### **ORDER THE HIV TEST**



- 1. Access the ^OLG function in CHCS (LAB>LSP>OLG, ^OLG).
- 2. Enter the patient's name using any of the appropriate search methods.

#### \*\*\*\*\* PGUI \*\*\*\*\*

When the provider orders test(s) via PGUI, those orders are processed in CHCS in ^LGO.

- 1. In LGO enter the patient's name or other allowable search method.
- 2. The application will display all test(s) ordered for this patient via PGUI.
- 3. Select (mark using the END key and the arrow keys or F11 to select all) the test(s) that will be collected.
- 4. Skip to step 13 below and continue.

🐨 EAST - Reflection for UNIX and OpenVMS	a ×
File Edit Connection Setup Macro Window Help	
	-
TEST, HEADQUARTERS AGE: 26 20/888-12-1980 OUTPAT POL	
This patient has no Active orders on this page.	
*OUTPAT*	
ACTION: N NEW ORDERS N	
Select Ordering/Authorizing HCP:	
Personal Data - Privacy Act of 1974 (PL-93-579)	
3744-34 🗛 🛛 VT500.7 ofab1 beta said com via SECUBE SHELL	-
1 Start 🙆 💿 🚱 » 💿 CTS - Microsoft Outlook 🕅 EAST - Reflection f	AM

- At the ACTION prompt enter an N for a new order.
  Select the appropriate provider for this order.
  Order set NO prompt press enter.



- 6. At the DATE/TIME OF TEST prompt enter an N for now.
- 7. Press enter to accept the default responses for next four (4) prompts.
- 8. At the Select LABORATORY TEST: prompt enter VIRO.



- 9. For the Specimen Source Code enter F for Force Screening. Be sure you enter a capital F.
- 10. Press return until you are at the Select LABORATORY TEST: prompt
- 11. Press enter to end this ordering session OR enter more test(s) to be ordered for this patient.

TEAST - Reflection for UNIX and OpenVMS	
File Edit Connection Setup Macro Window Help	
TEST, HEADQUARTERS Age: 26 20/888-12-1980	OUTPAT POL
1 LAB HIV SEND PATIENT TO LAB BLOOD RED/YELLOW	
on 30 Nov 2007@0933 STEVED	30NOV@0938
* 011 TPA T*	
* OUTFAT*	
ACTION: Q	
Personal Data - Privacy Act of 1974 (PL-93-579)	
3772, 10 A VT500-7 pfalp1.hetg.saic.com via SECURE SHELL	00:56:37 Num
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12. Enter a Q to QUIT this ordering session.



- 13 Enter the collection date (N for NOW).
- 14 Enter your label printer pneumonic and print the specimen label.
- 15 Collect the specimen using proper technique. The HIV specimen should be collected the Viromed supplied RED/YELLOW "target" tube. Viromed prefers that the specimen remain in the original collection tube, therefore, it is not necessary to pour off the serum into a transfer vial.

# BATCH THE SPECIMENS AND SEND TO VIROMED

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File Edit Connection Setup Macro Window Help	
EMO Enton/Maintain Lab Ondons	
OPS Croate /Edit Order Sate	
OlG Lab Orden Entry/Sample Log-In	
LGO Log_in Samples from Lab Orders	
III Inlock Log-in Lock	
$\Delta T \Delta = \Delta d d a$ Test to an Accession	
MAA Manually Assign Accession Numbers	
MAD Modify an Accessioned Order	
CAO Cancel an Accessioned Order	
RSL Renrint Specimen Labels	
XML Print Crossmatch Labels	
CLM Collection List Menu	
All Print Entire AP Specimen Log-In Docm't for 1 Day	
PAL Print Anatomic Pathology Slide Labels	
RBL Recut/Reorient S.P. Specimen Slide Labels	
TLM Transmittal List Menu	
SLM Shipping List Menu	
Select Specimen Processing Menu Option:	
4138, 41 💾 VT500-7 pfalp1.hctg.saic.com via SECURE SHELL	01:28:04 Num Caps Hold
📶 Start 😸 🕑 🕼 " 📴 Inbox - Microsoft Outi    🖤 EAST - Reflection f   🖤 PACIFIC - Reflection f   💆 Document1 - Microsoft Outi	sof « 🚺 🙂 10:11 AM

1. Access the Shipping List Menu: LAB>LSP>SLM (^SLM)

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File Edit Connection	n Setup Macro Window Help	
MAA	Manually Assign Accession Numbers	
MAO	Modify an Accessioned Order	
CAO	Cancel an Accessioned Order	
RSL	Reprint Specimen Labels	
XML	Print Crossmatch Labels	
CLM	Collection List Menu	
ALL	Print Entire AP Specimen Log-In Docm't for 1 Day	
PAL	Print Anatomic Pathology Slide Labels	
BRL	Recut/Reorient S.P. Specimen Slide Labels	
TLM	Transmittal List Menu	
SLM	Shipping List Menu	
Select S	Specimen Processing Menu Option: slm Shipping List Menu	
RVA	Review Accession Pool	
GSL	Generate Shipping List Batch	
MSL	Manually Create a Shipping List Batch	
PSB	Process Shipping List Batch	
PBL	Print Shipping List Batch	
ACK	Acknowledge Receipt of Specimens	
MAR	Modify Accession From Submitting Lab	
Select S	Shipping List Menu Option:	
4147.35 A	VT500-7 ofalo1, hoto, said, com via SECURE SHELL 01:29:35 Num Car	s Hold
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- Select GSL Generate Shipping List Batch.
  Select P to group specimens by the Performing Lab (this is the default response).

