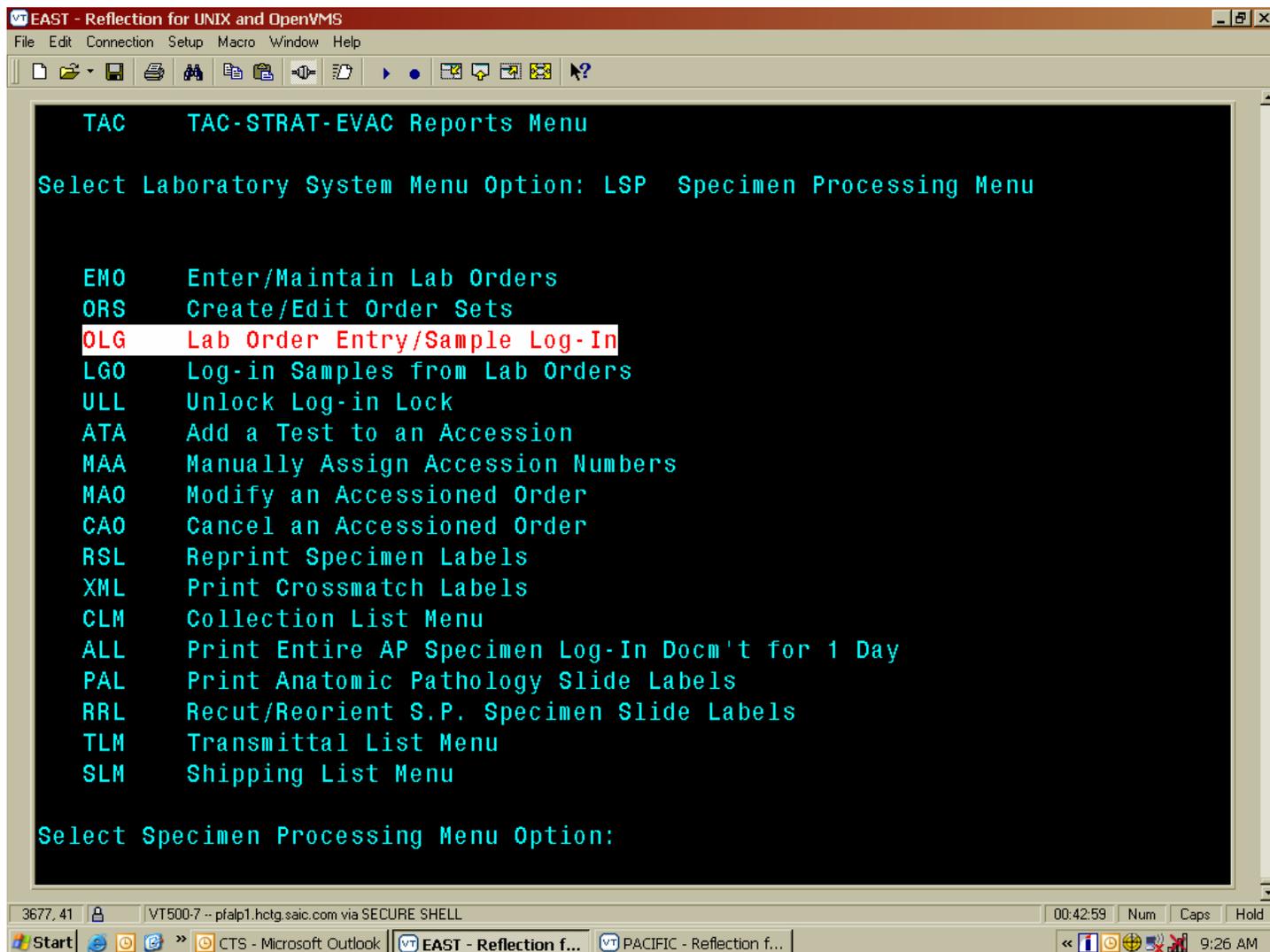


## ORDER THE HIV TEST

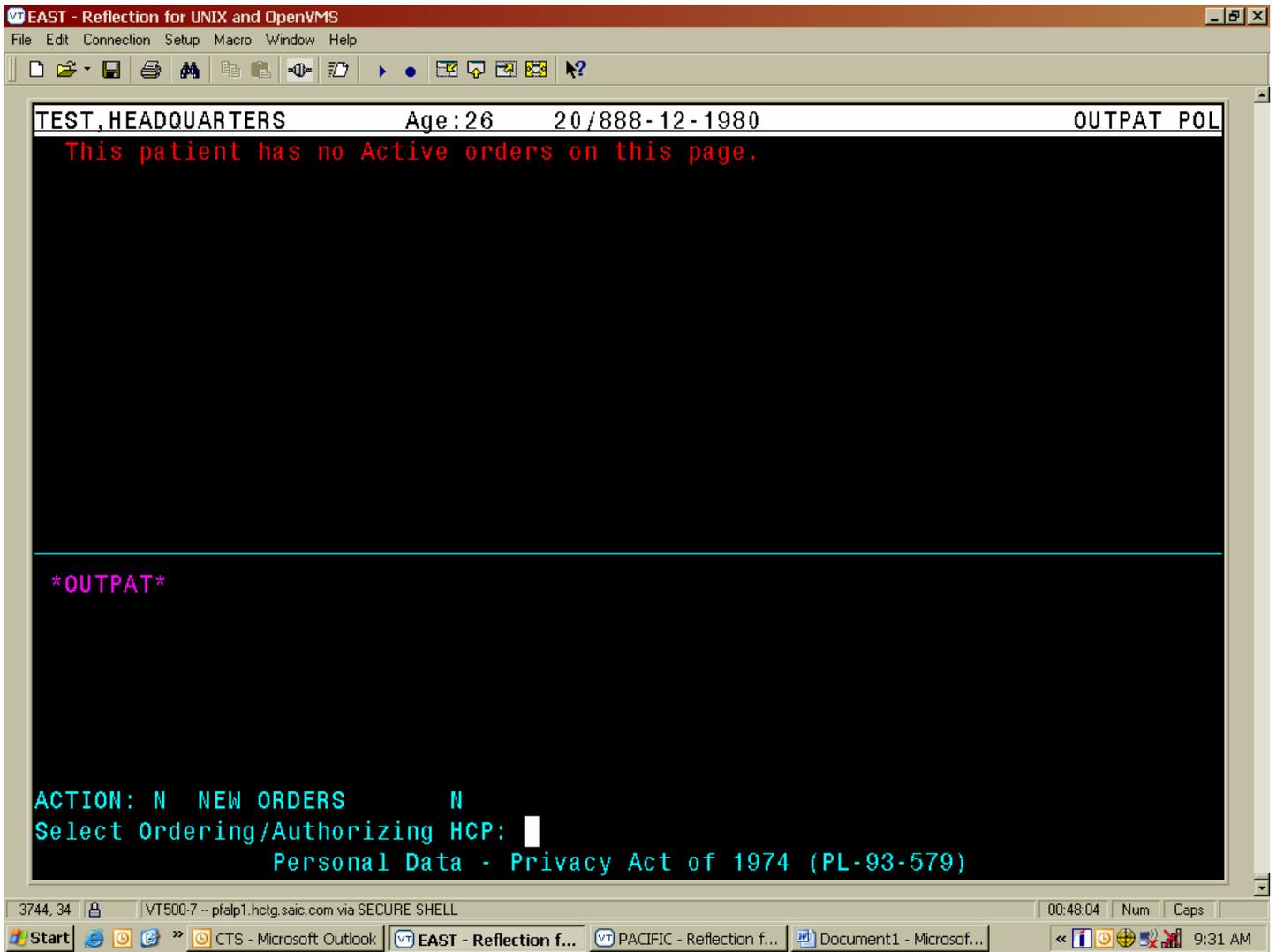


1. Access the ^OLG function in CHCS (LAB>LSP>OLG, ^OLG).
2. Enter the patient's name using any of the appropriate search methods.

