

Monitoring Orders Not Processed

Purpose

The purpose of this document is to guide staff in monitoring of restricted orders that have not been processed. They do not qualify for pending logs since they are restricted. Orders not processed will be canceled in 14 days if not received.

Policy Statements

- This policy applies to all lab staff who process restricted orders. For remote clinics it should be checked after the last courier has dropped off samples and the orders have been received.

Procedure

Follow the activities in the table below for MONITORING ORDERS NOT PROCESSED

Step	Action	Related Document
1	Log into SmarTerm for Sunquest	
2	FUNCTION: HRP	
3	Please Enter Interface Number: 7A(MIN) or 7b(stp) Ecw 2A(MIN) or 2B(STP) Cerner	
4	Select Option 5. Order Not Processed	
5	PRINTER: enter a printer number or 0 to call report to your screen	
6	START DATE <T>: enter for today's date T- # to go back	
7	START TIME: enter for 0000 or enter a start time	
8	END DATE: enter for current date or enter a date	
9	END TIME: enter for current time or enter a time	
10	PATIENT LOCATION/ORDERING LOCATION/LAB DEPARTMENT (<P>/O/D) : <ul style="list-style-type: none"> For remote clinics enter P for patient location 	
11	LOCATION: Enter a valid patient location, prompt repeats allowing you to enter as many location/departments as you want until you press enter to continue. ECW is a group location for the aligned clinics	
12	Enter A to accept	
13	Review the list of orders that remain unprocessed and receive them as applicable	

References

Sunquest 7.2 AI_Admin Book

Training Plan/ Competency Assessment

Direct Observation of Staff

Historical Record

Version	Written/Revised by:	Effective Date:	Summary of Revisions
1	R. Gulke	12/22/2014	Initial Version