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Last Revised 12/19/2023  
Next Review 12/18/2025

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Area Laboratory-Processing  
Applicability Dearborn, Farmington Hills, Grosse Pointe, Royal Oak, Troy

## Collected Not Received Report - Laboratory Processing

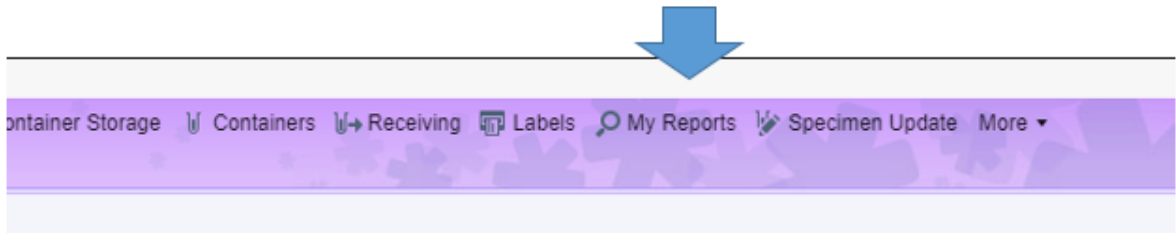
Document Type: Procedure

### I. PURPOSE AND OBJECTIVE:

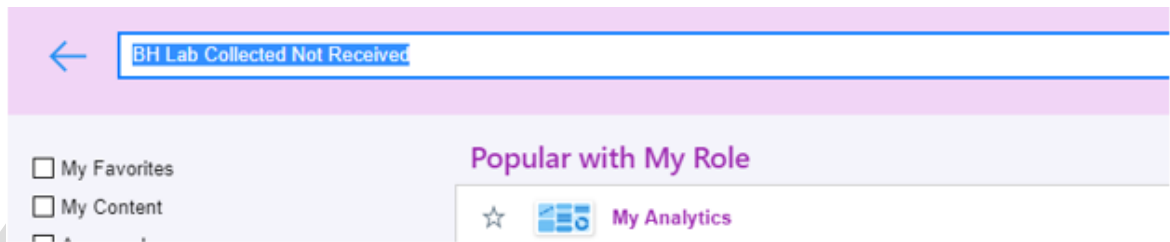
The following procedure outlines how to pull, filter, and print the Collected/Not Received - Out Patient Laboratory (OPL) report for collected specimens en route to, but not currently received in the Royal Oak Core Laboratory or Dearborn Laboratory or other sites if applicable. The procedure alerts Clinical Pathology Processing to any specimens requiring location in order to avoid patient recollection or delays in patient care

### II. PROCEDURE:

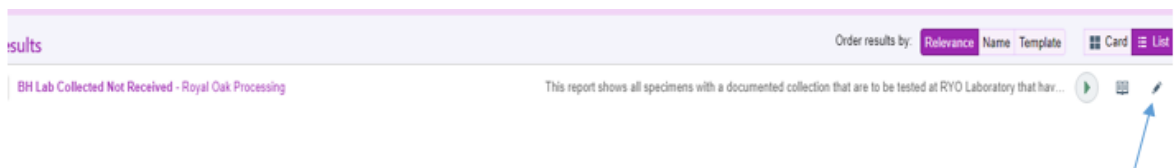
- A. The report is run once per day at 6:00 AM and is worked on during the day shift. Begin by signing into Epic Beaker
- B. Click on **'My Reports'** at the top of the page. If you do not have this icon, please add it via the wrench icon to Modify Tool bar.



C. At the top of the screen type BH Lab Collect Not Received, then hit enter.



D. Once you have selected the report you need to select the pencil tool on the far right to edit the report.



E. The report automatically defaults to 'T-7' days. At the top of the pop up box, select 'Print Layout'.



Criteria | Display | Appearance | Summary | Print Layout | Toolbar | Override | General