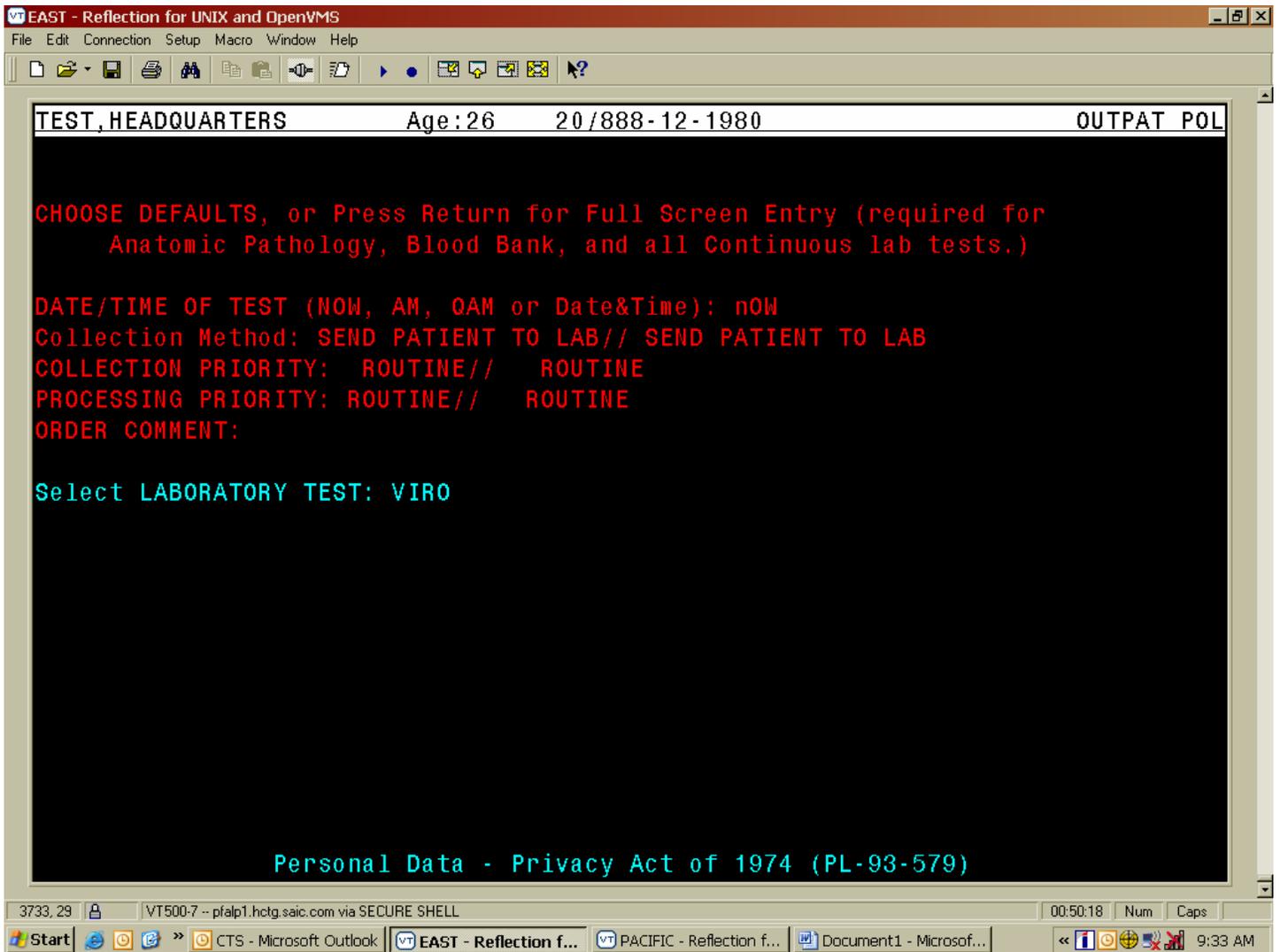
\*\*\*\*\* PGUI \*\*\*\*\*

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

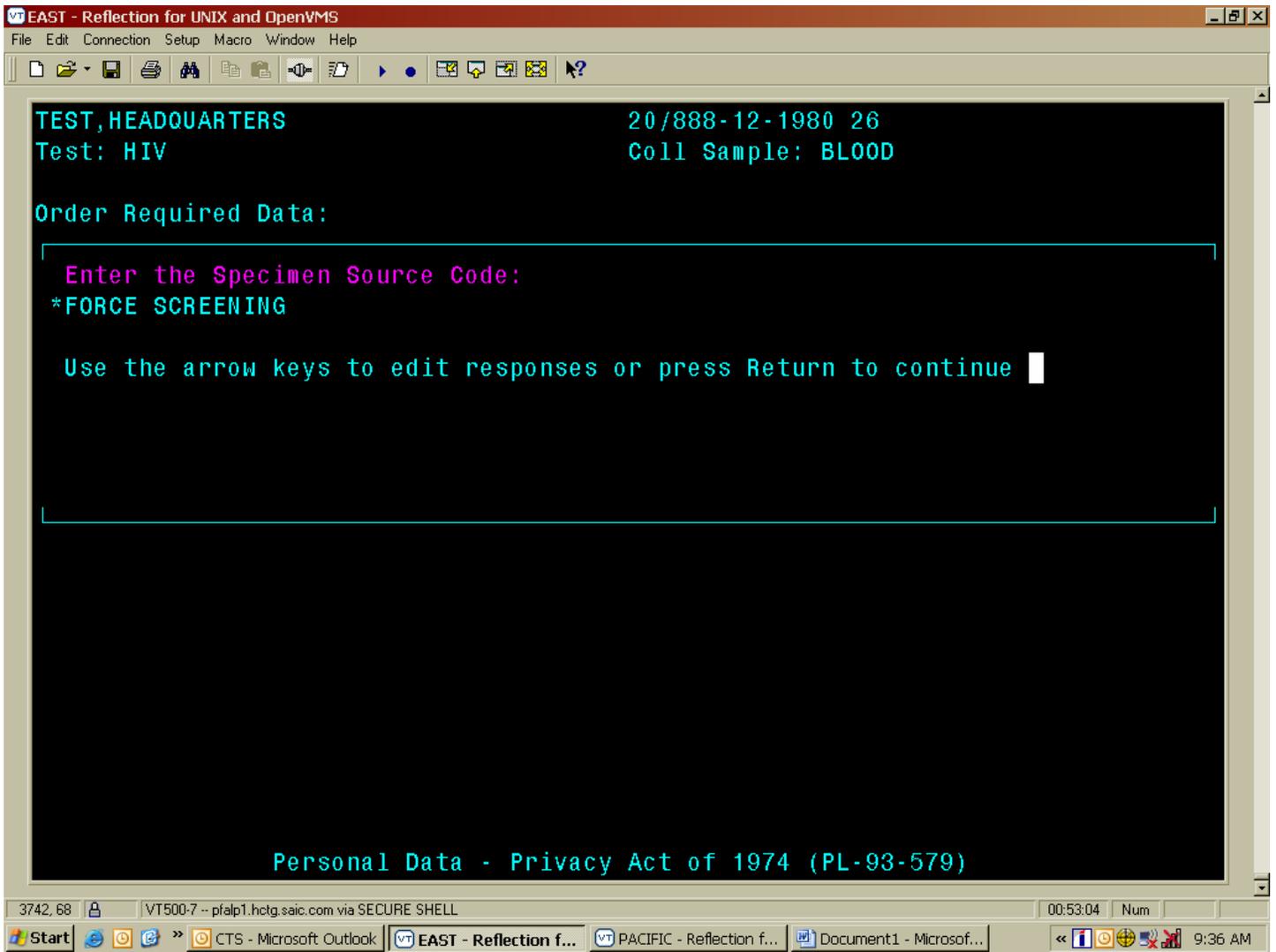
1. In LGO enter the patient's name or other allowable search method.
2. The application will display all test(s) ordered for this patient via PGUI.
3. Select (mark using the END key and the arrow keys or F11 to select all) the test(s) that will be collected.
4. Skip to step 13 below and continue.



