

PROCEDURE TITLE	DETERMINING OUTSIDE CLIENT LOCATIONS FOR MANUAL ORDERS																																																																																																																																																																																		
DOCUMENT ID		WRITTEN BY	Brad Witham																																																																																																																																																																																
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PURPOSE	This policy applies to accessioning of manual outside orders.																																																																																																																																																																																		
REQUIRED EQUIPMENT & FORMS																																																																																																																																																																																			
PROCEDURE	<p>1. Outside Clients Location Mnemonics</p> <p>Outside client location mnemonics are assigned by CSS to each outside client. Below is the naming convention that must be used by CSS when creating client location mnemonics and details about the client:</p> <table border="1"> <thead> <tr> <th>Client Location Name</th> <th>30 Characters available</th> <th></th> <th>Client Location Address</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td colspan="3">General Rules</td> <td colspan="3">Remove all punctuation</td> </tr> <tr> <td>No Punctuation</td> <td></td> <td></td> <td>Title Case</td> <td colspan="2">(no ALL CAPS)</td> </tr> <tr> <td>No All Caps</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>No titles in names</td> <td></td> <td></td> <td>1st Address Line</td> <td colspan="2">All Suite #'s on first line</td> </tr> <tr> <td colspan="3">Current General Descriptions</td> <td>hc1 descriptor</td> <td colspan="2">Abbreviate</td> </tr> <tr> <td>Laboratory</td> <td>=</td> <td>Lab</td> <td>Street</td> <td>=</td> <td>St</td> </tr> <tr> <td>State</td> <td>=</td> <td>2 letter state ode</td> <td>Suite</td> <td>=</td> <td>Ste</td> </tr> <tr> <td>Center</td> <td>=</td> <td>Ctr</td> <td>Room</td> <td>=</td> <td>Rm</td> </tr> <tr> <td>University</td> <td>=</td> <td>Univ</td> <td>Road</td> <td>=</td> <td>Rd</td> </tr> <tr> <td>Hospital</td> <td>=</td> <td>Hosp</td> <td>Avenue</td> <td>=</td> <td>Ave</td> </tr> <tr> <td>Pathology</td> <td>=</td> <td>Path</td> <td>Circle</td> <td>=</td> <td>Cr</td> </tr> <tr> <td>Medical</td> <td>=</td> <td>Med</td> <td>Boulevard</td> <td>=</td> <td>Blvd</td> </tr> <tr> <td>Smith Kline</td> <td>=</td> <td>No dashes</td> <td>Parkway</td> <td>=</td> <td>Pkwy</td> </tr> <tr> <td>Community</td> <td>=</td> <td>Comm</td> <td>Court</td> <td>=</td> <td>Ct</td> </tr> <tr> <td>Veterans</td> <td>=</td> <td>Veterans</td> <td>Lane</td> <td>=</td> <td>Ln</td> </tr> <tr> <td>Lab Corp and all commercial labs</td> <td>=</td> <td>Lab corp plus location name</td> <td>Mount</td> <td>=</td> <td>Mt</td> </tr> <tr> <td>Kaiser or Kaiser Permanente</td> <td>=</td> <td>Kaiser and the city name</td> <td>Drive</td> <td>=</td> <td>Dr</td> </tr> <tr> <td>Corporation</td> <td>=</td> <td>Corp</td> <td>Place</td> <td>=</td> <td>Pl</td> </tr> <tr> <td></td> <td></td> <td></td> <td>Box</td> <td>=</td> <td>Box</td> </tr> <tr> <td>Providers</td> <td>=</td> <td>First name, Middle initial when provided, Last Name</td> <td>P.O.</td> <td>=</td> <td>P O</td> </tr> <tr> <td>UCLA</td> <td>=</td> <td>Univ CA at LA</td> <td>Square</td> <td>=</td> <td>Sq</td> </tr> <tr> <td>Saint</td> <td>=</td> <td>St</td> <td>Plaza</td> <td>=</td> <td>Plaza</td> </tr> <tr> <td>Diagnostics</td> <td>=</td> <td>?</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td>2nd Address Line</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td>Attention</td> <td></td> <td>Attn</td> </tr> <tr> <td></td> <td></td> <td></td> <td>Laboratory</td> <td></td> <td>Lab</td> </tr> <tr> <td></td> <td></td> <td></td> <td>Department</td> <td></td> <td>Dept</td> </tr> </tbody> </table> <p>Outside client location mnemonics are to be included on the requisitions submitted by outside clients.</p>					Client Location Name	30 Characters available		Client Location Address			General Rules			Remove all punctuation			No Punctuation			Title Case	(no ALL CAPS)		No All Caps						No titles in names			1st Address Line	All Suite #'s on first line		Current General Descriptions			hc1 descriptor	Abbreviate		Laboratory	=	Lab	Street	=	St	State	=	2 letter state ode	Suite	=	Ste	Center	=	Ctr	Room	=	Rm	University	=	Univ	Road	=	Rd	Hospital	=	Hosp	Avenue	=	Ave	Pathology	=	Path	Circle	=	Cr	Medical	=	Med	Boulevard	=	Blvd	Smith Kline	=	No dashes	Parkway	=	Pkwy	Community	=	Comm	Court	=	Ct	Veterans	=	Veterans	Lane	=	Ln	Lab Corp and all commercial labs	=	Lab corp plus location name	Mount	=	Mt	Kaiser or Kaiser Permanente	=	Kaiser and the city name	Drive	=	Dr	Corporation	=	Corp	Place	=	Pl				Box	=	Box	Providers	=	First name, Middle initial when provided, Last Name	P.O.	=	P O	UCLA	=	Univ CA at LA	Square	=	Sq	Saint	=	St	Plaza	=	Plaza	Diagnostics	=	?													2nd Address Line						Attention		Attn				Laboratory		Lab				Department		Dept
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	<p>2. Requisitions Missing Outside Client Mnemonic</p> <p>Logging staff will attempt to find an exact client match by using hc1 to search. An exact match will have the same client name, street address, and fax or phone number. All punctuation, including dashes, apostrophes, and periods should be removed when searching.</p> <p>Logging staff will use hc1 global search first. Logging staff will search by:</p> <ul style="list-style-type: none"> • Client Name • Client Phone Number • Client Street Address <p>If an exact match is not found using hc1 global search, logging staff will attempt to find an exact client match by navigating to the Organizations tab in hc1 and using quick filters. Staff will search with quick filters by:</p> <ul style="list-style-type: none"> • Client Zip Code • Client Fax Number <p>When an exact match between the fax number and mailing address are found, the order will be logged to that client location mnemonic. If both the global search and Organization tab quick filter searches in hc1 fail to find an exact match, log the order to the outside location “OTHER”.</p> <p>Child organizations are denoted by the client locations appended with a ‘-’ and a number; use the parent Loc code before the ‘-’. Child organizations are additional information for active clients for UW Lab Medicine. Child organizations are created and maintained by CSS – See Separate procedure.</p> <p>See Related Processes: hc1 Online Help – Using Global Search, hc1 Online Help – Quick Filters</p>
<p>REFERENCES</p>	
<p>REVISION HISTORY</p>	