
BONE MARROW RECEIPT IN LAB WORKFLOW

RC.HM.WF.032.r06

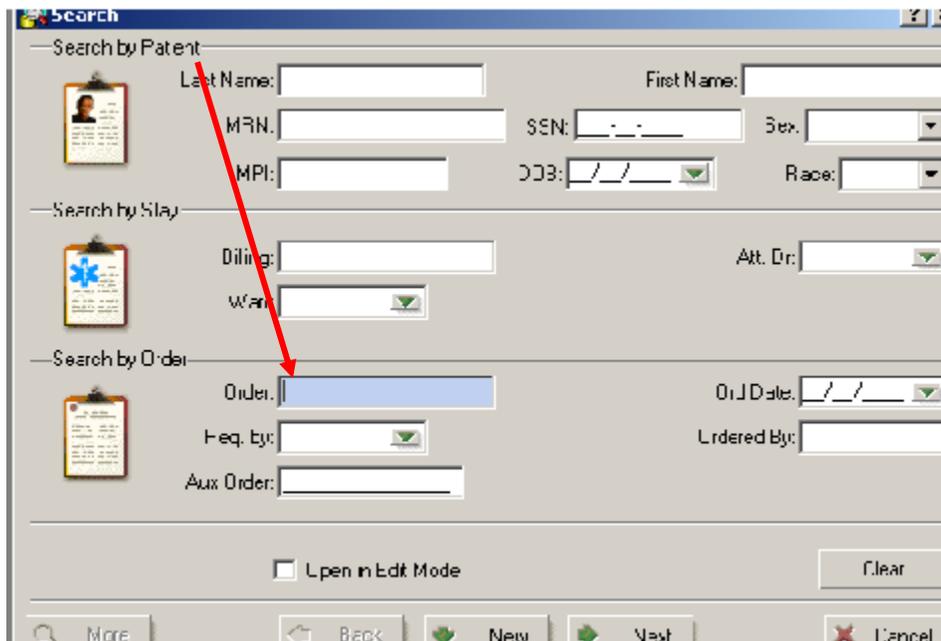
Purpose

The purpose of this procedure is to define a clear process which hematology staff can use to process bone marrow specimens in the Soft LIS.

Workflow

IMPORTANT NOTE: Upon returning from nursing unit, place the hand-held device in its cradle so that it will charge.

1. Upon returning to the lab after bone marrow procurement, access SoftLAB.
2. Click on Order Entry.
3. Click on Order box.
 - Box turns blue.



The screenshot shows the 'Search' window in the SoftLAB system. It is divided into three main search categories: 'Search by Patient', 'Search by Slap', and 'Search by Order'. The 'Search by Order' section is highlighted with a blue background, and a red arrow points to the 'Order #' field within this section. The 'Search by Patient' section includes fields for Last Name, First Name, MRN, SSN, Sex, MPI, DOB, and Race. The 'Search by Slap' section includes fields for Dilig, War, and Att. Dr. The 'Search by Order' section includes fields for Order #, Ord Date, Req. by, and Ordered By, along with an Aux Order field. At the bottom, there is a checkbox for 'Open in Edit Mode', a 'Clear' button, and navigation buttons for 'More', 'Back', 'New', 'Next', and 'Cancel'.

4. Scan specimen barcode label. Verify that this is the correct patient.

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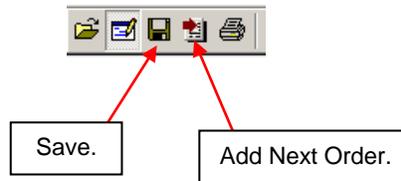
5. **Verify correct ordering MD.**
6. Click on Finish.
 - The Order Entry screen appears.
 - Verify that BMUN/BMBI and BMEX have been ordered.
7. Under Specimens tab, verify that the collection of the bone marrow specimens is uploaded from SoftID.

Specimen						Collected			Received			Flags						
WKST	#	Type	PriC	PriE	List#	By	Date	Time	By	Date	Time	M	A	L	C	R	W	X
1	RHEM3	1	UA0	R	R	0	NPROC	06/03/2011	08:00				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	RHEM3	1	NUL	R	R	0	AUTOV	06/03/2011	12:13	AUTOV	06/03/2011	12:13	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
3	RHEM3	1	L3V	R	R	0	NPROC	06/03/2011	08:00				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	RHIST	3	SUR	R	R	0	NPROC	06/03/2011	08:00				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	RPATH	3	SUR	R	R	0	NPROC	06/03/2011	08:00				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	RHEA1	1	L3V	R	R	0	NPROC	06/03/2011	08:00				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8. Receive BMUN/BMBI and BMEX specimens.