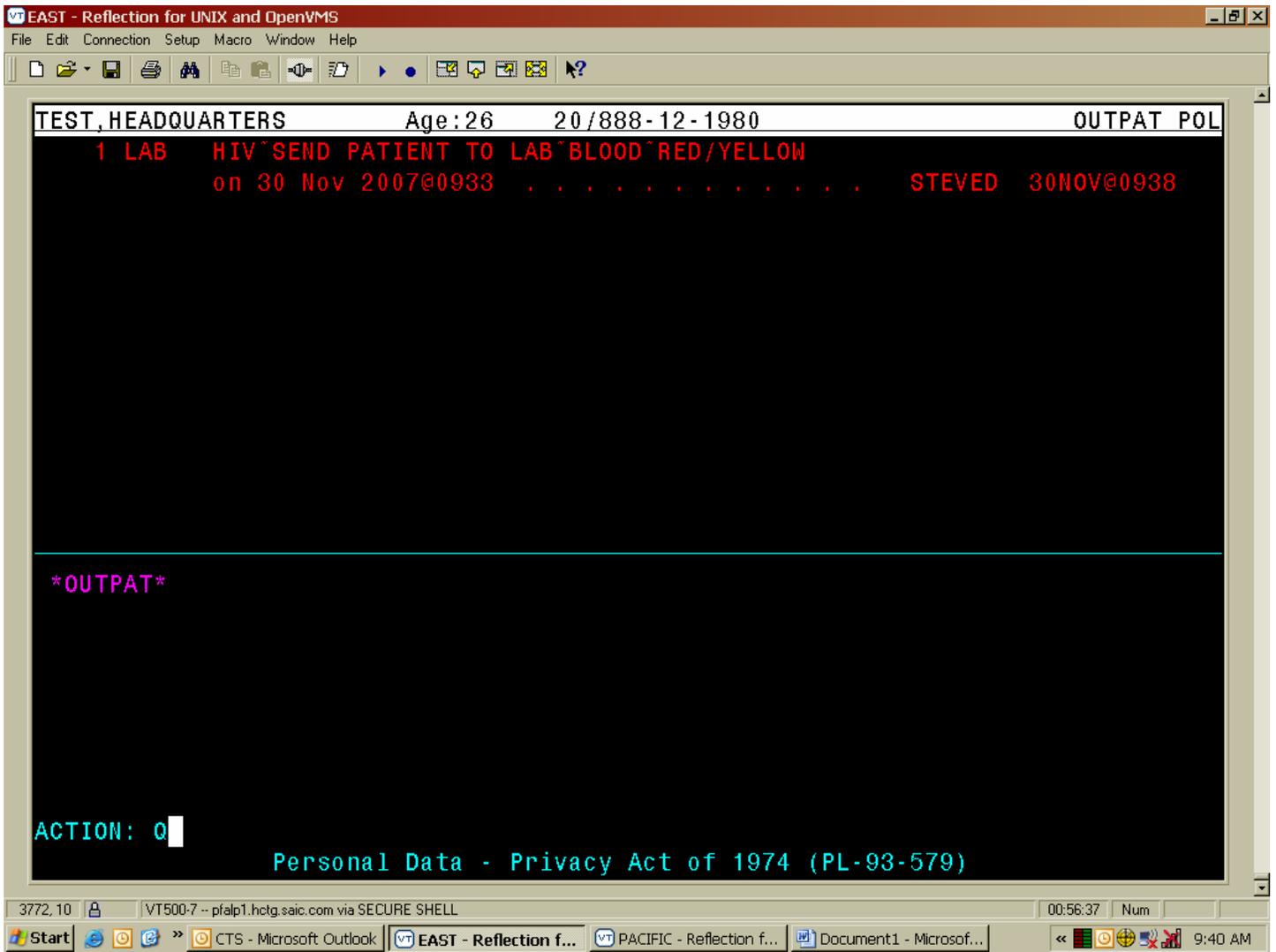
3. At the ACTION prompt enter an N for a new order.
4. Select the appropriate provider for this order.
5. Order set NO prompt press enter.



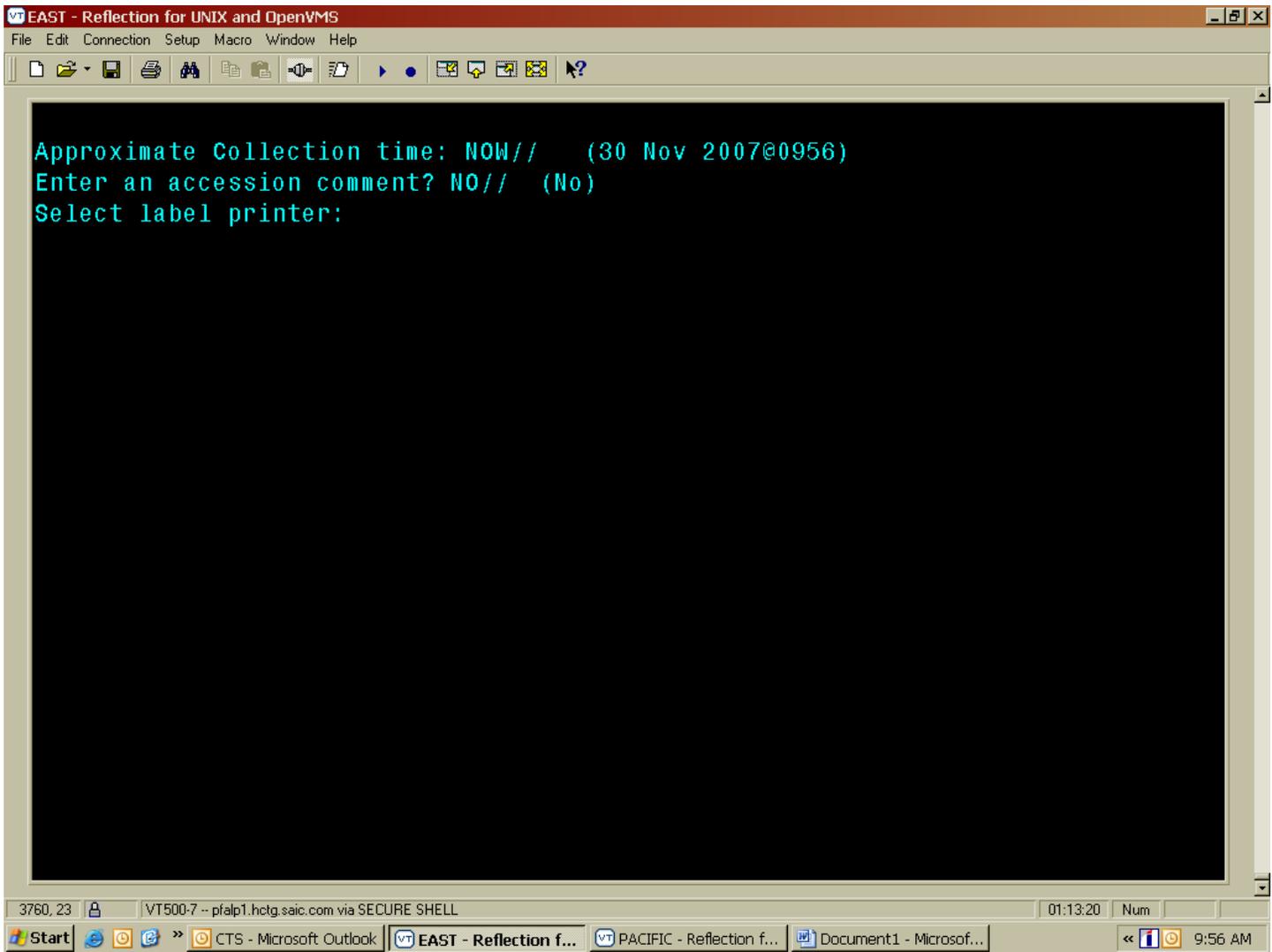
6. At the DATE/TIME OF TEST prompt enter an N for now.
7. Press enter to accept the default responses for next four (4) prompts.
8. At the Select LABORATORY TEST: prompt enter VIRO.



