

Northwell Health Laboratories
450 Lakeville Road, Lake Success, New York 11042

Epic Order and Manual Enter/Edit of Point-of-Care Tests

	Name, Position	Signature	Date
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Approving Authority:			
Approving Authority:			
Approval Date:			

Bi-Annual Review/ Revisions

[illegible]

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Epic Order and Manual Enter/Edit of Point-of-Care Tests

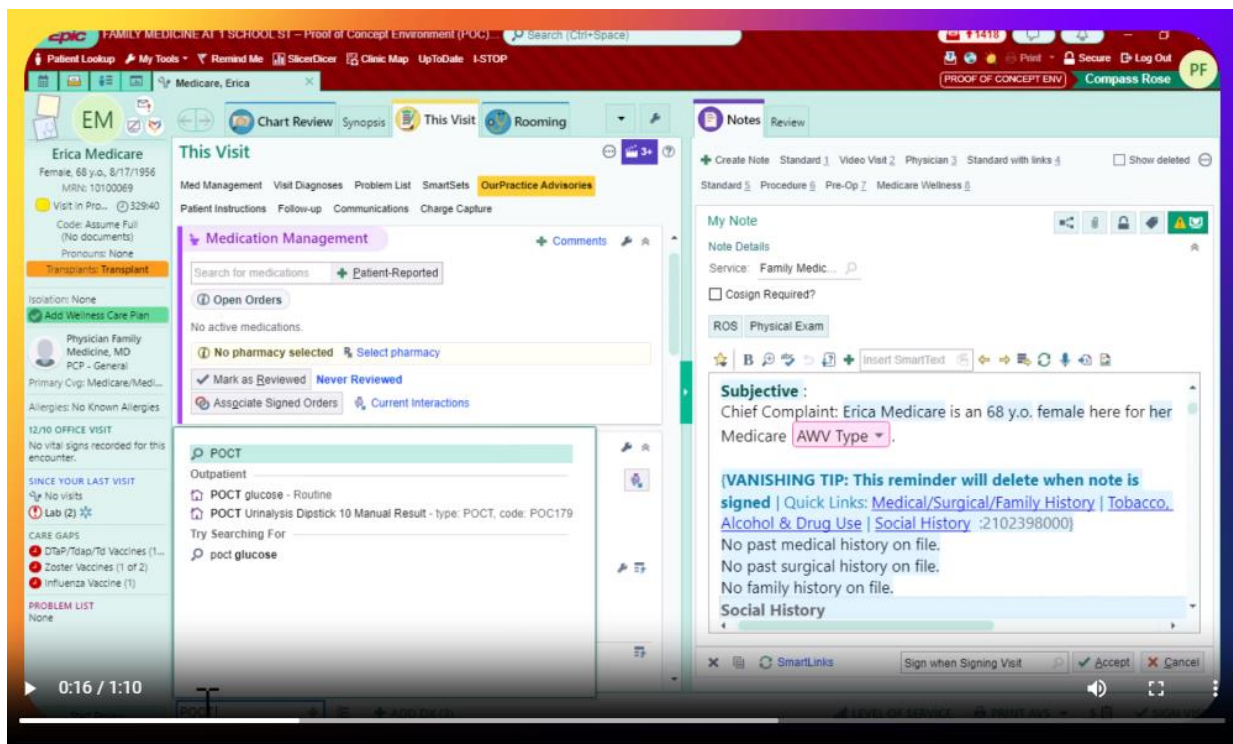
Purpose: This standard operating procedure (SOP) provides instructions for ordering and resulting Point-of-Care Tests in Epic for hospital and ambulatory sites.

This SOP governs the Enter/Edit features in Epic from ordering the Point-of-Care Tests (POCT) to entering patient results.

