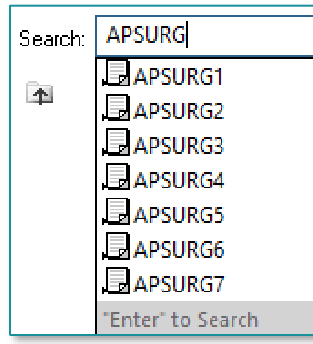
From the Office of Clinical Informatics

Dahl-Chase Specimen Collection PowerPlan Cerner Millennium

June 20, 2019

The following is an outline of the process for ordering and interaction with the Dahl-Chase Specimen Collection PowerPlan.

Printing Specimen Labels (EMMC OR/Endo Only)

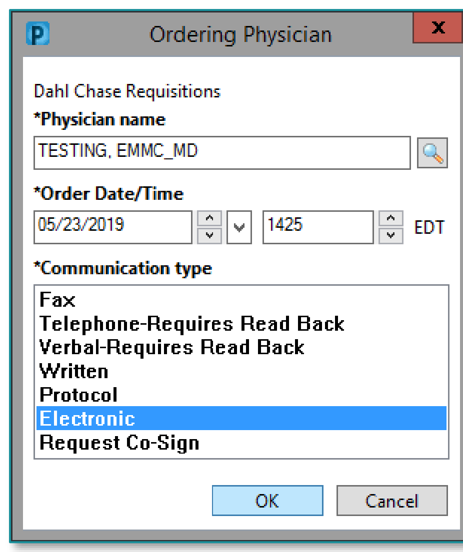


A special order, APSURG, is used in the EMMC Operating Rooms and Endoscopy that generates specimen labels in advance. All other areas use the patient labels received from patient registration.

- **From the Patients medical record, Click the Orders link from the grey menu on the left side of the screen.** 

- **From the Orders Profile, click the Add button in the upper left corner of the screen.** 

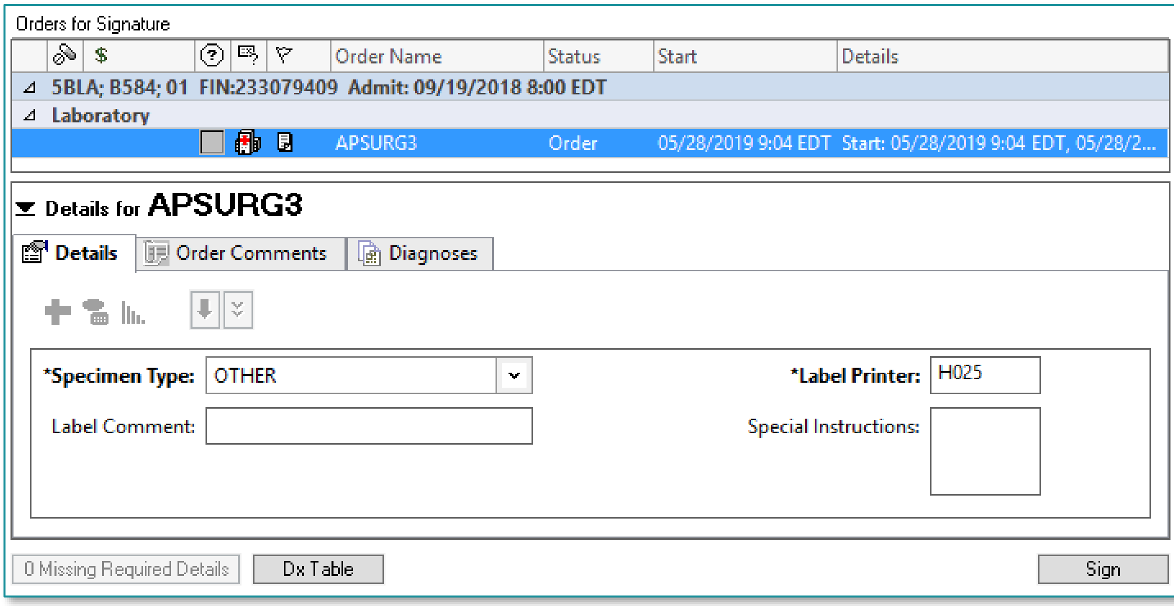
- **Search for APSURG, and choose the APSURG order with the number of labels to be printed.**
  - The **Ordering Physician Window** displays:
    - Enter the ordering physician in the **Physician Name** field. If needed, use the magnifying glass button to search using more specific criteria.
    - Ensure that the **Order Date/Time** is indicated accurately. This field defaults to today's date at the current time.
    - Choose a communication type of **Electronic**.
    - Click **OK**.
      - A message will display stating, "**A completed Dahl-Chase Requisition must be sent with all Cytology/AP Orders.**"
      - Click **OK** in the lower right after reading this message.



  - Click **Done** in the bottom right of the Add Order Window. 

- **The APSURG order displays on the Order Profile with the Order Details Scratchpad open in the lower portion of the window.**
  - Choose the specimen type from the **Specimen Type** dropdown.
  - Enter the **Label Printer** name (typically H####).