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.

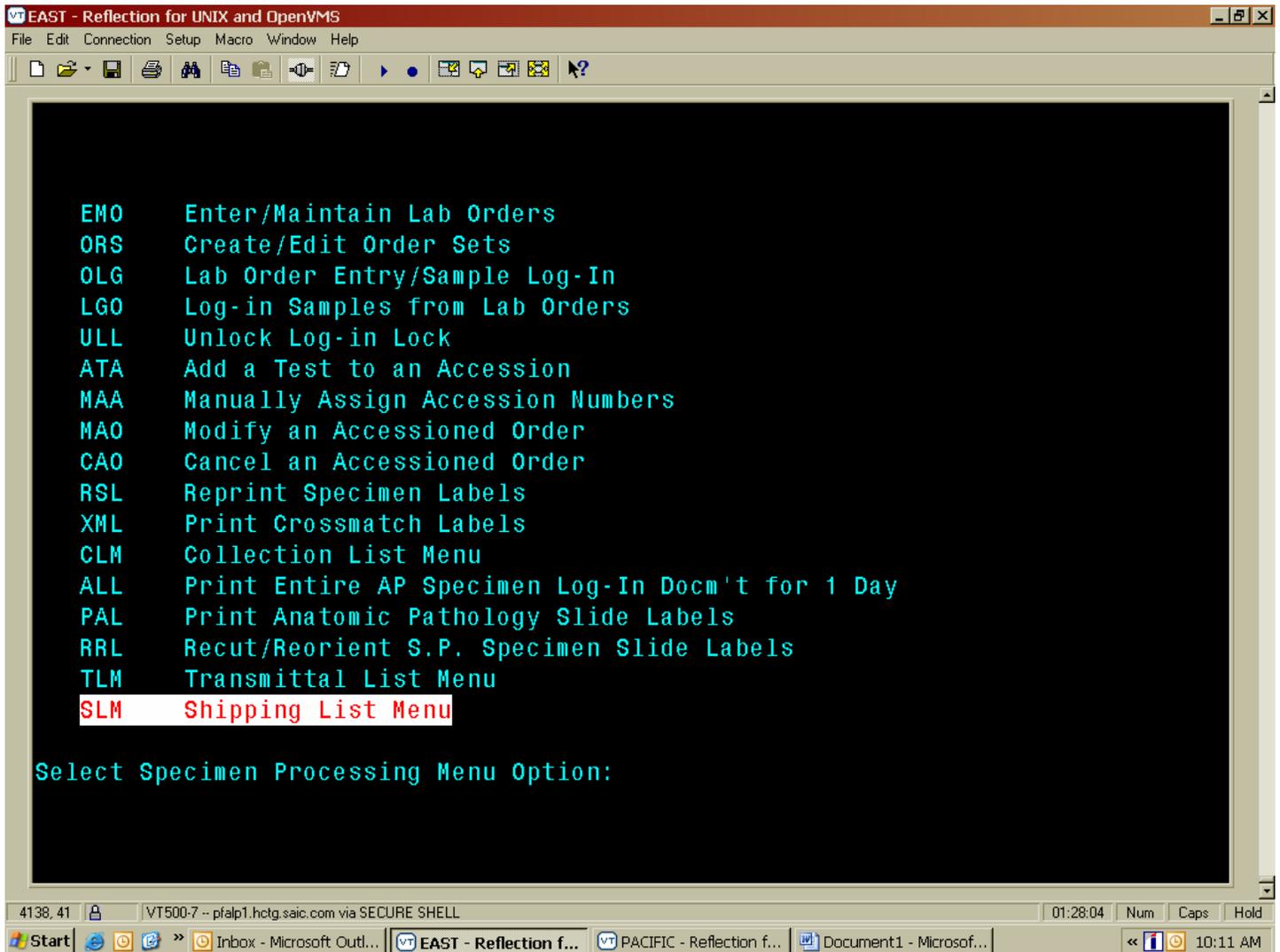


12. Enter a Q to QUIT this ordering session.



- 13 Enter the collection date (N for NOW).
- 14 Enter your label printer mnemonic and print the specimen label.
- 15 Collect the specimen using proper technique. The HIV specimen should be collected the Viomed supplied RED/YELLOW "target" tube. Viomed 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



```
EAST - Reflection for UNIX and OpenVMS
File Edit Connection Setup Macro Window Help