Procedure:

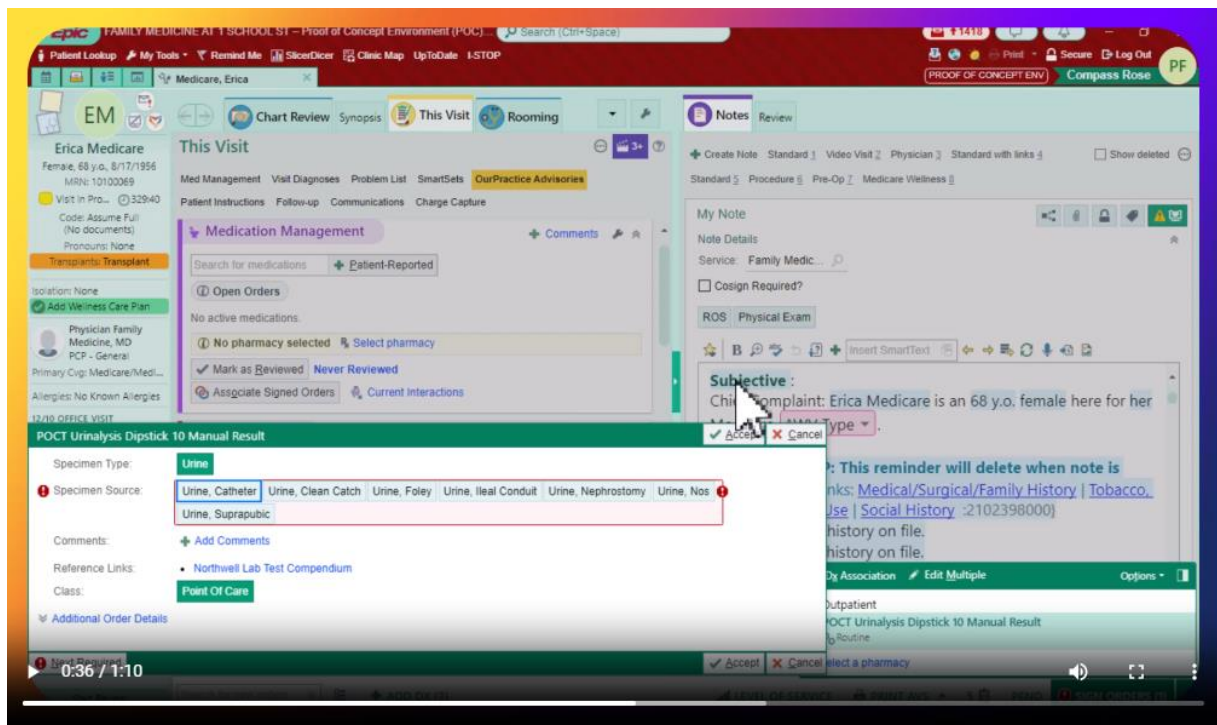
Epic POC Orders

1. When in the patient's chart go to Add Orders button and click in bottom left in the chart
2. The conduct search using key order words (Note: Point-of-Care orders begin with POC or POCT)

