

Beaumont

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Applicability All Beaumont Hospitals

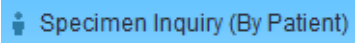

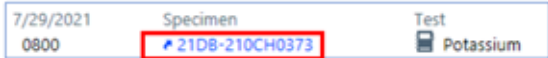
Specimen Processing Adding on Missed or Wrong Tests and Cancelling Tests That are Not Final Verified

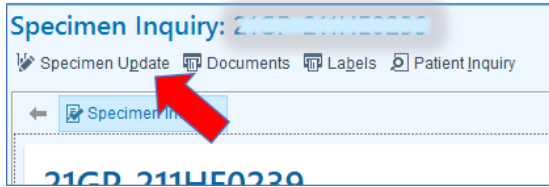
Document Type: Procedure

I. PURPOSE AND OBJECTIVE:

This document provides instruction for Specimen Processing and Patient Service Center's (PSC) to cancel tests ordered in error and add-on correct tests or additional tests requested by the ordering physician. A written order is required by College of American Pathologists (CAP) Laboratory General Checklist, GEN.40930.

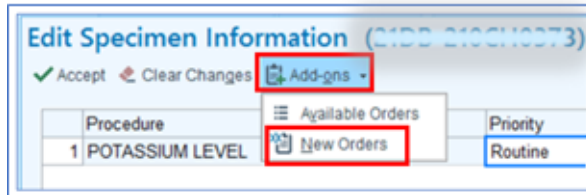
II. OUTPATIENT ADD-ON FROM SPECIMEN INQUIRY:

- A. Open Specimen Inquiry (by patient).

- B. In the Patient Lookup window, enter the patient's name or medical record number (MRN) and date of birth.
- C. Click Find Patient.

- D. Select the correct patient with three matching identifiers.
- E. Choose the specimen to which you want to add on a new order by clicking the Specimen ID hyperlink.

- F. Click Specimen Update.

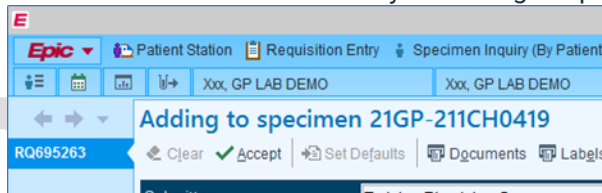


G. If Future Orders already exist in Epic for the patient, proceed to Step H below. If new orders must be placed, or if the specimen was created in Requisition Entry:

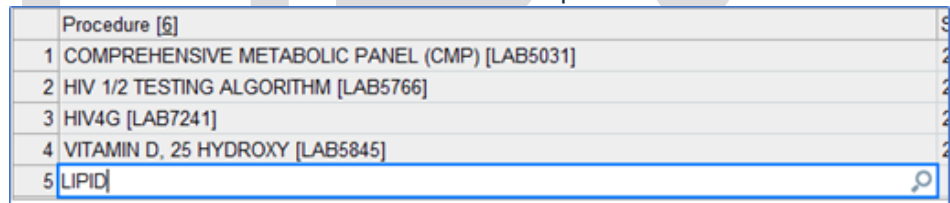
1. Click Add-ons and select New Orders.



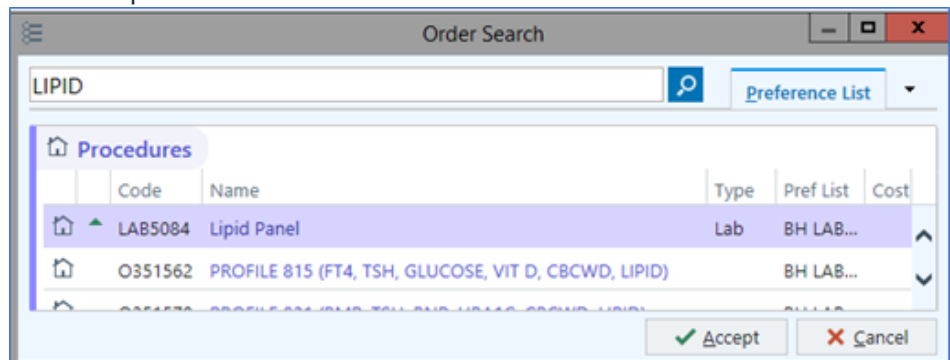
2. If the specimen was created in Requisition Entry you will be taken to the requisition. Notice that the title of the activity is "Adding to specimen"



- a. Enter the test to be added on in the next blank procedure line.