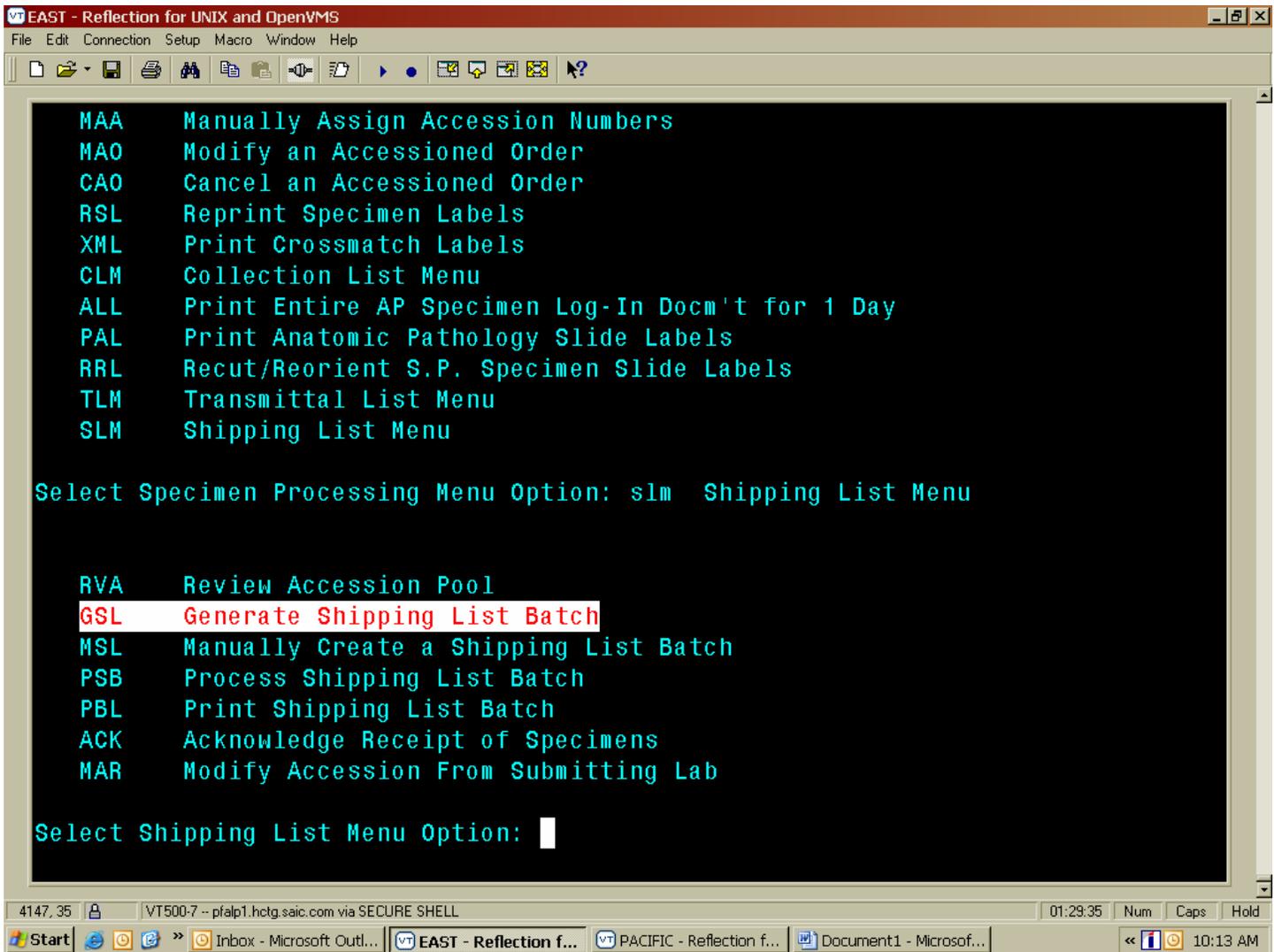
EMO   Enter/Maintain Lab Orders
ORS   Create/Edit Order Sets
OLG   Lab Order Entry/Sample Log-In
LGO   Log-in Samples from Lab Orders
ULL   Unlock Log-in Lock
ATA   Add a Test to an Accession
MAA   Manually Assign Accession Numbers
MAO   Modify an Accessioned Order
CAO   Cancel an Accessioned Order
RSL   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
RRL   Recut/Reorient S.P. Specimen Slide Labels
TLM   Transmittal List Menu
SLM   Shipping List Menu

Select Specimen Processing Menu Option:
```