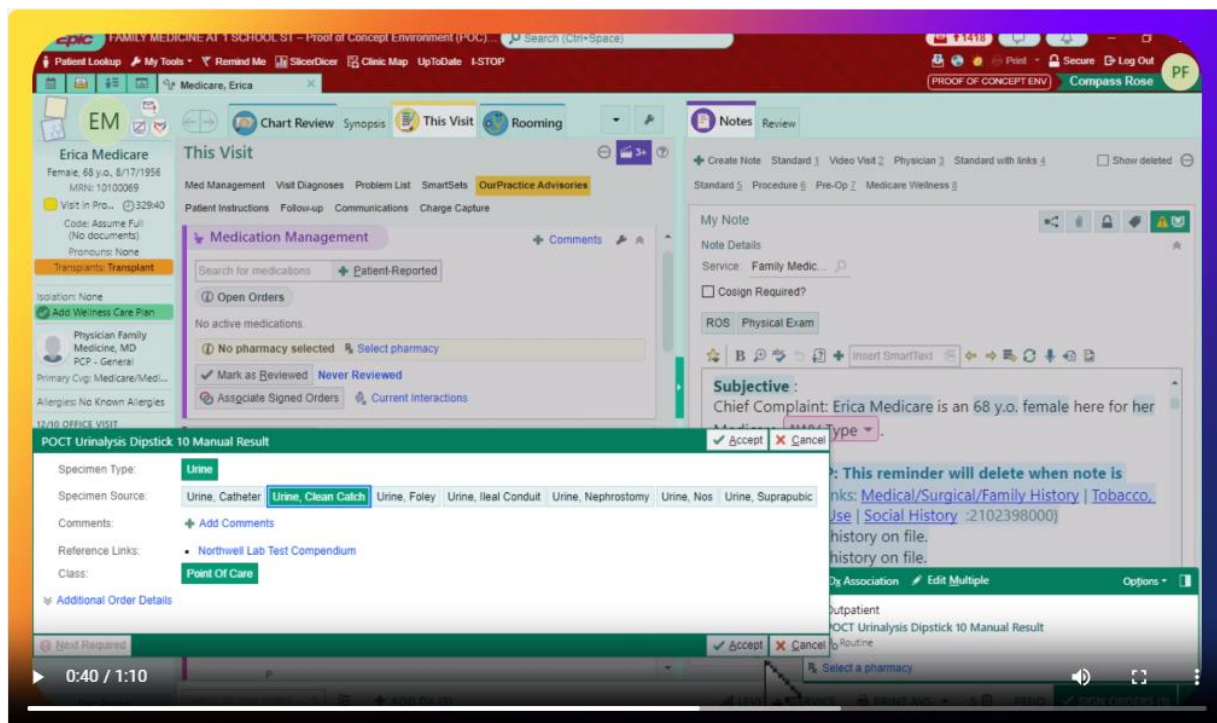


3. Select the test, then review any key items needed for the test to include, specimen type, specimen source, etc.. There is also a link to the Northwell Lab Test Compendium to review more in-depth information about the test

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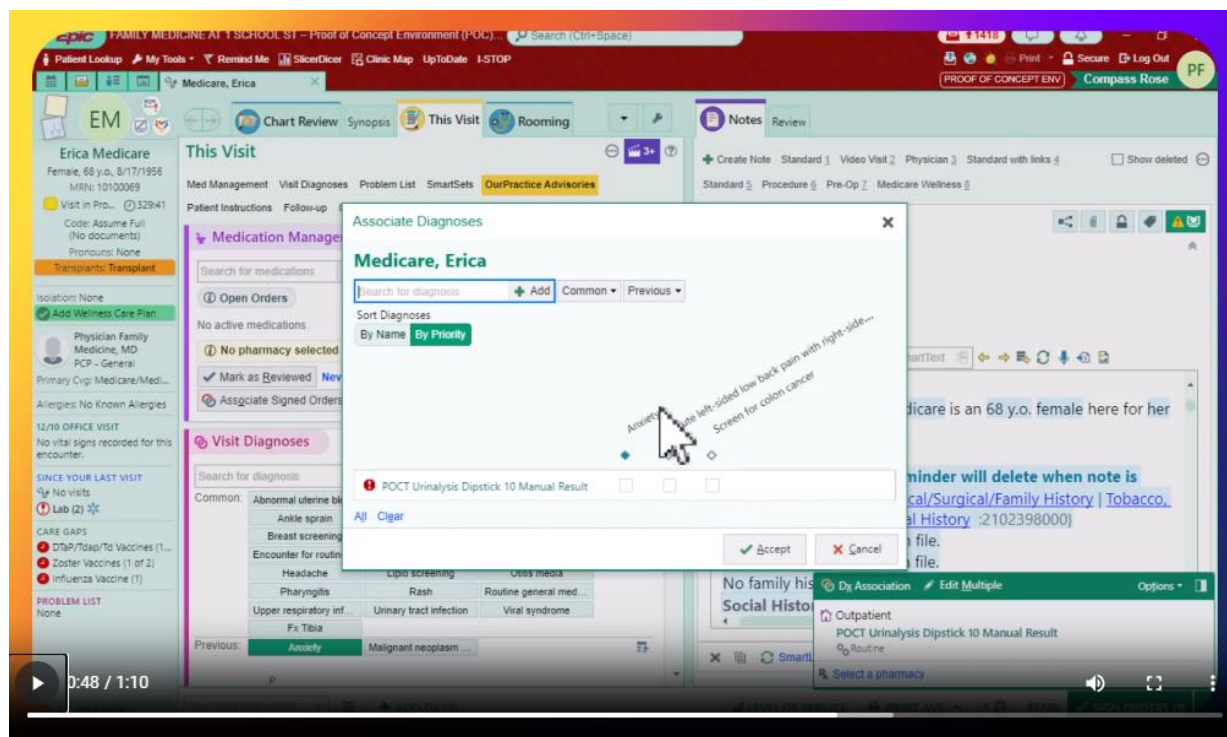