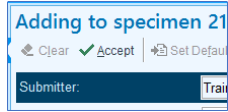


- b. Press enter and select the correct tests from the Order Search window. Then click Accept.

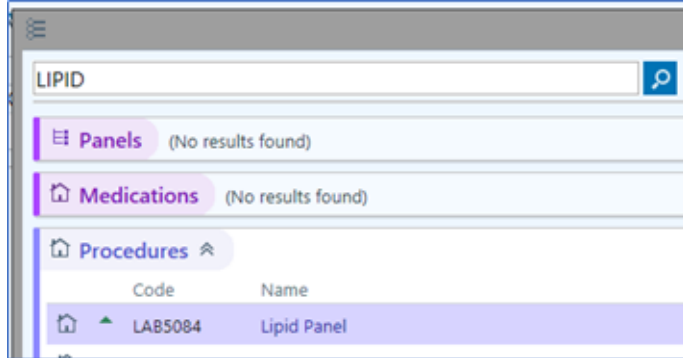


Continue adding any additional tests you need to add to this specimen.

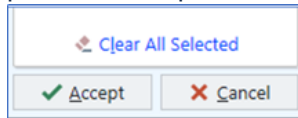
- c. Add any additional ICD-10 codes as necessary.
- d. To complete the Add On, click Accept in the top left.



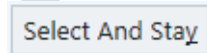
3. If the specimen was generated through a One Click or an OPL/PSC visit, an Order Search window appears. Enter the tests to be added on in the search bar.



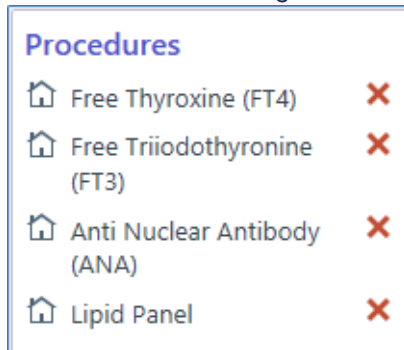
- a. If there is only one test to be added on, double click the test name in the results and then click accept in the bottom right of the Order Search window and proceed to step b below.



If there are multiple test to be added on, select the test name in the results and click Select and Stay in the bottom right of the Order Search window.



Continue searching for the additional tests and using the Select and Stay button to build a list of tests to be added on. The orders will be added to the Procedure list on the right.

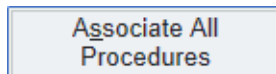


When finished, click Accept in the bottom right of the Order Search window.

- b. Click Sign Orders in the bottom right of the screen.



- c. Enter the diagnosis code(s) provided, or click Associate All Procedures if they are the same as the codes which already appear.



- d. Enter the Authorizing Provider.
 - i. Note: The doctor who ordered the test being added-on may default. If the doctor ordering the add-on did not order the original test, you can use the search box to look up the new provider.
- e. Click Accept.
 - i. The tests are now added to the specimen selected in Specimen Inquiry and can be edited through Specimen Update. You can view the Added on Tests through Specimen Tracking.