- Enter a **Label Comment and Special Instructions**, if necessary.



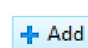
- Click **Sign**. The designated number of labels will print at the selected printer.

Using Labels in Specimen Collection

- **Handwrite the Specimen Description on the label.**
  - Read this information back to the Provider to ensure it is correct.
- **Place the Collected Specimen in the appropriate container.**
- **Place the Specimen label on on the appropriate container.**
- **Place the specimen container in a biohazard bag,**
  - Insert the remaining small label in the biohazard bag sleeve pocket.

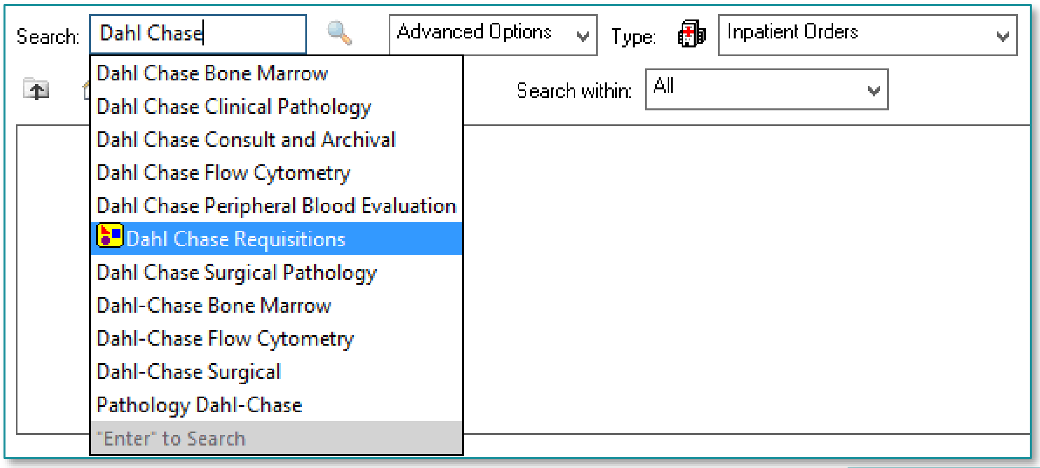
Ordering Dahl-Chase Requisition PowerPlan

- **From the Patients medical record, click the Orders link from the grey menu on the left side of the screen.** 

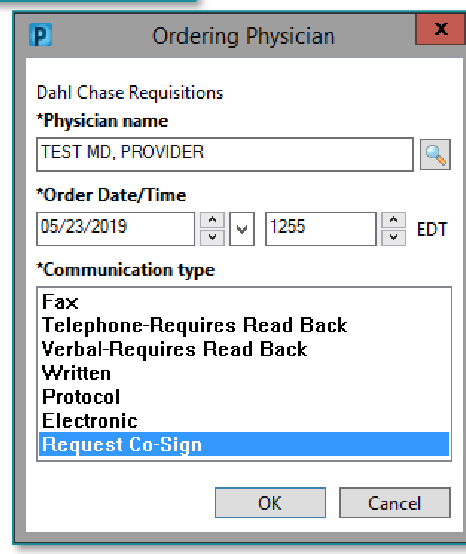
- **From the Orders Profile, click the Add button in the upper left corner of the screen.** 

- **Search for Dahl Chase in the Search field.**
  - A list of orderables containing Dahl Chase displays.

- Choose the **Dahl Chase Requisitions** Powerplan. (PowerPlans are indicated within Millennium with a yellow square containing multicolored shapes.)



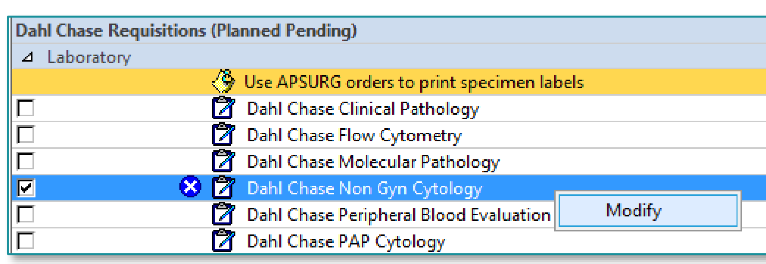
- The **Ordering Physician Window** displays:
  - Enter the ordering physician in the **Physician Name** field. If needed, use the magnifying glass button to search using more specific criteria.
  - Ensure that the **Order Date/Time** is indicated accurately. This field defaults to today's date at the current time.
  - Choose a communication type of **Request Co-Sign**.
  - Click **OK**.



- Click **Done** in the bottom right of the Add Order Window.
  - The PowerPlan Components now display in the Order Profile.
    - PowerPlans are a collection of single line order all placed in a single location. Single line orders within a PowerPlan are able to be selected individually based on need.