Find Specimens ⓘ

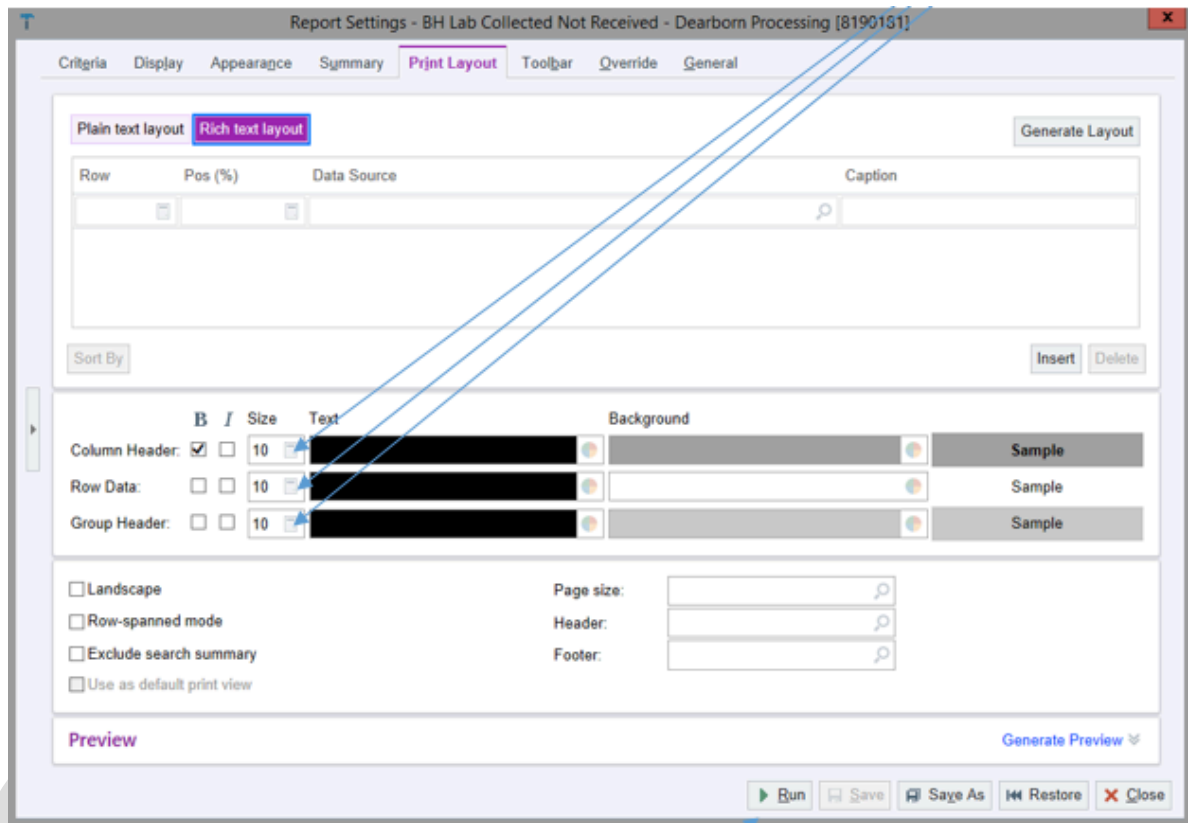
Find Criteria  🔍

Event group ⓘ

Event Date: (none) and Event Time: (none) and Event: LAB RECEIVED and Reason: (none) and Location: RYO LABORATORY and User: (none) and Test: (none) and Receive Exception: (none) and Receiving Lab: (none) and Origin Lab: (none) and Scan Override Reason: (none) and Source: (none) and Patient Department: (none)

- F. In the lower left side of the pop up are three boxes indicating font size: resize each one from 10 (ten) to 6 (six). Changing the font size is an option depending on the initial size of the report in order to make the physical report more manageable. Then click **'Run'**

