



PROTOCOL: Tests, Labs
(September 7 2015)

1) Ordering tests or labs during the shift/visit

- The doctor or nurse is going to decide which tests or labs to order.
- You cannot order tests or labs that we are able to do here (for example, HbA1C.)
- You must fill out the form from Wuqu' Kawoq and the form for the center of labs and tests. The form of the center goes with the patient.
- The form from Wuqu' Kawoq has to go to the office in the "caja de Formularios Nuevas" (box of new forms) the same day of clinic or the forms go with the patient coordinator at Wuqu' Kawoq that corresponds to each patient/place.

Non-urgent Altiplanos– Angela

Non-urgent Sololá– Karyn, or during the workday – Angela

Luisiana – Angélica or workday – Ángela y Angélica (depending where the patient goes to do tests and labs)

Bocacosta – Glenda

In the Capital – Merida y Mauricio

Any urgent test/lab is the responsibility of the patient coordinator, not of Ángela.

Urgent means that we want results in 1-3 days.

2) Collect tests from their location or Email:

- DARSA: Oscar (Tuesday and Thursday in the afternoon), Mauricio and Merida other days when it's possible.
- Tecniscan: Mauricio y Merida
- Emails from the Altiplanos every day: Angela
- Emails from the Bocacosta every day: Glenda
- María Auxiliadora: Glenda

3) Upload tests and labs to the system

- All of the tests must be in Egnyte y OpenMRS **48 hours** after entering our offices or Email.
 - i. If there are problems complying with this, you must notify Dra. Waleska immediately.
 - Normal tests from Altiplanos y Sololá (DARSA, Tecniscan, La Asunción etc.) is the responsibility of Angela.
 - **Urgent tests from Altiplanos is the responsibility of the patient coordinator.**

4) Communicate about results

- The person that uploaded the results to Egnyte and Open **MUST** inform the doctor who ordered the results the same day via email or must call that the results have been uploaded.



5) Copies of tests and labs

- It is the responsibility of each patient coordinator to make copies of the tests or print the results.

For Casos Complejos, Angela can help copy all of the tests with one day notice.

- If original tests or X-rays are needed, etc:

- i. Altiplanos: It's necessary to ask Ángela before 2 pm for 5 pm the same day**
- ii. Bocacosta: It's necessary to ask Glenda before noon for the next day.**