WORKFLOW FOR iFOBT SPECIMENS RECEIVED WITH NO ORDERS

Procedure   If an iFOBT specimen is received with no order, the specimen will be processed and accessioned to the patient's assigned Primary Care Physician designated in HealthConnect. If the patient does not have an assigned PCP, then accession the specimen to the provider designated for the LA (Los Angeles) service area.

Step	Action
1	Double check KPHC SOT, KRMS "OE" and "SO" for electronic orders and use them if available
2	**If orders are not available, follow the steps to process all iFOBT specimens received without orders.** **A. Identify pateint's PCP in KPHC. The PCP's Name and Location are displayed across the top of the KPHC screen.** **B. Using "CO" in KRMS, manually accession iFOBT specimen using the patient's PCP as the ordering provider.** **C. If the patient does not have an assigned PCP, then manually accession iFOBT specimen to the provider assigned to the LA (Los Angeles) service area.**
3	<table><tr><td>**SERVICE AREA**</td><td>**DESIGNATED PROVIDER**</td><td>**PROVIDER CODE**</td></tr><tr><td>LA</td><td>Harprett X Sekhon, MD</td><td>SEKHA</td></tr></table>
4	**Never accession laboratory test using "UNKWN" as the provider code.**
5	**Never reject and/or discard any iFOBT specimens unless they are unacceptable due to improper submission/ collection or Unlabeled/Mislabeled.**
6	**When rejecting iFOBT specimens due to improper submission/collection, promptly give the accession number to the assigned CLS and inform CLS to reject using the appropriate cancellation/rejection reason.**

Effective 6-27-2016

WORKFLOW FOR iFOBT SPECIMENS RECEIVED WITH NO ORDERS (continued)

Rejection Criteria

Listed are the rejection criteria for iFOBT specimens:

Specimen	Action	Cancellation Reason
Totally unlabeled	Discard	N/A
Totally unreadable information	Discard	N/A
Without two patient identifiers	Discard	N/A
Collected using expired kit	Accession & Reject	Due to stability
Cap unsealed/spilled	Accession & Reject	Due to improper submission
Submitted 15 days after collection (ambient)	Accession & Reject	Due to stability

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