COPY



G. The report will take a few minutes to generate. After the report loads select '**FILTER**'

OPL - 12/11/2023 as of Mon 12/11/2023 10:06 AM

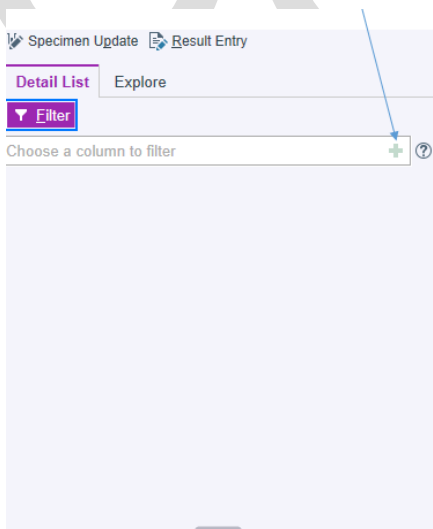
Specimen Update Result Entry

Detail List Explore

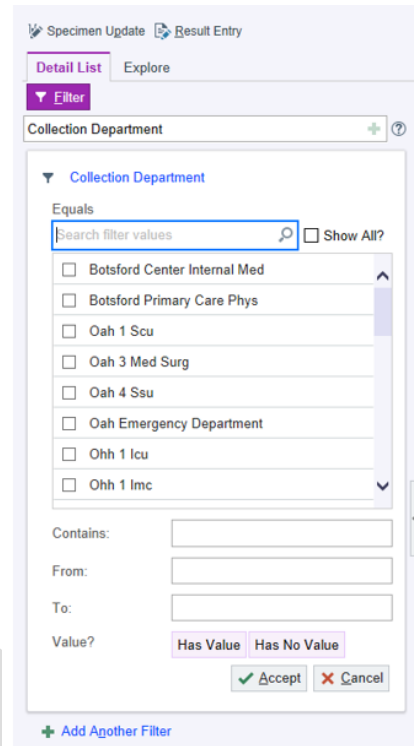
Filter

Specimen ID	Section/Case Type	Test	Pa
23DB-342CH2600	DBN Chemistry	BH HEPATITIS C VIRUS	Bu
	DBN Chemistry	ANTIBODY (HCV)	
	RYO Special Testing	BH SYPHILIS TOTAL	
		ANTIBODY WITH REFLEX BH HSV 1 IGG AND HSV 2 IGG	
23DB-342CH2726	DBN Chemistry	BH C REACTIVE PROTEIN	Ha
	DBN Chemistry	BH COMPREHENSIVE	
	DBN Chemistry	METABOLIC PANEL	
	DBN Chemistry	BH LIPID PANEL	
	DBN Chemistry	BH SYPHILIS TOTAL	
	RYO Special Testing	ANTIBODY WITH REFLEX BH TSH WITH REFLEX TO FT4	
		BH VITAMIN D, 1, 25 DIHYDROXY	

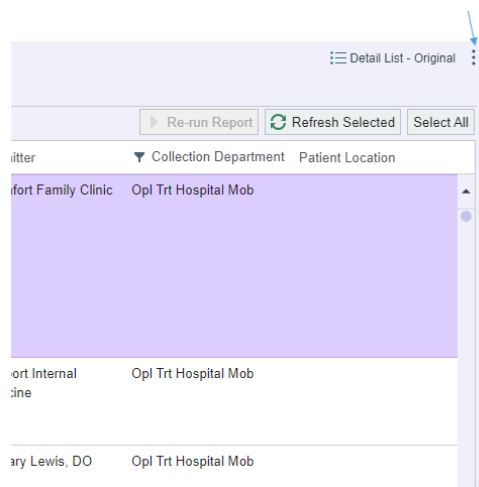
H. Once you click on filter, click on the + sign to choose your filter.



I. Click on **'COLLECTION DEPARTMENT'** filter. Select all the OPL's you need for this report by scrolling and selecting all locations that start with OPL. Then click **'Accept'**.

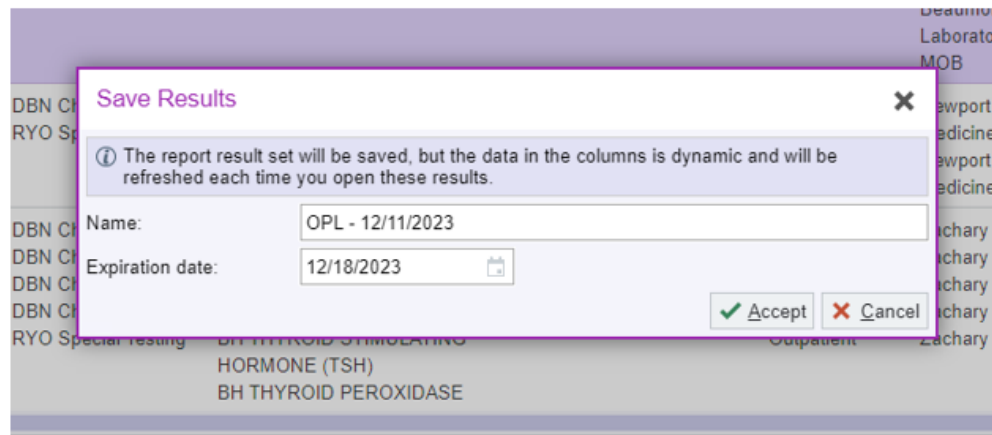


J. Once you have chosen your filter you are to save the report. Click on the 3 dots at the top right hand side of the screen and select '**Save Results**'.