Specimen Tracking

21GP-211CH0393.1 Gold SST - D25OH, LIPID, ANA, FRT3, FRT4

07/30/2021

Time	Action	Detail
01:05 PM	Order Added On	Lipid Panel, Anti Nuclear Antibody Free Thyroxine (FT4) 21RO-211SP1
01:05 PM	Order Resent To Instrument	Tests Free Thyroxine (FT4)
01:05 PM	Order Resent To Instrument	Tests Free Triiodothyronine (FT3)
01:05 PM	Order Resent To Instrument	Tests Anti Nuclear Antibody
01:05 PM	Order Resent To Instrument	Tests Lipid Panel

Edit Specimen Information (21DB-210CH0372)

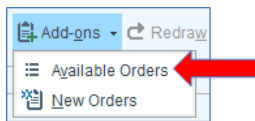
✓ Accept ✗ Clear Changes 📄 Add-ons

Procedure	Priority	Status	Specimen
1 BASIC METABOLIC PANEL (BMP)	Routine	Resulted	21DB-210CH037
2 MAGNESIUM LEVEL	Routine	On Test	21DB-210CH037

- ii. Make sure all tests appear under Procedure and show the status as "on test"
- f. Click Accept in the top left to accept your changes in Specimen Update.
- g. If a test was added because the account requested the test and we do not have an order, proceed to section III below.

H. If a Future Order exists in Epic for the patient:

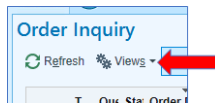
1. Click Add-ons and then Available Orders to open Order Inquiry



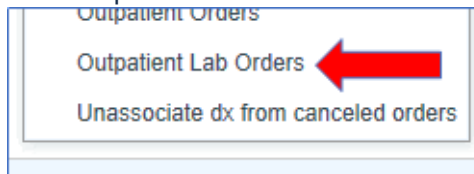
2. If orders are listed in Order Inquiry, proceed to step 3 below.

- a. If no orders appear:

- i. Click Views



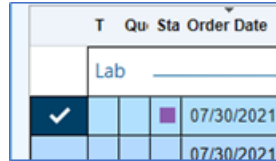
- ii. Click Outpatient Lab Orders



- b. If orders still do not appear, place new orders as described in step G above.

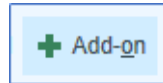
3. If orders do appear:

a. Use the check box in the first column to select a test to add on.



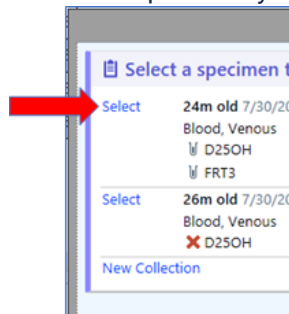
T	Qu	Sta	Order	Date
<input checked="" type="checkbox"/>				07/30/2021
				07/30/2021

b. Click Add on



Note: You can only select one test at a time to add on in this manner. Select the specimen you wish to add the test to by clicking Select

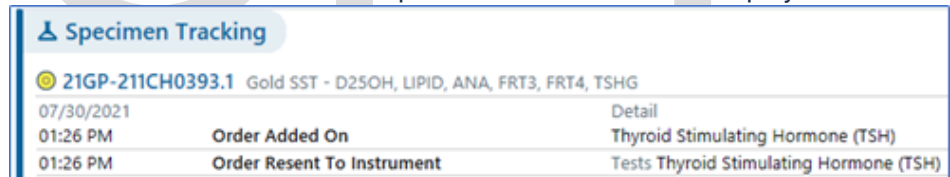
c. Select the specimen you wish to add the test to by clicking Select.



i. A new label will print.

ii. The specimen being updated with a new order must be in the currently logged in lab.


d. The tests are now added to the specimen selected in Order Inquiry > Add on

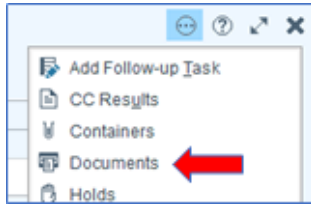


Specimen Tracking		
21GP-211CH0393.1	Gold SST - D25OH, LIPID, ANA, FRT3, FRT4, TSHG	
07/30/2021		Detail
01:26 PM	Order Added On	Thyroid Stimulating Hormone (TSH)
01:26 PM	Order Resent To Instrument	Tests Thyroid Stimulating Hormone (TSH)