4. You can make a selection for the source by clicking on that selection, then hit Accept key



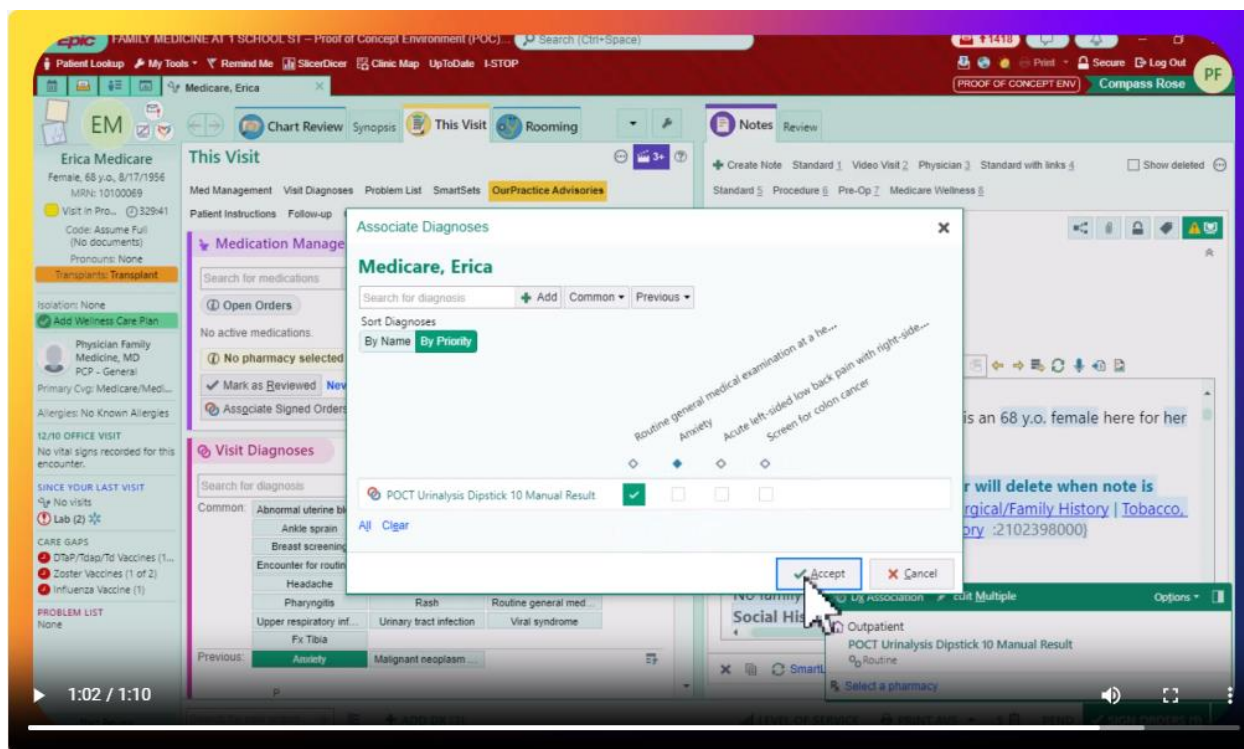
5. Then click Assign orders in the bottom right on the screen

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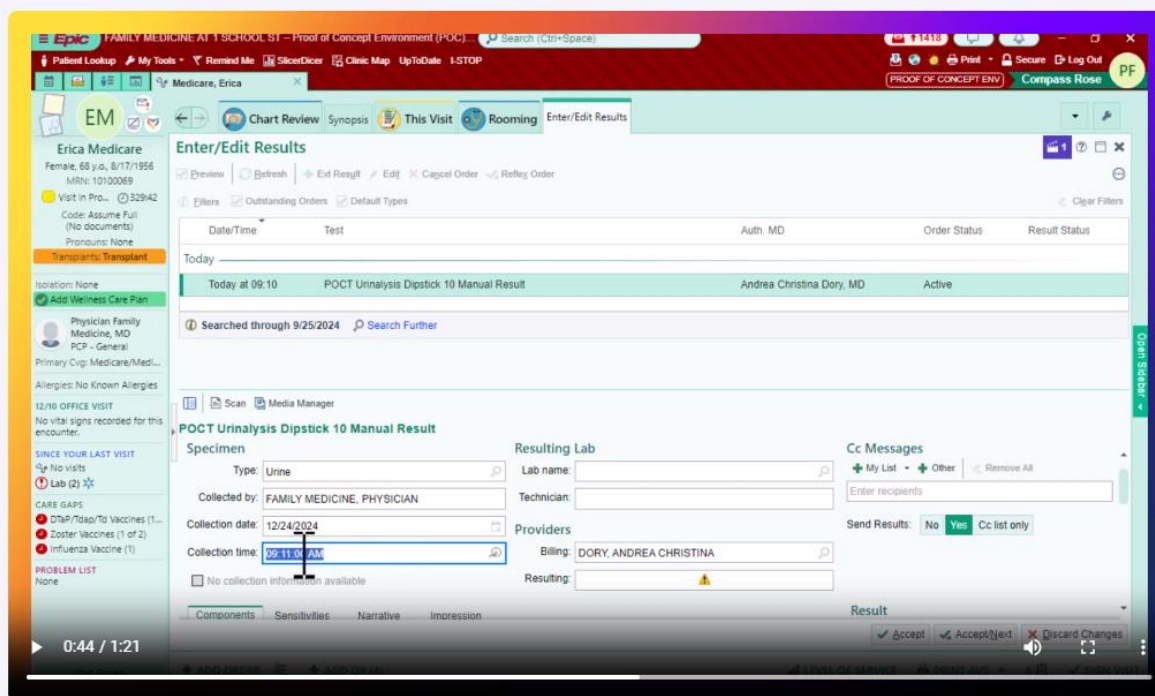


