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| **Collection Lists** |
| **Purpose** | This procedure provides instructions for COLLECTION LISTS. |
| **Policy Statements** | * To ensure the specimen collection of all laboratory blood test requested.
* This procedure applies to all laboratory staff.
* **Collection labels should only be printed if the wireless network is down and collection manager is unavailable.**
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| **Sample** | This procedure applies to all specimens. |
| **Procedure** | Follow the activities in the table below for COLLECTION LISTS.

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| **Step** | **Action** |
| 1 | Function: CLR (this function can also be used for collection labels, review previous collection list batches, delete collection batches and print an un-received specimen list.) |
| 2 | Request printer #300 in St. Paul or # 401 in Minneapolis |
| 3 | Collection labels/reports* Collection labels
* Collection list
* Review batch list
* Delete batch
* Unreceived specimen list
 |
| 4 | Select option #2 |
| 5 | Enter Hospital ID (MIN or STP) |
| 6 | Batch Number:* Press enter to create a batch
* Enter a previously created batch number to reprint the list
* Press FIND to list previous batches
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| 7 | Enter date or <CR> |
| 8 | Start time:* Enter 0000 to include specimens from midnight
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| 9 | End time:* Enter the latest collection time to be included on the report
* For morning collection list enter 0815
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| 10 | ALL modifiers <CR> |
| 11 | Exclusions: press ENTER if you don’t want to exclude any orders from the list |
| 12 | Location: enter ALL |
| 13 | Exculsions: Press ENTER if you don’t want to exclude any locations from the list. |
| 14 | Batch number assigned: Nnnn – the first number is the day of the week; the last 3 numbers are the sequential batch for the day. Copy this number and record on the collection list. Also record your initials, date and time report was called and the span of time for specimen collection |
| 15 | When you have completed the collection list – then call for collection labels |

1. Collection lists can be requested in addition to the scheduled times.
2. Collection lists do not need to be saved for future use nor are required by regulation.
3. Limitation
	1. When a patient’s specimen collection information is printed on a collection list, it will not re appear on another collection list unless the “draw” is rescheduled for a later time. Example: a laboratorian went to obtain a specimen on patient X and the patient was sleeping and the laboratorian was told to come back. That encounter must be entered into the computer and the draw rescheduled for a later time.
	2. When a patient’s specimen collection information is called to a collection list, additional test cannot be added to the same accession number by the HIS computer system. Therefore collection lists need to be called as close to the actual collection time as possible.
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| **References** | Sunquest Information Systems System Functions Training Manual |
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| **Historical Record** |  |  |  |
| **Version** | **Written/Revised by:** | **Effective Date:** |
| 1 | Calling Collection Lists | Mpls. 06/1993 |
| 2 | Collection Lists – Carol Cram | 09/2001 |
| 2 | Collection Lists – Jennifer Heimkes | 09/2003 |
| 3 | Collection Lists – Daniel Shaw | 11/2010 |
| 4 | Collection Lists-Roxanne Gulke | 6/2013 |
| 5 | Collection Lists- Dawit Getachew. Biennial review. Minor revisions.  | 06/24/2019 |
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