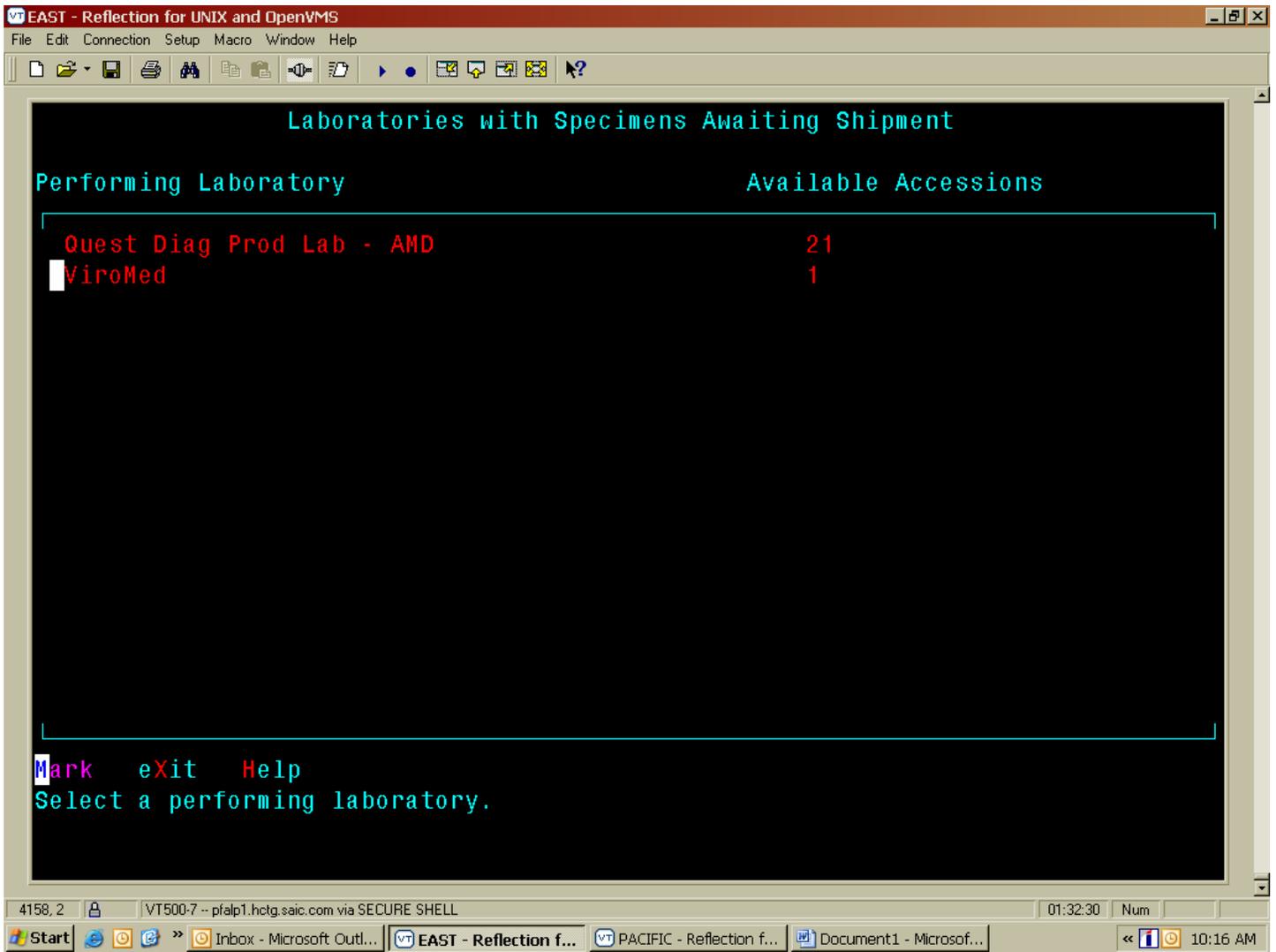
4138, 41 VT500-7 -- pfallp1.htcg.saic.com via SECURE SHELL 01:28:04 Num Caps Hold

Start | Inbox - Microsoft Outl... | EAST - Reflection