

Test Additions

1. PURPOSE:

- 1.1. This procedure provides instructions for handling laboratory test add-ons at Northwell Hospital Laboratories to ensure orders are processed in a timely manner and billed accordingly.

2. POLICY:

- 2.1. The laboratory only performs testing ordered by a license physician or licensed healthcare provider who is qualified to order diagnostic services by state specific guidelines or for other specified purposes).
- 2.2. Testing may be added to specimens electronically in EPIC using the order “Lab Add On” or on the Hospital Laboratory Requisition Form.
 - 2.2.1. Lab Add-On cannot be ordered on specimens that have not been received by the laboratory.
- 2.3. The laboratory is responsible for determining if the specimens received in the laboratory meet all criteria for testing.
 - 2.3.1. Requests for add-ons will be rejected if the specimen received does not meet the collection or testing requirements.
 - 2.3.2. See Test Cancellation Protocol.

3. PROCEDURE:

3.1. ***Order Lab Add On (instructions for the provider):***

- 3.1.1. The ordering provider will check in EPIC for the collection status of the patient’s existing orders.
- 3.1.2. If the specimens have been received by the laboratory, order “Lab Add On” with priority “STAT”
- 3.1.3. Free-text the tests needed into the comment field.
- 3.1.4. Activate the collection and print the laboratory label on the designated label printer located in the laboratory.

3.2. ***Receiving and Accessioning Lab Add On Orders (instructions for laboratory staff):***

- 3.2.1. Laboratory staff will retrieve the Lab Add On label from the designated Lab Add On label printer.
- 3.2.2. Log in the Lab Add On in Cerner.
- 3.2.3. Review the Free-Texted request in the order comments.
- 3.2.4. Follow manual order entry protocol to order the tests indicated.
- 3.2.5. Update collection time to the collection time of the original specimen collection.

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- 3.2.6. Locate the specimen container appropriate for the Lab Add On request.
 - 3.2.6.1. If the specimen does not meet collection or integrity criteria follow Test Cancellation Protocol.
- 3.2.7. Open the Lab Add On order and enter done once the orders have been successfully placed.
- 3.2.8. Label the specimen tube with the new Cerner labels.

3.3. *Deliver the specimen to the performing section of the laboratory.*

3.4. *Monitoring Lab Add On Orders (instructions for laboratory staff):*

- 3.4.1. Laboratory staff will monitor Lab Add On orders using Cerner Millennium
- 3.4.2. Open the Pending Inquiry App.

PathNet General Lab: Pending Inquiry

Task View Result Help

Available Procedures Test site:

Procedure	Accession	Collected	Status	Name
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Select Pending Procedures

*Test site: [Yellow field with magnifying glass icon]

Procedure: [Field with magnifying glass icon]

Status

- ☒ All pending
- ☐ Received only
- ☐ In-lab only
- ☐ Scheduled only

OK Cancel

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- 3.4.3. Select your Test site and select “Lab Add On” in the Procedure field.

PathNet General Lab: Pending Inquiry

Task View Result Help

Available Procedures Test site:

Procedure	Accession	Collected	Status	Name
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Select Pending Procedures

* Test site:

MH Add Ons

Procedure:

Lab Add On

Status

☒ All pending

☐ Received only

☐ In-lab only

☐ Scheduled only

OK Cancel

- 3.4.4. Select Status: “All Pending” and click “OK”.

- 3.4.5. Reconcile all Lab Add On orders.

4. REFERENCES:

- 4.1. Regulatory Agencies: CAP, NYSDOH, AABB, FDA

5. RELATED DOCUMENTS:

- 5.1. EPIC Rover Protocol - PPID
- 5.2. Cerner ORV
- 5.3. Test Cancellation Protocol

6. DISTRIBUTION LIST:

- 6.1. Laboratory Staff

7. REVISION/VERSION HISTORY:

Test Additions

Revision No.	Date	Additions/Amendments
<i>1</i>	<i>12/23/24</i>	<i>New.</i>
<i>1.2</i>	<i>12/26/24</i>	<i>Added step to include adjusting collection time.</i> <i>Added steps to monitor Lab Add On pending list.</i>

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