'add task.'

The Add Task box will pop up. Make sure the Biochemicals button is

marked. Choose the biochemicals from the Microbiology Coded Response Sheet.



And click



Add.

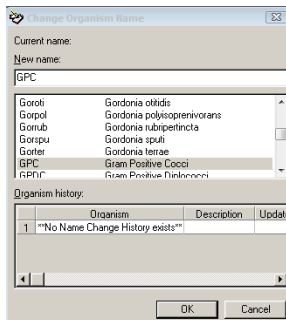
The Biochemical resulting box will pop up. You can fill in the

results now using the drop down menu under Coded Result, then click OK. If the test is being set up today to read at a later time, just click the OK button.

12. All biochemical tests that belong to a particular organism should be located under the organism name.

13. Do NOT enter any tests performed under free text. All tests are in the system and should be accounted for in our workload.

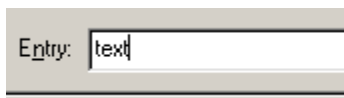
14. To change the organism name highlighted in yellow to the actual organism name you wish to report, highlight the yellow organism line, right click, and choose Change Organism Name from the drop down menu.



The Change Organism Name box pops up. Type in the organism name that you wish to

use from the Microbiology Coded Response Sheet, or by finding the correct name from the list. Many organisms can be found by typing in the first 3 letters of the genus and the first 3 letters of the species name. Click OK. The organism name is now updated. The linked organism must be the same organism that you wish to report. It should autopopulate in the result box when either Prelim or Final is being used if done properly.

15. To add Free-Text to the workcard, type Text in the Entry Box (alternately press the F3 key on the keyboard).



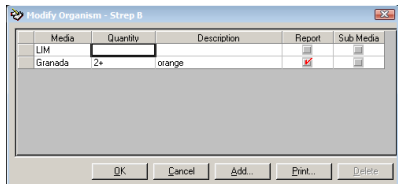


The Freetext box appears. Type in the message or any notes into the box. Once completed, press OK to exit. The message will now appear in the workcard.

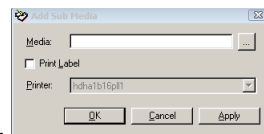
Once

| Update Dt/Tm | Tech ID | Status | # | Entry | Lot(s) | | |
|------------------|---------|---------|---|------------|--------|---|----------------|
| 12/26/2015 13:59 | E233341 | | 1 | Strep B | | Streptococcus agalactiae (Group B) | |
| | | | | | | Media: Granada | Obs: 2+ orange |
| 12/26/2015 13:28 | | | | | | Previous Name: GPC | |
| 12/26/2015 13:59 | E233341 | Pending | | StrepKit | | Biochemical Group | |
| 12/26/2015 13:59 | E233341 | Pending | | StrpA | | Res: | Text: S |
| 12/26/2015 13:59 | E233341 | Pending | | StrpB | | Res: | Text: S |
| 12/26/2015 13:59 | E233341 | Pending | | StrpC | | Res: | Text: S |
| 12/26/2015 13:59 | E233341 | Pending | | StrpD | | Res: | Text: S |
| 12/26/2015 13:59 | E233341 | Pending | | StrpF | | Res: | Text: S |
| 12/26/2015 13:59 | E233341 | Pending | | StrpG | | Res: | Text: S |
| 12/26/2015 14:04 | E233341 | | | <FREETEXT> | | Please reincubate the plate an extra day. | |

16. To subculture an organism, double click on the yellow organism line in the work card.



Click the Add box.



The Add Sub Media box will open.

Enter the mnemonic for the media you want to enter (or press F2 for a list of media. Double click the media choice and it will populate the media box). Check the Print Label box if a label(s) is needed. Press OK and the



labels will be printed.

In the Modify Organism window, you can see that a BAP has been added and it is a Sub Media. Press OK to exit the screen and return to the workcard.

| Media | Quantity | Description | Report | Sub Media |
|---------|----------|-------------|-------------------------------------|-------------------------------------|
| LIM | | | | |
| Granada | 2+ | orange | <input checked="" type="checkbox"/> | |
| BAP | | | | <input checked="" type="checkbox"/> |

Looking at the workcard, the BAP plate has been added.

| | | | | | | | |
|------------------|---------|--|---|---------|--|------------------------------------|----------------|
| 12/26/2015 14:09 | E233341 | | 1 | Strep B | | Streptococcus agalactiae (Group B) | |
| | | | | | | Media: Granada | Obs: 2+ orange |
| | | | | | | Media: BAP | Obs: |

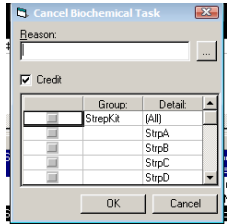
Don't forget to add the BAP in the workup when a subculture is done from LIM to a BAP. It needs to be included in our workload.

17. To Remove Subculture Media from an Organism, Double click (highlight) the organism on the Workcard and the Modify Organism box will open. Highlight the entire subculture medium row by pressing the box on the left and



press the delete button.

18. To Cancel a Biochemical Test, select the biochemical that you want to cancel in the workcard. Right click on the biochemical and choose Cancel Task from the dropdown menu. The Cancel Biochemical Task box will appear.



Choose the Cancel Reason as Lab Cancel. Now you must click on the little grey box on the left for the test you wish to cancel. Click OK. The status of the test will change to Canceled.

17. Printing Media Labels from Result Entry

- a. Double click the organism in the workcard. The Modify Organism dialog box opens.
- b. In the spreadsheet, select the medium by clicking on the cell.
- c. Click Print. The Print Media Labels dialog box opens.
- d. Select the Print Selected option. This will print an additional label for the selected. To reprint labels for all media, select the Print All option.
- e. In the Printer box, select a media label printer.
- f. Click OK. The label is sent to the selected printer.