f... | PACIFIC - Reflection f... | Document1 - Microsof... | 10:11 AM

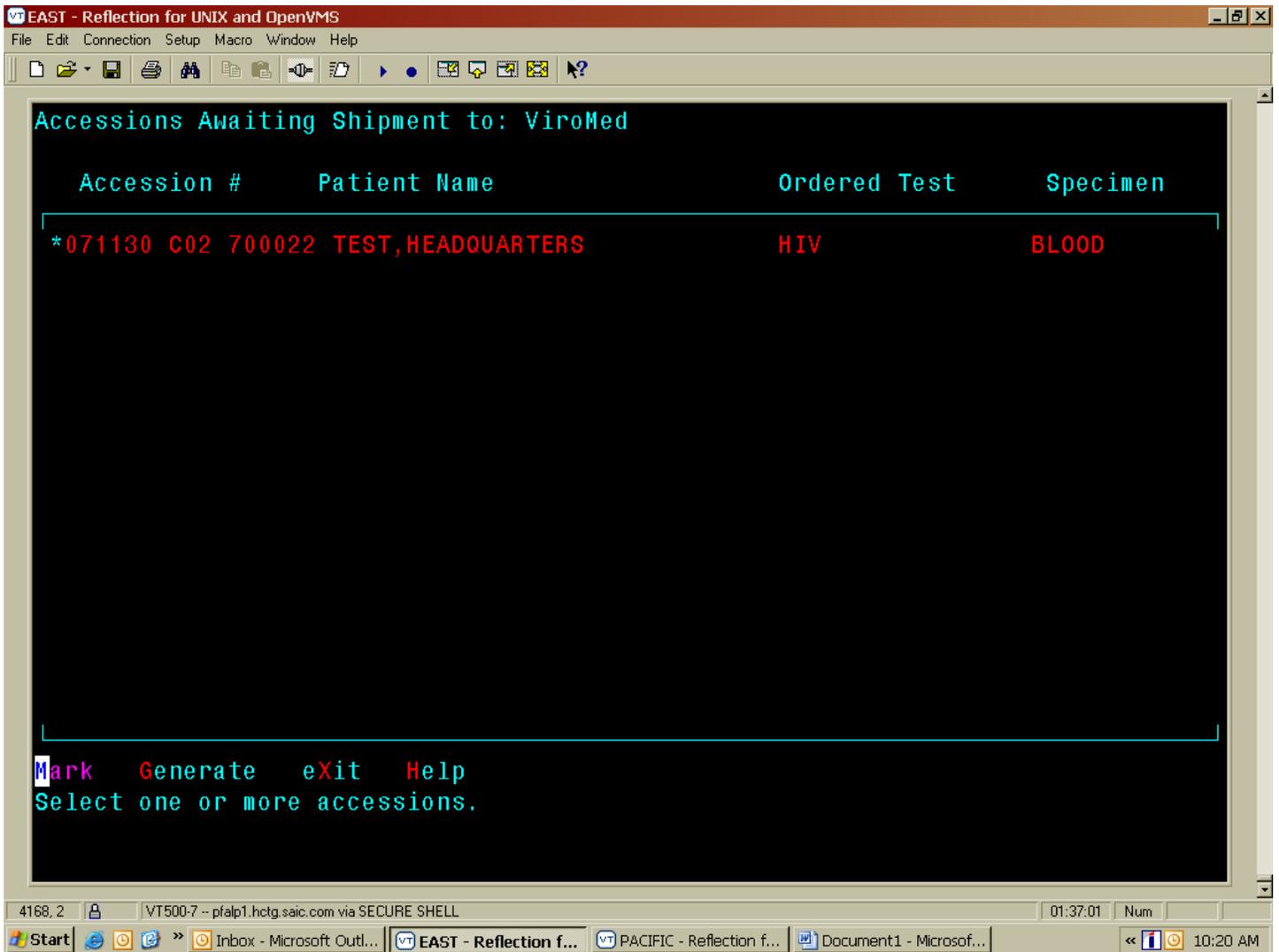
1. Access the Shipping List Menu: LAB>LSP>SLM (^SLM)



