|  |  |  |  |
| --- | --- | --- | --- |
| **Collection Verification (CVIS)** | | | |
| **Purpose** | This procedure provides instructions for Collection Verification (CVIS, Receiving specimens in the LIS). | | |
| **Policy Statements** | * All specimens that are received in the laboratory must be verified in the laboratory computer system. Collection list verification by specimen (CVIS) provides an efficient method of entering the date/time of the collection, the person collecting the specimen, and making modifications to the test order. * This procedure applies to all laboratory staff. | | |
| **Materials** | * Labeled specimen * Computer with Sunquest® and SmarTerm® installed | | |
|  |  | | |
| **Procedure** | Follow the activities in the table below for COLLECTION VERIFICATION (CVIS).   |  |  | | --- | --- | | **Step** | **Action** | | 1 | Log onto Sunquest® (SmarTerm®) | | 2 | Function: CVIS | | 3 | Prompt: press ENTER to default to the current shift, and press ENTER again. | | 4 | Phlebotomy Tech Code:   1. Enter tech code here and it will default to the accession number to be verified. 2. Enter past this prompt and you will need to enter a phleb code for each accession number verified. | | 5 | Phlebotomy Workload:   1. The code entered will be used as workload for each accession number verified (VP, CAP, RN, ADDA, PU, MDD, and SWC). 2. ENTER past this prompt and no workload code will defaulted and you will need to make an entry for each accession number verified. | | 6 | Receive Date: Current date will populate. | | 7 | Receive Time:  a. Press ENTER to default to the current time or enter a time. | | 8 | Hosp/Acc No.:   1. SCAN the barcode of the accession number of the specimen to be verified.   • If the collect date is in the past you will be prompted for collect date and can update it as necessary (This could happen around midnight so be aware. | | 9 | Coll Time/Credit/Partial (%)  • ENTER to accept the requested collection time.  • Enter a time to update the requested time.  • DO NOT use the (%) to do a partial receipt of orders. If you did not receive the appropriate specimen to perform testing, you will have to cancel the order and reorder **DO NOT do a partial receipt.** | | 10 | Receive date will default to current date. | | 11 | Receive Time: will default to the time previously entered but can be updated. | | 12 | Phlebotomy Code   1. Press ENTER to accept the previously entered phlebotomy code. 2. Change the default by entering a new tech code. 3. Enter a tech code, if a default does not display. | | 13 | Phlebotomy Workload   1. Press ENTER to accept the default workload code. 2. Change the default by entering a new workload code (RN, CAP, VP, ADDA, and SWC). 3. Enter a workload code, if a default does not display. | | 14 | Modify Order   1. Enter “N” to proceed to the A/M/R prompt 2. Enter “Y” to add an order code or add an order comment to the existing order | | 15 | A/M/R – Accept (A), Modify (M), or Reject (R) | | 16 | The computer will return to step #5 for each accession number. Repeat the process until all specimen collection accession numbers have been verified. |   Procedure Notes   * **Specimens that are not general lab specimens (i.e. “restricted” orders such as micro, UA) need to be released with function OER.** * To reprint a label: While in function CVIS at the “Hosp/Acc No.:” prompt, enter “L-“ and then SCAN the barcode. At prompt “Accept Label Request (Y/N/D)” enter “Y” to reprint all labels for that accession number. If there are multiple tests on one accession number and not all labels are needed, at the “Accept Label Request (Y/N/D)” prompt, enter “D”. ENTER past all test labels you wish to generate. Enter a “-“ for labels that are not needed. | | |
| **Historical Record** | **Version** | **Written/Revised by:** | **Effective Date:** |
| 1 | Specimen Verification | Mpls. 06/1993 |
| 2 | Specimen Verification – Daniel Shaw | 12/2010 |
| 3 | Roxanne Gulke | 6/2013 |
|  | 4 | Dawit Getachew | 06/24/19- Biennial review. Minor revisions |