UC Health LABORATORY

Lab Update

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- **EPIC Information**

LabUpdate is a periodic publication of the Clinical Laboratories of UC Health. By way of this publication, lab users are provided: 1) updated operational information relevant to the practice of laboratory medicine within UC Health facilities, and 2) didactic material generally applicable to laboratory medicine.

LAB UPDATE
University Hospital Clinical Laboratory

If you are interested in the on site availability of a particular test, please contact the Laboratory Client Services Department at 584-0696 or via email to Jenny Ford at jennifer.ford@uchealth.com.

EPIC Preference Lists

Preference Lists are created to ensure the most commonly ordered tests by physicians are easy to find and add to a patient's order.

In the ORDER ENTRY function of EPIC, click the PREF LIST icon. There are 3 tabs to choose from:

1) The first tab allows the user to browse all orders in the preference list.
2) The second tab allows the user to search for and select orders from the Preference Lists.
3) The third tab is the Facility Tab which allows the user to search all orders available to the facility.

The Database is global to all Epic users and contains many tests that are routed to Quest Diagnostics or LabCorp instead of University Hospital. Currently, some preference lists include these tests. If you feel that a test is taking much longer to perform than usual, contact lab customer service at **585-LABS** to verify the correct test.

As the lab continues to add testing to our in-house menu, preference lists will need to be updated to ensure correct tests are included in each individual preference list.

Printing Lab Labels in EPIC

EPIC has been designed to automatically default a patient's lab to be designated as unit collect or lab collect based on various criteria, such as department, priority or type of specimen.

Unit Collect Specimens-
- The Nurse will receive a task on the Work List to print the label.
- When the Nurse is ready to collect the specimen, click the "Print Label" button.
- After printing the label, the Nurse will get another task to "Collect the Specimen"
- After the specimen is collected, the Nurse must complete the Collect task.
- The Nurse will be required to enter the collection date and time into the fields in the pop-up box.

*It is important to remember that label reprinting is not available in EPIC. If the label is lost or damaged, you must have the lab reprint the labels.**

Lab Collect Specimens-
- Labels will print at the appropriate time period where they printed prior to Epic Go-Live**.**
- **Labels do not print in the Laboratory at UH and WCH**. They will print on the ordering unit and should be handled in the same manner as prior to Epic Go-Live. If you previously called Work Control for a collection, you will continue to call Work Control to schedule the collection.
- If you previously placed the labels in a designated place for Phlebotomy to pick up, you will continue to place the labels in the same place per unit workflow.

Sending Specimens to the Lab

When sending specimens to the laboratory, it is important to keep in mind certain criteria:

1. Specimens ordered in EPIC and labeled with a barcode lab label:
   - Do not send a copy of the EPIC requisition, or any downtime requisition.

2. Specimens ordered in EPIC, but do not have the barcode lab label:
   - Send a copy of the EPIC requisition and write on the top ORDERS IN EPIC. This will allow the lab staff to look up the orders in the lab system instead of reordering and creating duplicate test orders.

3. Test orders not placed in EPIC-
   - Send a Downtime Requisition with the Patient Name, MRN #, CSN #, ordering location and ordering Physician.
   - Mark all requested tests clearly on the requisition and include collector's initials and time of collection.

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EPIC Lab Status

Currently, all tests that have had a label printed through EPIC will go into In Process status. This does not mean that the specimen has been received in the lab. The Lab IT Team is working on creating multiple status updates to keep clinicians aware of the movement of the lab specimen through the system.

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Add On Testing in EPIC

If you receive a new lab order for a patient and know that a specimen was recently collected, you should call the lab to determine if there is enough viable specimen for the add-on test. If there is adequate specimen available:

- Go to the Active Order Section of the Order Mgmt activity.
- Click the ADD ON frequency
- Accept the Order
- The label will print with the ADD ON priority
- Write on the label "Specimen in Lab"
- Tube the label to the laboratory

EPIC - Did you know?

Tip #1- The lab only sees orders placed in EPIC after the orders have been released. When the orders are released they will cross to the Horizon Lab System. In EPIC, the status will change to IN PROCESS. This does not mean that the lab has received specimens. It only reflects that the order has been received in the lab information system.

Tip #2- If you encounter any type of issue with EPIC regarding label printing, ordering tests, or releasing orders there is a dedicated email for IT support. Send all issues to LISSUPPORT@UCHEALTH.com and include a medical record number, date of service and a description of what the error or problem has occurred.

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Blood Product Administration

There are several boxes to fill with information from the blood bank unit:

1) **Registration Number** is equal to **Unit Number** and accepts a scan of the barcode on the blood unit label. This unit number begins with "W" and is 13 characters in length followed by a check digit. If the number must be entered by hand the check digit must be included. For example, W037712504537-F would be entered as W037712504537F.

2) **Product Code** is the E code associated with the blood unit. **E codes are followed by 4 numbers** and can be found on the blood bank compatibility tag immediately above the words describing the unit. For example, the compatibility tag will have the words AS-3 Red Blood Cells Leuko Reduced with the E0685 product code immediately above on the left hand side of the tag. **Do not scan any number into the product code field.** Doing so may result in an error message that indicates the unit is duplicated to another patient. If this message is received, be assured the unit is not assigned to another patient. Epic does not have the capability to know this. This Epic message pops up when a barcode number is scanned into the product field. The message is indicating the scanned number does not match the expected E code entry.

Remember to complete the blood administration flowsheet when the transfusion is finished.
Failure to complete the transfusion may result in loss of information regarding the transfusion when the patient is discharged. To stop or complete a transfusion, please refer to the Epic job aid "Documenting Blood Administration".