Children's
Hospitals and Clinics
of Minnesota

Reviewing the Pending Log

Purpose

This procedure provides instructions for Reviewing the Pending Log.

The Pending log is reviewed to ensure that all orders have been collected and/or received by the laboratory. It is required to be reviewed at least at the end of each shift by printing the report or viewing it on a monitor.

The report is also used as a final check after downtime recovery.

Policies

- This procedure applies to all Laboratory staff members

Procedure

Follow the activities in the table below to Review the Pending Log.

Step	Action
1	FUNCTION: PL
2	LABORATORY REPORTS PRINTER : enter desired printer number (ex: Printer 711 for MIN or 300 for STP (printer 0 to review on screen))
3	Enter Start date: T-8 Start time: 0000 Cut-off date: T (Today) Cut-off time: enter for current time Enter through remaining prompts
4	(A)ll (R)eceived (U)nreceived specimens : enter U for unreceived
5	Enter HID: MIN or STP
7	Enter Worksheets: ALL • Check only outpatients for ROUT BB testing
8	Enter for ALL Lab Locations
9	Enter A to Accept
10	**Outpatient Unreceived Sample Review** • Use Function OER to review each order If no samples were received for the patient and it is at least one day past the date it was requested to be collected, cancel as "PNOT". For all locations other than HOC, call the location to notify them of the test cancelation. Document with whom you spoke and date/time of call. a. If there are requests with a priority off "ADD-TO", make sure these are either performed or canceled. For re-orders use code "RAC". If the requested "ADD-TO" test cannot be added, cancel as "IMSP", notify provider and document who you called it to and the date /time of the call. b. If the ordered test is a duplicate, was performed POC, or done in the lab within 2 hours of the ordered time, cancel testing using code "DUPL". c. Check to be sure there are/were not multiple accession numbers. If so, add on the requested testing. Look for multiple accession numbers: for example: if there was a PR7 done and rec'd for 0530 and there is an un-received order for a CRP at 0700, use code "RAC" for the 0700 order and add the CRP to the PR7 from 0530.

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11	**Inpatient Unreceived Order Review**
	• Use Function OER to review each order
	a. If the ordered test is a duplicate, was performed POC, or done in the lab within 2 hours of the ordered time, cancel testing using code "DUPL".
	b. If there are requests with a priority off "ADD-TO", make sure these are either performed or canceled. For re-orders use code "RAC". If the requested test cannot be added, cancel as "IMSP", notify the provider and document who you called it to and when it was called.
	c. Look for multiple accession numbers: for example: if there was a PR7 done and rec'd for 0530 and there is an un-received order for a CRP at 0700, use code "RAC" for the 0700 order and add the CRP to the PR7 from 0530.
	d. Any un-received LTD orders: Check for free texted comments on the order in Order Entry. If no comments such as "will call" are present, call the RN to see if they want lab to come collect or if it can be canceled. Document with whom you spoke and date/time of call if you cancel the order.
	e. For un-received NTD orders (not restricted) that are 2 hours or more past the order time, call the bedside RN and inquire whether they will be sent or if lab needs to come and collect. If the RN says that they can be canceled, use cancel code "NSR" and document with whom you spoke and date/time it was called.
	f. For un-received NTD orders (not restricted) that were never collected, but the same test has been completed since, cancel as "SNR".
12	See Department specific procedures for received samples with overdue pending tests.

**Training Plan/
Competency
Assessment**

New Employee training
Staff Review of Procedure
Review of Canceled Orders

Historical Record

Version	Written/Revised by:	Effective Date:	Summary of Revisions
1	Paula Mattson	2004	Initial Version
2	Dana Lam	05/15/2013	Online Version
3	Roxann Gulke	12/08/2014	Added review process for inpatient and outpatients orders

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