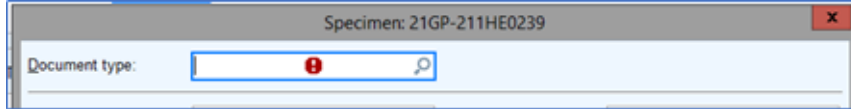
III. VERBAL ORDERS:

Verbal Orders are usually performed by Client Services, but may be done if verbal orders are received at the PSC. The following is the proper workflow to obtain a written order as required by College of American Pathologists (CAP) Laboratory General Checklist, GEN.40930.

- Go to Specimen Update and scan the specimen bar code for the specimen that was updated with an Add on, or locate the specimen through Specimen Inquiry by Patient and then go to Specimen Update.
- Click the actions menu. 
- Click Documents.



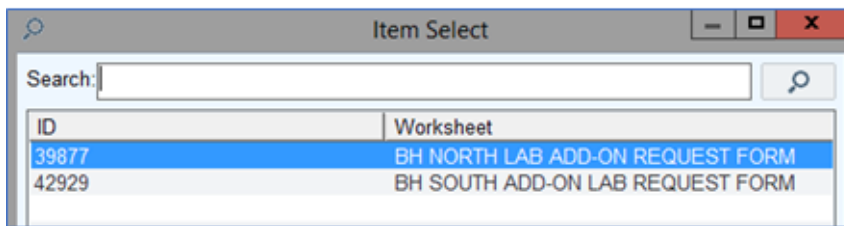
D. Set the Document type to "Form Letter" by clicking the magnifying glass.



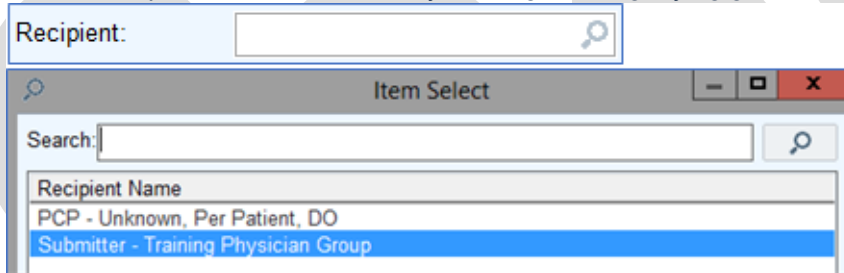
E. Set the Print new to the appropriate form type (North/South) by clicking the magnifying glass.



F.



G. Set the Recipient to the Submitter by clicking the magnifying glass.

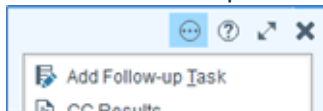


H. If prompted, set the Printer by typing !BSC_DEFAULT_SP and then clicking the magnifying glass.

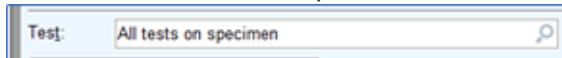
I. Click Print on the right to return to Specimen Update.

J. Click the actions button.

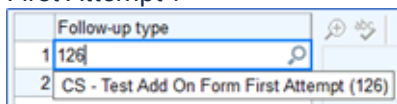
K. Click Add Follow-up Task.



L. Select the test you are adding the task for or choose "all tests on specimen" if there were multiple tests added to the same specimen.



M. Click on the first Follow-up type field and use shortcut 126 to quickly enter "CS-Test Add On Form First Attempt".



N. You can also click the magnifying glass next to the first Follow-up type to open the Category Select

window.

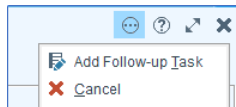
- O. Click accept in the lower right to submit the Follow-up task.