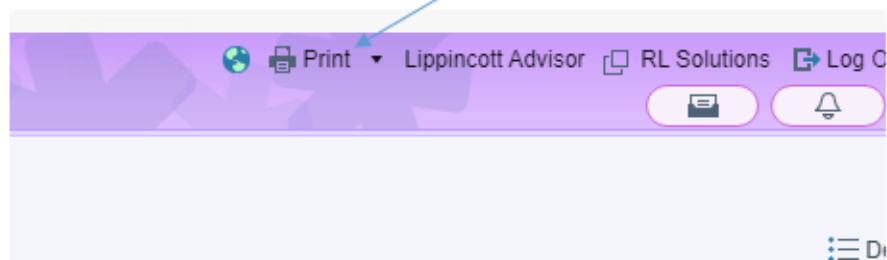


K. Save the report as OPL with the current date. Expiration date is seven days from the report

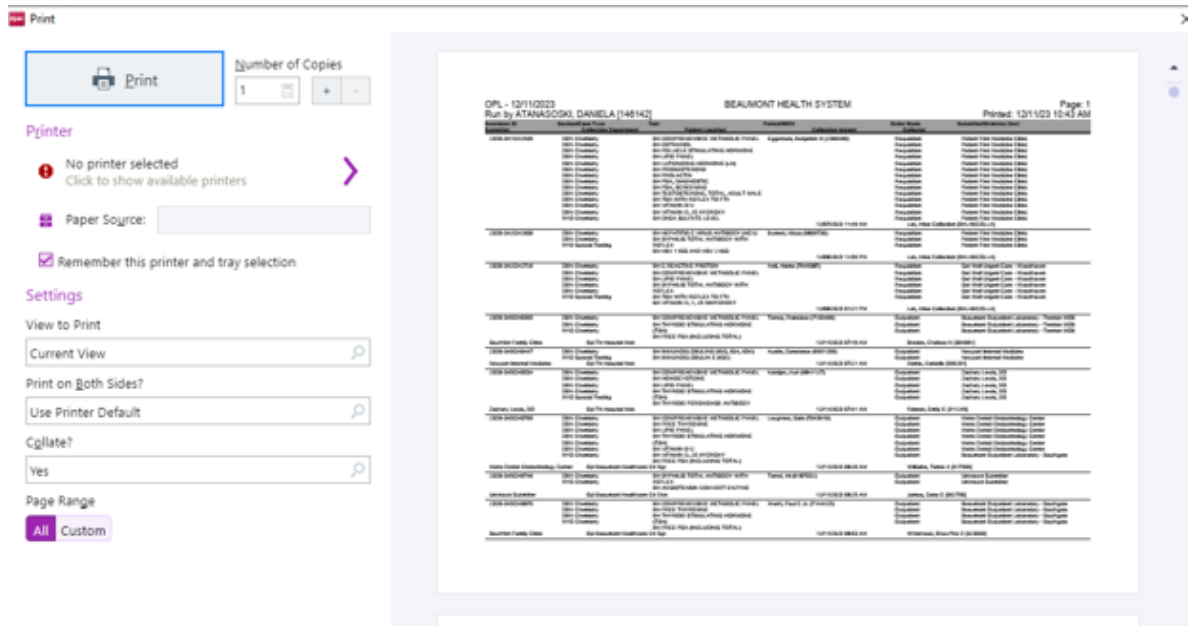
date. Click **'Accept'**.



L. Once done, select the print icon in the upper right corner of your tool bar. Select **'Print List'**.



M. Select the target printer for the report and allow the preview to load. Click the large **'Print'** icon in the upper left hand side. The report defaults to landscape printing with no option for changing layout.



- N. Begin working the report by reviewing collections dates prior to the current day. Example: If the report was generated on 12/11/2023, begin reviewing 12/10, 12/9, etc.
- O. Pull any specimens needed for missed tests, archived but not 'received', not delivered to appropriate testing area, etc as required.
- P. The report will be stored in the received manifest file cabinet in Clinical Pathology Processing for 10 business days before disposal.

## Approval Signatures

Step Description	Approver	Date
	Ann Marie Blenc: System Med Dir, Hematopath	12/19/2023
	Jeremy Powers: Chief, Pathology	12/18/2023
Policy and Forms Steering Committee Approval (if needed)	Daniela Atanasoski: Supv, Lab Processing	12/14/2023
Lab Operations Director	Joan Wehby: Dir, Lab Operations C	12/14/2023
Lab Operations Director	Kimberly Geck: Dir, Lab Operations B	12/12/2023



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## Applicability

Dearborn, Farmington Hills, Grosse Pointe, Royal Oak, Troy

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