



# CAP-REQUIRED DATA ELEMENTS

## Understand the CAP Required Information

The CAP requires a few key pieces of information for reporting PT results to the CAP using direct transmission.

You must enter CAP PT-related information in your LIS at the time you place the testing order (order entry) using a standardized ordering convention. This information includes:

1. **CAP number**—A unique, seven-digit identification number assigned to each laboratory. This number never changes for the respective laboratory.
2. **Kit number**—A unique, eight-digit number assigned to each PT kit shipped from the CAP and can be found on the result form. This number changes from mailing to mailing.
3. **Specimen ID**—An alpha-numeric identification assigned to each specimen included in a PT kit (eg, CHM-01). This information can be found on the specimen label.

*Note:* The fields utilized for these data elements will vary by LIS, as described in the next section.

## Review the Standard Ordering Convention

To help the CAP identify your specific PT results response, you must place the three CAP-required data elements in designated fields in your LIS. The table below shows where the CAP-required data elements will be captured for your respective LIS.

Standard Ordering Convention					
	SCC Soft	Sunquest	Meditech Expanse	Meditech Client Server	Meditech Magic
CAP #	Provider NPI (within provider record)	Physician code (within physician record)	Provider first name (within provider record)	Submission code (within provider record)	Phone comment (within laboratory site)
Kit #	Req # or CS Req #	Order comment field	Comments under specimen tab	Comments under specimen tab	Comment in the order entry
Specimen #	Patient first name	Patient first name	Patient first name	Patient first name	Proficiency set ID

Your LIS will also dictate other required information to complete an order; this varies by LIS.