6. This will lead to assigning your diagnosis field (see above)
7. Add diagnosis then click Accept button

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8. Afterwards the test can now be resultated



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Epic POC Result Entry

1. When ready to result in the patient's chart go to Enter/Edit Results tab

The screenshot shows the Epic POC Result Entry interface. The 'Enter/Edit Results' tab is active. A table lists test results for 'POCT Urinalysis Dipstick 10 Manual Result'. A dropdown menu is open for the 'POCT URINE GLUCOSE RESULT (3...)' field, showing options like '>= 1000 mg/dl', '100 mg/dl', '250 mg/dl', '500 mg/dl', and 'Negative'. The interface includes a patient sidebar on the left with details for Erica Medicare and a results table on the right with fields for Date/Time, Test, Auth, MD, Order Status, and Result Status.

2. There are various fields to be completed in the results area (entries highlighted with a red marker are mandatory fields and must have an entry to be able to finalize test results). Here are some of the fields which require information:
 - a. Result date/time
 - b. Test kit lot#s (lot #s can be scanned into this field with a barcode scanner to ensure accuracy)
 - c. Test kit expiration date
 - d. Internal or External QC checks (for results to be valid and internal and/or external QC has to pass successfully)
 - e. Patient test results (results can be in multiple fields of entry, e.g., fecal occult blood can have 1-3 fields on entry if more than one card is tested per order)
 - i. Qualitative result entry from test kits of “Negative”, “Positive”, “Reactive”, “Non Reactive”, “Invalid” or other results
 - ii. Quantitative result entry is usually from a device that measures test levels (e.g., AccuChek Inform II or CoaguChek XS Plus/Pro)
 - f. Instrument number field (required for sites that have multiple test devices)
 - i. Enter serial number of analyzer or
 - ii. 1,2,3, etc to denote which analyzer is in use

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1. Site has to keep a written list of the analyzer serial numbers and which ones are labeled as 1,2,3, etc on file
3. Type in result(s) by selecting magnifying glass and selecting from list or manually start typing results in open field which will initiate auto populate resulting

The screenshot displays the Epic EMR 'Enter/Edit Results' screen for a patient named Erica Medicare. The main area is titled 'Enter/Edit Results' and shows a table of results for 'POCT Urinalysis Dipstick 10 Manual Result'. The table has columns for 'Date/Time', 'Test', 'Auth. MD', 'Order Status', and 'Result Status'. The 'Result Status' column shows 'Active' for the current entry. A search dropdown menu is open for the 'POCT URINE BILIRUBIN RESULT [3...]' row, showing a list of results with 'Title' and 'Number' columns. The results are: 'Large 1008', 'moderate 1007', and 'small 1006'. The main entry area also shows a table of results with columns for 'Date/Time', 'Test', 'Auth. MD', 'Order Status', and 'Result Status'. The 'Result Status' column shows 'Active' for the current entry. The interface includes various navigation tabs like 'Patient Lookup', 'My Tools', 'Remind Me', 'SlicerDicer', 'Clinic Map', 'UpToDate', and 'I-STOP'. The bottom of the screen shows a video player with a play button and a progress bar at 0:18 / 1:15.