IV. CANCELING A TEST WHEN THE RESULTS ARE NOT FINAL VERIFIED:

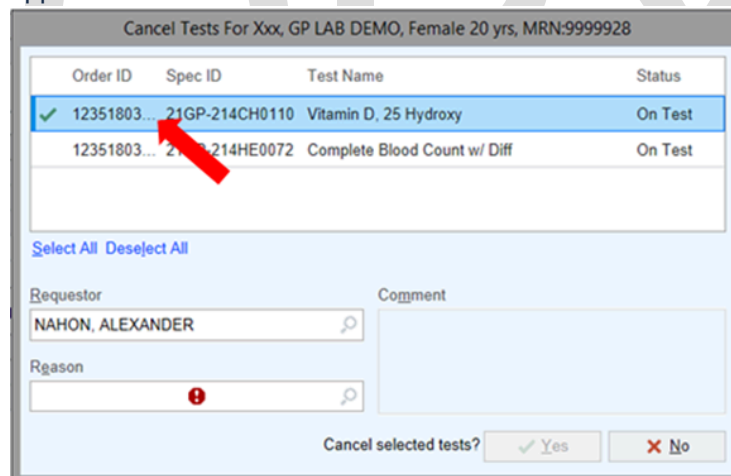
If a test is final verified, Client Services or the testing department must perform a results correction as indicated in the [Laboratory Procedure for Canceling Orders and Results on Unacceptable Specimens](#) procedure.

A. Canceling from Specimen Inquiry:

1. Specimen Inquiry by Specimen:
 - a. Open Specimen Inquiry by Specimen.
 - b. Scan the specimen's bar code.
 - c. Click the actions button.
 - d. Click Cancel.



- e. Click the tests that need to be canceled. When clicked, a green check mark appears to the left of the tests.




- f. Enter a reason in the lower left.
 - g. If needed, add a comment in the lower right.
 - h. Click Yes in the lower right.
2. Specimen Inquiry by Patient:
 - a. Open Specimen Inquiry by Patient.
 - b. In the Patient Lookup window, enter the patient's name or medical record number (MRN) and date of birth.
 - c. Click Find Patient.

Find Patient

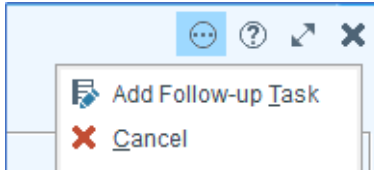
d. Select the correct patient with three matching identifiers.

7/29/2021 0800	Specimen 21DB-210CH0373	Test Potassium
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e. Choose the specimen containing the test you would like to cancel.

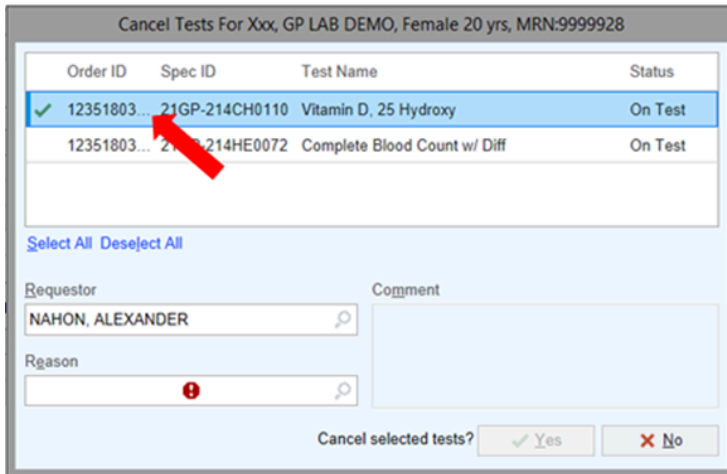
f. Click the actions button. 

g. Click Cancel.



h. Click the tests that need to be canceled. When clicked, a green check mark appears to the left of the tests.

C



Order ID	Spec ID	Test Name	Status
12351803...	21GP-214CH0110	Vitamin D, 25 Hydroxy	On Test
12351803...	21GP-214HE0072	Complete Blood Count w/ Diff	On Test

i. Enter a reason in the lower left.

