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| **Managing the Work List in IH-Com** |
| **Purpose** | This procedure provides instructions to ensure that the user handles the Work list appropriately in IH-Com. |
| **Procedure** |  |
|  | **Step** | Action |
|  | 1 | Select the ‘Work list’ tab in IH Com. |
|  | 2 | Pending request are listed in the following tree structure:1. To access and display different levels for a single request, select the plus sign or the minus sign proceeding each request.
2. To change the display level for all samples
	1. Use the mouse to right click in the ‘Samples with open orders’ list.
	2. Select the View then the Level#
		1. Level 1- only the patient data is displayed

* + 1. Level 2- the patient data and requested sample numbers are displayed

* + 1. Level 3- The patient data with sample numbers as well as all requested tests for the patient are displayed.

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|  | 3 | To delete a request:1. Highlight the request and use the mouse to right click and open the context menu.
2. Select ‘Delete orders for…”
3. It is possible to delete all requests for a patient, to delete a sample or to delete an individual test.
4. To delete all open request, right click in the left area of the Work list window to open the context menu and select ‘Delete Whole Work list’.
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| **Limitations** | 1. Test ordered on IH-500 will not appear on the Work list in IH-Com.
2. Request not processed after 48 hours are automatically hidden, then deleted after 7 days by default. This is a configurable setting.
3. Request with results already available cannot be deleted.
4. Once results have received, the test will be removed from the Work list.
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| **References** | 1. IH-Com User Manual NA V1.2-02/2021, Chapter C Section 4.1.2, and 4.3
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| **Approval****Workflow** | Transfusion Service/Lab Director |
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| **Historical Record** | **Version** | **Written/Revised by:** | **Effective Date:** | **Summary of Revisions** |
| 1 | S. Cassidy | 02/17/2023 | Initial Version |