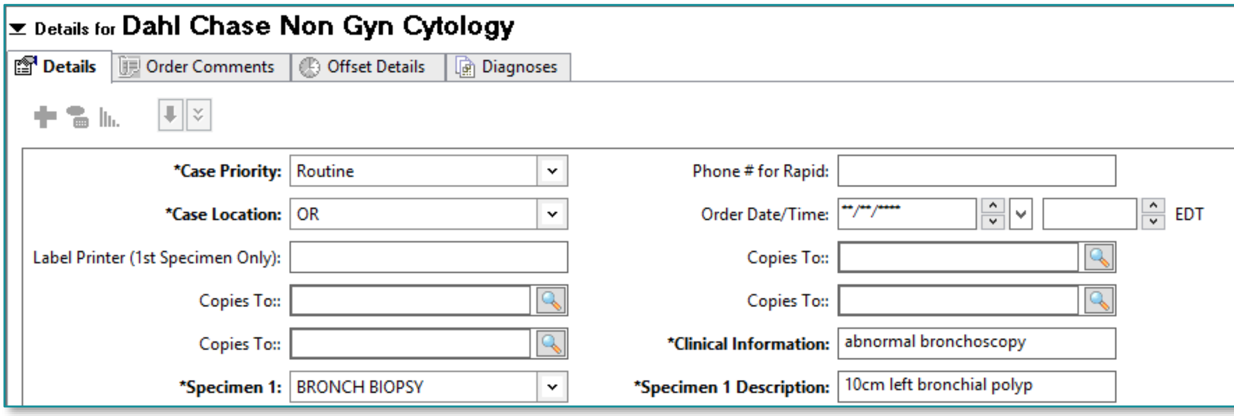
- Choose PowerPlan order(s) from the list by clicking the check box to the left of the desired order(s).

- Once the desired order(s) have been selected, right click the desired order and select Modify to edit the order details.



NOTE: **The Blue Circle with White X icon in the order row indicates that the order has required fields.**

- The Order Details Scratch pad is now open in the lower portion of the window.
  - Required fields display with a yellow background.



- Enter information into the Order Detail fields as appropriate.
- Select the appropriate specimen type from the dropdown.
- Enter the description for the specimen in the indicated field.
  - If more than one specimen has been collected, continue this process until all specimens and descriptions have been documented.

TIP: **If more than one order from the PowerPlan has been checked, hold down the CTRL key while clicking each of the checked orders to select, and then right click and choose modify. This will open the Order Details Scratch pad with the similar fields from each of the checked orders, and, when completed in this way, applies the data entered in these fields to each individual order. This allows for information that would otherwise be redundant, to be entered only once during this process.**

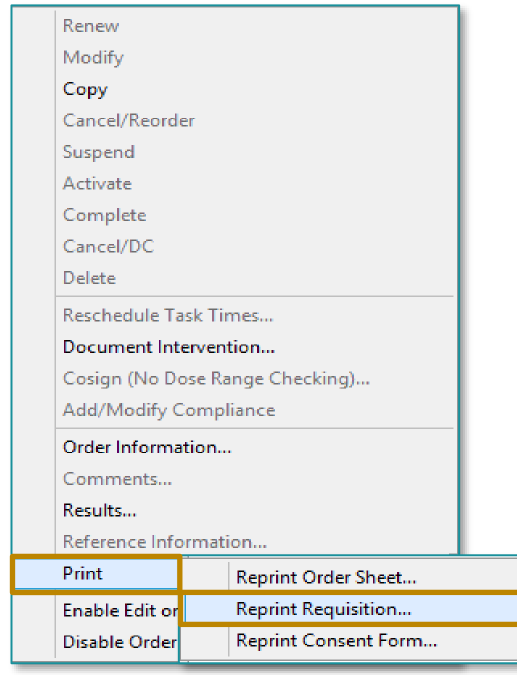
- Click the **Initiate Now** button in the lower right of the window. 

  - The Orders For Signature Page now displays.
- Review this page to ensure the correct orders have been placed.
  - Hovering over the order details will display additional information.
- Click the Orders For Signature button. 

- Click Sign. 

  - The Order is sent to PowerPath via interface with PowerChart.
  - The order is also sent to the Ordering Provider's Message Center.
    - The order is finalized when the provider opens, reads, and signs.

Printing Requisitions



- **From the Orders Profile, locate the Dahl-Chase order.**
    - It can be found in the Laboratory Category.
- **Right-click the order, navigate to print, and choose Reprint Requisition from the submenu.**
    - Print 2 Requistions.

NOTE: **To print requisitions for two or more Dahl-Chase orders, the CTRL+Click function can be used to multi-select. After the orders are selected, right-click one of the selected orders, select Print, and then choose Reprint Requisition from the submenu. A requisition for all selected orders will print.**

- Insert a requisition into the biohazard bag sleeve pocket for the appropriate specimen.
- Place the other requisition in the Specimen Collection log.

- **The Specimen is now ready to be picked-up by a courier.**

Cancelling a Dahl-Chase Requistion Order

- **Designated staff member will contact the lab and request that the order be cancelled.**
- **Lab Staff Cancel the order.**
- **The designated individaul contacts Dahl-Chase to notify them of the cancelled order.**
- **Dahl-Chase removes the order from their queue.**
- **The Ordering Provider receives a message via Message Center notifying them of the cancellation.**