NOTE: When an abnormal or critical value is added, it will flag in entry area and total test areas

4. If an error is made, correct by editing first in the component (main entry area), then clear out component in box to the right of the main entry area

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The screenshot shows the Epic EMR interface for entering or editing results. The patient is Erica Medicare, a 68-year-old female. The test being entered is a POCT Urinalysis Dipstick 10 Manual Result, performed by Andrea Christina Dory, MD, on 9/25/2024 at 09:10. The result status is 'Active'. The interface includes a table for test results with columns for Date/Time, Test, Auth, MD, Order Status, and Result Status. A search bar indicates results were searched through 9/25/2024. A detailed view of the POCT Urinalysis Dipstick 10 Manual Result is shown, including a table of results and a summary of abnormal findings.

Date/Time	Test	Auth	MD	Order Status	Result Status
Today at 09:10	POCT Urinalysis Dipstick 10 Manual Result	Andrea Christina Dory, MD		Active	

Searched through 9/25/2024 Search Further

POCT Urinalysis Dipstick 10 Manual Result

Test	Result	Unit	Abnormal
POCT EXTERNAL ACCEPTABLE QC...	Pass		
POCT URINE GLUCOSE RESULT (3...	Negative	mg/dl	
POCT URINE BILIRUBIN RESULT (3...	Abnor		
POCT URINE KETONES RESULT (3...	Negative		
POCT URINE SPECIFIC GRAVITY R...	1.010, 1...		
POCT URINE BLOOD RESULT (3046...	Negativ...		
POCT URINE PH RESULT (3046000...	6.0, 6.5...		

Abnormal: Abnormal
Status: In process

0:30 / 1:15

Accept Accept/Next Discard Changes

- Then you can go to the far right area on the page for the main test and change that result to corrected result

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The screenshot shows the Epic EMR interface for entering or editing a result. The patient is Erica Medicare, a 66-year-old female. The test being entered is a POCT Urinalysis Dipstick 10 Manual Result, performed today at 09:10 by Andrea Christina Dory, MD. The result status is Active. The interface includes a table of test results and a dropdown menu for selecting the result value.

Date/Time	Test	Auth. MD	Order Status	Result Status
Today at 09:10	POCT Urinalysis Dipstick 10 Manual Result	Andrea Christina Dory, MD	Active	

POCT Urinalysis Dipstick 10 Manual Result

Test	Result	Unit
POCT EXTERNAL ACCEPTABLE QC...	Pass	
POCT URINE GLUCOSE RESULT (3...	Negative	mg/dl
POCT URINE BILIRUBIN RESULT (3...	Negative	
POCT URINE KETONES RESULT (3...	Negative	
POCT URINE SPECIFIC GRAVITY R...	1.010, 1...	
POCT URINE BLOOD RESULT (3046...	Negativ...	
POCT URINE PH RESULT (3046000...	6.0, 6.5...	

Abnormal: normal

Status: Title Number

Normal 2

- Components with yellow yield sign are recommended entry fields but not required (result entry is the same as all other manual results)

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Date/Time	Test	Auth. MD	Order Status	Result Status
Today at 09:10	POCT Urinalysis Dipstick 10 Manual Result	Andrea Christina Dory, MD	Active	

Title	Number
Bloody	1058
Clear	1053
Cloudy	1056
Hazy	1054
See Note	1059
Slightly Cloudy	1055
Turbid	1057

Test	Result	Units
POCT URINE PROTEIN RESULT [30460009]	Negative	mg/dL
POCT URINE UROBILINOGEN RES...	Negative	EU/dl
POCT URINE NITRITES RESULT [30460009]	Negative	
POCT URINE LEUKOCYTES RESULT [30460009]	Negative	
CLARITY URINE RESULT [30460009]	Negative	
COLOR URINE RESULT [30460009]	Negative	

7. Once all results are added, go to review tab, select, then change Status in Result from In process to completed

Date/Time	Test	Auth. MD	Order Status	Result Status
12/24/2024 09:08	POCT Urinalysis Dipstick 10 Manual Result	Andrea Christina Dory, MD	Active	In process

Component	Significance	Narrative	Value	Flags	Low	High	Ref Range	Units	Comment
POCT STRIP LOT # [3048800395]			123						
POCT STRIP LOT EXP DATE [3048800395]			12/31/2024					mm/dd/yyyy	
POCT EXTERNAL ACCEPTABLE QC...			Pass					Please i...	
POCT URINE GLUCOSE RESULT [30460009]			Negative					Negative mg/dl	

