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| **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 once per shift (recommended twice per shift) by printing the report.  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 |
| 3 | Enter Start date: T-8 (covers last eight days)  Start time: 0000  Cut-off date: T (Today)  Cut-off time: enter for current time  Enter through remaining prompts |
|  | 4 | Choose “All” |
|  | 5 | Enter HID: MIN (for Minneapolis)  ALL (for St. Paul) |
|  | 7 | Enter Worksheets: Minneapolis: ALL WORKSHEETS  St. Paul: C, CSP, CHCS, HUCS, LIAS, MRXRS, MRXFS (reflex off in-house testing)  Minnetonka: CBCMT, CHEM, FLRVMT, H1MT, UAMT   * Check only outpatients for ROUT BB testing |
|  | 8 | Enter locations   * R, S, C (for Minneapolis) * ST, SP and GV (for St. Paul & Minnetonka)   Note: If looking at both hospitals, enter ALL. |
|  | 9 | Enter A to Accept |
|  | 10 | St. Paul only (to view Minneapolis immunodeficiency and drug level testing)   * Repeat steps 3-5 * Enter worksheets: CHCS, LIAS * Enter location: R * Enter A to Accept |
|  | 11 | Once review of pending log is complete, perform a warm hand off to the next report to the next shift. Logs are then stored in a designated bin. |
|  | 12 | **Outpatient Unreceived Sample Review**   1. If no samples were received for the patient and it is at least 24 hours 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.   Outpatient orders that are activated, but not completed (e.g. unable to draw, patient refusal): Provider must be contacted and testing cancelled. Have provider reorder.     1. 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. 2. If the ordered test is a duplicate, was performed POC, or done in the lab within 2 hours of the ordered time, contact the floor to gather additional information.If appropriate, cancel testing using code “DUPL”. 3. 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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|  | 13 | **Inpatient Unreceived Order Review**   1. If the ordered test is a duplicate, was performed POC, or done in the lab within 2 hours of the ordered time, contact the floor to gather additional information. If appropriate, cancel testing using code “DUPL”. 2. 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. 3. 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. 4. 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. 5. For un-received NTD orders (not restricted) that were never collected, but the same test has been completed since, cancel as DUPL | | | | | |
|  | 14 | 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 | | | | | | |
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| **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 | |
|  | 4 | | Paula Mattson | | 10/8/2021 | Updated for Sgl HID | |
|  | 5 | | Carrie Casmey | | 04/01/2025 | Fixed procedure number in header. | |
|  | 6 | | Chad Bryant & Andrew Fangel | | 06/27/2025 | Required to print pending log reports.  Choose “All” (received & unreceived) for report.  Added MRXRS & MRXFS worklists for STP Sendouts.  Added guidance for Minnetonka.  Removed function “OER” | |