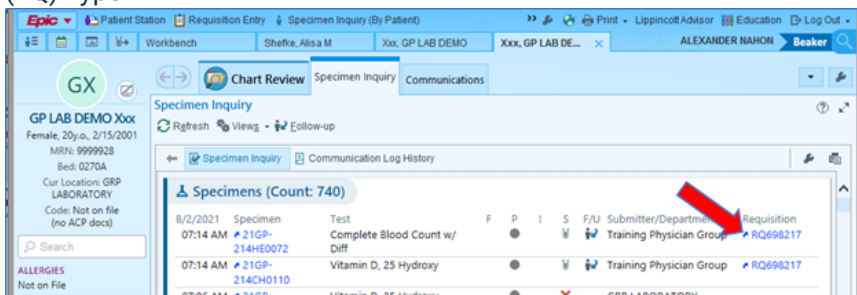
j. If needed, add a comment in the lower right.

k. Click Yes in the lower right

B. Canceling from Requisition Entry:

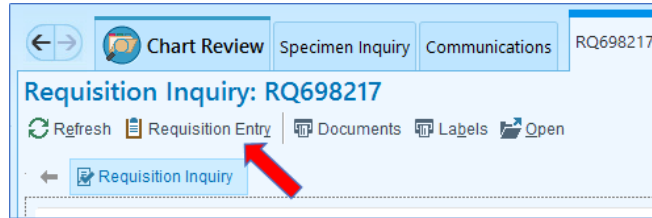
1. Locate the requisition that generated the specimen.

a. Use Specimen Inquiry by patient (as described above) and click the requisition (RQ) hyperlink.

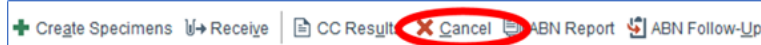


Date	Specimen	Test	F	P	I	S	F/U	Submitter/Department	Requisition
07:14 AM	21GP-214HE0072	Complete Blood Count w/ Diff						Training Physician Group	RQ698217
07:14 AM	21GP-214CH0110	Vitamin D, 25 Hydroxy						Training Physician Group	RQ698217

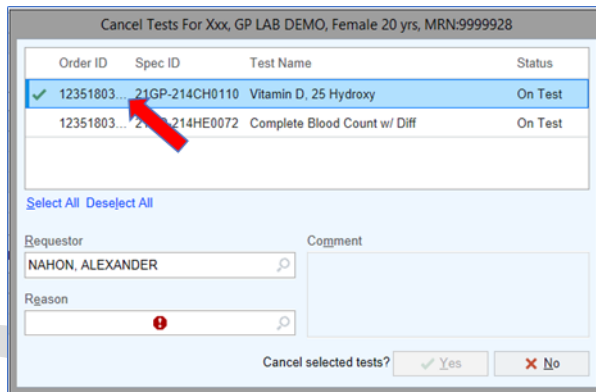
b. Click Requisition Entry in the top left.



2. Click the cancel button in the lower left.





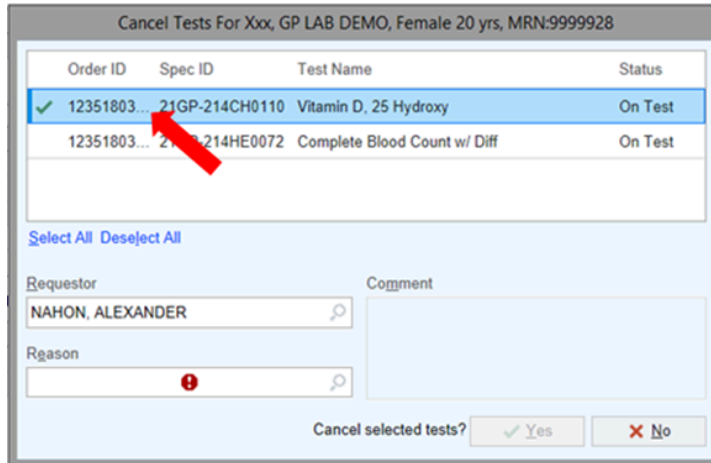
3. Click the tests that need to be canceled. When clicked, a green check mark appears to the left of the test.