Result date: 12/24/2024
Result time: 9:11 AM
Abnormal: Abnormal
Status: In process

8. Click magnifying glass and choose Final result or enter Final result manually

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The screenshot shows the Epic EMR interface for a patient named Erica Medicare. The 'Enter/Edit Results' screen displays a table of test results for a POCT Urinalysis Dipstick 10 Manual Result. The table has columns for Date/Time, Test, Auth. MD, Order Status, and Result Status. A dropdown menu is open for the 'Result' field, showing options: Final result, In process, Preliminary result, and In process (selected). The table below shows the following data:

Components	Sensitivities	Narrative	Impression
Component	Value	Flags	Low High Ref Range Units Comment
POCT STRIP LOT # [3048800395]	123		
POCT STRIP LOT EXP DATE [30488...	12/31/2024		mm/dd/y...
POCT EXTERNAL ACCEPTABLE QC...	Pass		Please i...
POCT URINE GLUCOSE RESULT [3...	Negative		Negative mg/dl
POCT URINE BILIRUBIN RESULT [3...	Manuscript		Manuscript

9. Click Accept, the test will finalize and drop from pending POCT queue test list

The screenshot shows the Epic EMR interface for a patient named Erica Medicare. The 'Enter/Edit Results' screen displays a table of test results for a POCT Urinalysis Dipstick 10 Manual Result. The table has columns for Date/Time, Test, Auth. MD, Order Status, and Result Status. The 'Result' field is now set to 'Final'. The table below shows the following data:

Components	Sensitivities	Narrative	Impression
Component	Value	Flags	Low High Ref Range Units Comment
POCT STRIP LOT # [3048800395]	123		
POCT STRIP LOT EXP DATE [30488...	12/31/2024		mm/dd/y...
POCT EXTERNAL ACCEPTABLE QC...	Pass		Please i...
POCT URINE GLUCOSE RESULT [3...	Negative		Negative mg/dl
POCT URINE BILIRUBIN RESULT [3...	Manuscript		Manuscript

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10. Any issues with resulting any tests must be reported immediately to site supvs/mgrs, who will vet out any issues to ensure accurate test results are ordered and completed for each patient.
11. Site supvs/mgrs, must keep a log of any unusual ordering/resulting issues to include the issues, who was contacted to assist with resolving issues (e.g., Epic IT Help Desk, POCT Supv/Mgr, etc).
12. Discrepancies must be reported to the POCT Dept as part of the Quality Assurance program to ensure the highest accuracy of testing compliance as deemed by multiple accrediting agencies (NYS DoH, College of American Pathologists, etc).
13. Site staff will be trained on Ordering and Enter/Edit procedures by site management teams or be assisted by the POCT departments overseeing any sites by completing a competency. Competencies will be initial, then annual
 - a. Annual competencies will be completed by site management teams
 - b. Competencies relating to staff member(s) needing retraining due to needing more training or non-compliance issues should be completed by site management and documented as re-training on competency.
14. Critical values for the following tests are as follows:

Test	Critical Low	Critical High	Age (if specified)
POCT Glucose Accucheck Manual Result	<= 54 mg/dL	>= 450 mg/dL	1 to adults
POCT Glucose Accucheck Manual Result	<= 45 mg/dL	>= 300 mg/dL	Neonates to < 4 weeks of age
POCT Glucose Accucheck Manual Result	<= 45 mg/dL	>= 450 mg/dL	4 weeks to 1 year of age
POCT Whole Blood Hemoglobin Hemocue Manual Result (POC WB Hemoglobin)	<7.0 g/dL	>19 g/dL	
POCT Ph Right Spot		>= 6.0 Placement not confirmed	
Cholestech Manual Result (POC Glucose)	<45	>450	
POCT Glycosylated Hemoglobin DCA Vantage (HGB A1C) Manual Result		High Risk (prediabetes): 5.7% - 6.4% Diabetic, diagnostic: > 6.5%	
POCT I-STAT Creatinine Abbott Manual Result		>10.0	

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Distribution List:

Hospital staff
Ambulatory site staff

Revision/Version History

Version No.	Date	Additions/Amendments
<i>1</i>	<i>9/30/2025</i>	<i>NEW</i>

Discontinued Date: _____