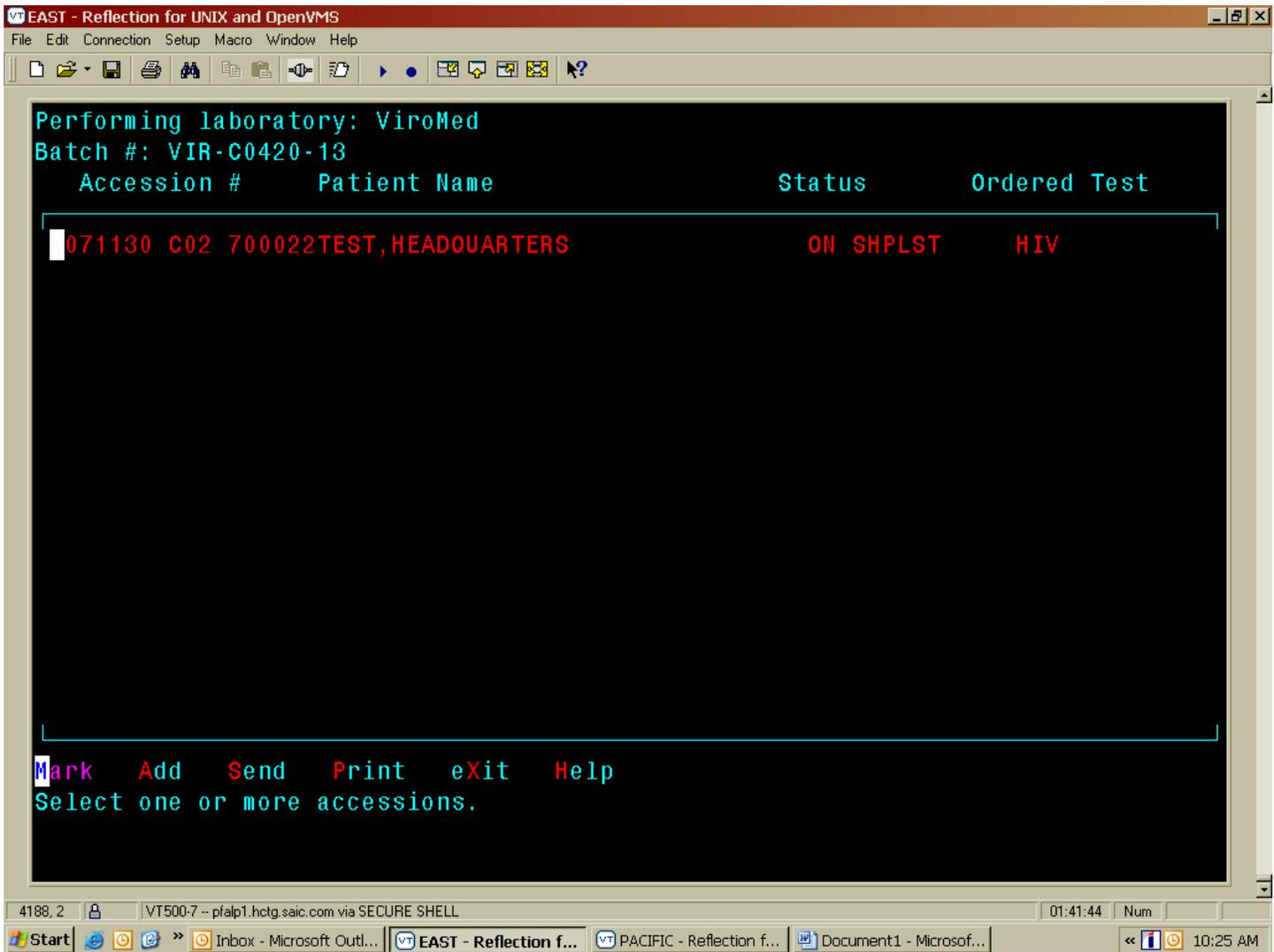
2. Select GSL Generate Shipping List Batch.
3. Select P to group specimens by the Performing Lab (this is the default response).



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 be placed next to ViroMed.
6. Enter a P to proceed. (This is the default entry.)



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 pneumatic 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.