4. Enter a reason in the lower left.
5. If needed, add a comment in the lower right.
6. Click Yes in the lower right.

C. Canceling from Receiving:



1. Open the receiving activity. 
2. Scan the specimen to receive it (it is acceptable to scan a specimen which has already been received).
3. Click the actions button. 
4. Click Cancel.
5. Click the tests that need to be canceled. When clicked, a green check mark appears to the left of the tests.

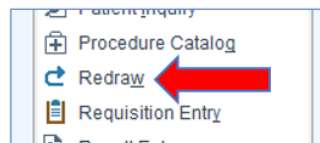
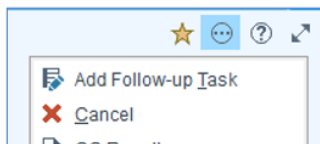


6. Enter a reason in the lower left.
7. If needed, add a comment in the lower right.
8. Click Yes in the lower right.

V. REQUESTING A REDRAW FROM RECEIVING:

This method is used when technical staff determine that a specimen is unacceptable and requires a new collection as indicated in the [Laboratory Procedure for Canceling Orders and Results on Unacceptable Specimens](#) procedure. The order will be canceled and the Redraw function will reorder the tests selected.

- A. Open the receiving activity. 
- B. Scan the specimen to receive it (it is acceptable to scan a specimen which has already been received).
- C. Click the actions button. 
- D. Click Redraw.



- E. Click the tests that need to be recollected. When clicked, a green check mark appears to the left of the test.

Cancel Tests For Xxx, GP LAB DEMO, Female 20 yrs, MRN:9999928

Order ID	Spec ID	Test Name	Status
✓ 12351803...	21GP-214CH0110	Vitamin D, 25 Hydroxy	On Test
12351803...	21GP-214HE0072	Complete Blood Count w/ Diff	On Test

Select All Deselect All

Requestor: NAHON, ALEXANDER

Reason:

Comment:

Cancel selected tests?

- F. Enter a reason in the lower left.
- G. If needed, add a comment in the lower right.
- H. Click Yes in the lower right.

Attachments

[b64_433af0b9-20d7-4532-9a3e-20532cdd74ce](#)
[b64_8885e651-3166-4679-bddc-8483329590cb](#)

Approval Signatures

Step Description	Approver	Date
CLIA Medical Directors	Vaishali Pansare: Chief, Pathology	12/26/2023
CLIA Medical Directors	Ann Marie Blenc: System Med Dir, Hematopath	12/19/2023
CLIA Medical Directors	Jeremy Powers: Chief, Pathology	12/18/2023
CLIA Medical Directors	Muhammad Arshad: Chief, Pathology	12/15/2023
CLIA Medical Directors	Ryan Johnson: OUWB Clinical Faculty	12/4/2023
CLIA Medical Directors	John Pui: Chief, Pathology	12/4/2023

Policy and Forms Steering Committee Approval (if needed)	Michelle Fischer: Mgr, Lab Support Svcs	12/4/2023
Lab Operations Directors	Brittnie Berger: Dir, Lab Operations C	12/1/2023
Lab Operations Directors	Joan Wehby: Dir, Lab Operations C	10/3/2023
Lab Operations Directors	Kimberly Geck: Dir, Lab Operations B	9/16/2023
Lab Operations Directors	Elzbieta Wysteppek: Dir, Lab Operations B	9/15/2023
Lab Processing Best Practice Committee	Michelle Fischer: Mgr, Lab Support Svcs	9/15/2023
	Michelle Fischer: Mgr, Lab Support Svcs	9/5/2023

Applicability

Dearborn, Farmington Hills, Grosse Pointe, Royal Oak, Taylor, Trenton, Troy, Wayne

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