TEAST - Reflection for UNIX and OpenVMS		_ & ×
File Edit Connection Setup Macro Window Help		
Laboratories with Speci	mens Awaiting Shipment	
Performing Laboratory	Available Accessions	
Quest Diag Prod Lab - AMD	21	
ViroMed		
M <mark>ark eXit Help</mark>		
Select a performing laboratory.		
borote a portorming raboratory.		
4158, 2 A VT500-7 pfalp1.hctg.saic.com via SECURE SHELL	[ 01:32:30 ] Nu	im I
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- 4. The application will display all the available labs and list the number of specimens for each. Use the arrow keys to place the cursor next to Viromed.
- 5. MARK the Viromed lab using the END key. An asterisk will placed next to Viromed.
- 6. Enter a P to proceed. (This is the default entry.)

CEAST - Reflection for UNIX and OpenVMS		
File Edit Connection Setup Macro Window Help		
Accessions Augiting Chipmont to VincMod		
Accessions Awarting Shipment to. Virowed		
Accession # Patient Name	Ordered Test	Specimen
*071130 C02 700022 TEST,HEADQUARTERS	HIV	BLOOD
M <mark>ark G</mark> enerate eXit Help Select one or more accessions.		
4168, 2 A VT500-7 pfalp1, hctq saic.com via SECURE SHELL		01:37:01 Num
Start 😑 💿 🎯 * 🗿 Inbox - Microsoft Outl 🕅 EAST - Reflection f 🕅 PACIFIC - R	eflection f 🛛 💆 Document1 - Microsof	« 🚺 🖸 10:20 AM

- 7. CHCS will display all the specimens for Viromed Laboratories. Use the END key to mark the specimens to be sent to Viromed. The F11 key will mark all. Remember if there is a plus sign (+) at the bottom of the list there are more specimens on the following pages. Use the PAGE DOWN key to scroll to the next page and the F11 key to mark all specimens.
- 8. When all specimens have been marked press the G key to Generate the batch.



- 9. CHCS will display all the selected test(s) with the status of ON SHPLST (on shipping list). Repeat step 7 above to mark all orders for transmittal to Viromed.
- 10. Press the S for SEND; the status will change to IN SHPTRN (in shipping transit).
- 11. Press the P key to print the batch list. (Enter the appropriate printer pneumonic at the DEVICE: prompt.) Repeat to obtain two copies of the list.
- 12. When finished exit to the menu list OR process other batches for transmittal.

# PACKAGING SPECIMENS

- 1. Allow the specimen(s) to clot then centrifuge. Viromed prefers that the specimen REMAIN in the original specimen collection vacutainer tube.
- 2. Place the specimen(s) in a foam block.
- 3. Place the foam block into a specimen bag.
- 4. Seal the bag and apply the tamper proof tape (initial and date the tape).
- 5. Place the specimen(s), in the bag, into a FedEx box. Place one (1) copy of the batch list in the box also.
- 6. Seal the box and apply the preprinted FedEx air bill. Ensure that FedEx will pick up the package in a timely manner.
- 7. The second copy of the batch list is retained as your record of transmittal. Indicate on the batch list the FedEx tracking number for future reference (the peel off section of the air bill can be used).

Viromed will supply the Coast Guard the following items:

- 1. RED/YELLOW vacutainer tubes.
- 2. Plastic transport vials for specimens NOT collected in the Viromed supplied tubes
- 3. Specimen bags.
- 4. Tamper proof tape
- 5. Foam blocks and FedEx shipping boxes
- 6. Packaging tape.
- 7. Preprinted FedEx address labels (specify next day delivery).

Viromed will ship supplies to clinics on a quarterly basis. Contact ViroMed Client Services at 800-582-0077 should additional supplies be needed.

## **VERIFYING HIV RESULTS**

Results for HIV test(s) will be available in ^VRR within a few days. Treat these results the same as a Quest result for verification purposes.

Shipping List Page 1 To: ViroMed 6101 BLUE CIRCLE DRIVE MINNETONKA, MN 55343 Personal Data - Privacy Act of 1974 (PL 93-579) Batch # VIR-C0420-13 Created: 30 Nov 2007@1025 Submitting Laboratory: USCG CLINIC DISTRICT OF COLUMBIA Client #: CO420 \_\_\_\_\_ Entry # Patient Name FMP/SSN (Pt. ID) Sex/DOB Accession # Collection Sample/Site-Specimen Collection Date/Time Accession Comment Order/Task Number Status Order Code Performing Lab Test Name Requesting HCP Comments 1 TEST, HEADQUARTERS 20/888121980 M/04 Dec 1980 071130 C02 700022BL00D/SERUM 30 Nov 2007@1002 071130-00419-681596 IN SHIPPING TRANSIT 100 HIV STEVENS, DAVE Order Required Data: FORCE SCREENING \*\*\* End of Report \*\*\*

Example of a batch list.