Decument	Origination Last Approved Effective	3/9/2021 12/19/2023 12/19/2023	Document Contact Area	Daniela Atanasoski: Supv, Lab Processing Laboratory-
Deaumoni	Next Revised	12/18/2025	Applicability	Processing Dearborn, Farmington Hills, Grosse Pointe, Royal Oak, Troy

## **Collected Not Received Report - Laboratory Processing**

Document Type: Procedure

Status (Active) PolicyStat ID (14868336

# 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.

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	ontainer Storage	\ Containers	∖∬→ Receiving	Labels	O My Reports	🥼 Specimen Update	More -

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

BH Lab Collected Not Received	
My Favorites	Popular with My Role
D. Once you have selected the report you report.	u need to select the pencil tool on the far right to edit the
isults	Order results by: Relevance Name Template
BH Lab Collected Not Received - Royal Oak Processing	This report shows all specimens with a documented collection that are to be tested at RYO Laboratory that hav 🕟 🕮 🖌

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

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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'

Report Sett	ngs - BH Lab Collected Not Received - Dear	rborn Processing [8190131]	
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#### G. The report will take a few minutes to generate. After the report loads select 'FILTER'

	DPL - 12/11/2 Specimen Update	Result Entry	12/11/2023 10:06 AN	1
l	Specimen ID	Section/Case Type	Test	P٤
	23DB- 342CH2600	DBN Chemistry DBN Chemistry RYO Special Testing	BH HEPATITIS C VIRUS ANTIBODY (HCV) BH SYPHILIS TOTAL ANTIBODY WITH REFLEX BH HSV 1 IGG AND HSV 2 IGG	Βι
	23DB- 342CH2726	DBN Chemistry DBN Chemistry DBN Chemistry DBN Chemistry DBN Chemistry RYO Special Testing	BH C REACTIVE PROTEIN BH COMPREHENSIVE METABOLIC PANEL BH LIPID PANEL BH SYPHILIS TOTAL ANTIBODY WITH REFLEX BH TSH WITH REFLEX TO FT4 BH VITAMIN D, 1, 25 DIHYDROXY	Hŧ

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

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Detail List	Explore		
▼ <u>F</u> ilter			
Choose a colu	ımn to filter	+ ?	
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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**'.

Specimen Update 🕞 Result Entry
Detail List Explore
▼ <u>F</u> ilter
Collection Department + ?
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Search filter values P Show All?
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Oah Emergency Department
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Add Another Filter

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'.

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

date. Click 'Accept'.

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

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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.

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- 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

12/12/2023

### Applicability

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