Specimen						Collected			Received			Flags						
WKST	#	Type	PriC	PriE	List#	By	Date	Time	By	Date	Time	M	A	L	C	R	W	X
1	RHEM3	1	UA0	R	R	0	NPROC	06/03/2011	08:00				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	RHEM3	1	NUL	R	R	0	AUTOV	06/03/2011	12:13	AUTOV	06/03/2011	12:13	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
3	RHEM3	1	L3V	R	R	0	NPROC	06/03/2011	08:00				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	RHIST	3	SUR	R	R	0	NPROC	06/03/2011	08:00				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	RPATH	3	SUR	R	R	0	NPROC	06/03/2011	08:00				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	RHEA1	1	L3V	R	R	0	NPROC	06/03/2011	08:00				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

9. Click on Add Next Order (if other testing such as Flow Cytometry and/or Cytogenetics are requested) or Save.



10. Required information window appears.

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11. You will be prompted by AAOE regarding site, and other tests ordered with this bone marrow

Please enter required information

	Questions	Value	Comment
1	Bone Marrow, Aspirate Collected	Left	
2	Bone Marrow, Core Biopsy Collec	Left	
3	Bone Marrow, Touch Imprint Colle	No	
4	Bone Marrow, Source Details	ILIAC CREST	
5	Clinical Information		

Comment

OK Cancel

12. Keypad answers appear in "Ordered" window at right side of screen.

13. Enter required information, including indications.

BSBM - 1 of 1

Key	Text
0	No
1	Bilateral
2	Left
3	Right
4	(See Modifier)

Body Sites, Bone Marrow

BMMOD - 1 of 1

Key	Text
1	ILIAC CREST
2	FEMUR
3	HUMERUS
4	SACRUM
5	SCAPULA
6	STERNUM
7	TIBIA

BM, Source Modifier

14. Click OK
- Order Entry RBS window(s) appear. These are the reflexed tests {BMBXL(R) and BMASP}.

Order Entry

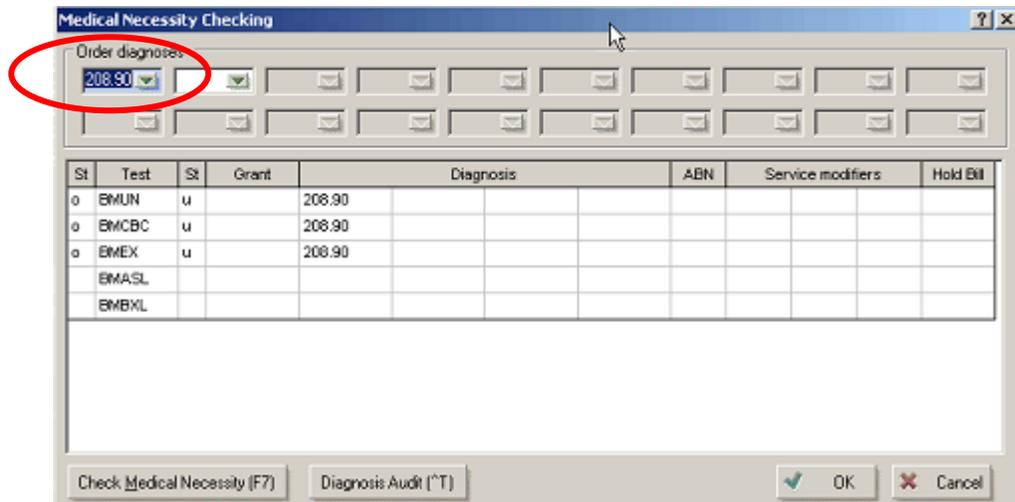
 RBS <BMBXL>: reflex "BMBXL" on Ord# NEW

OK

15. Click OK.
- Medical Necessity Checking message pops up.
 - Verify diagnosis.

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The 'Medical Necessity Checking' dialog box features a grid of 'Order diagnoses' at the top, with the first cell containing '208.90' and highlighted by a red circle. Below this is a table with columns: St, Test, St, Grant, Diagnosis, ABN, Service modifiers, and Hold Bill. The table contains three rows of data for tests EMUN, EMCBC, and EMEX, all with a Grant value of 208.90. At the bottom, there are buttons for 'Check Medical Necessity (F7)', 'Diagnosis Audit (^T)', 'OK', and 'Cancel'.

St	Test	St	Grant	Diagnosis	ABN	Service modifiers	Hold Bill
o	EMUN	u	208.90				
o	EMCBC	u	208.90				
o	EMEX	u	208.90				
	EMASL						
	EMBXL						

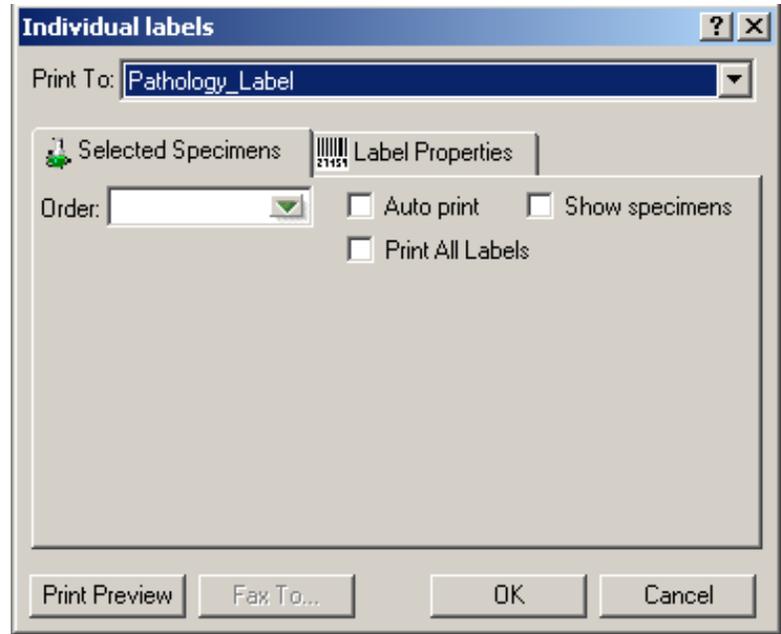
Click OK.

- You will be prompted to save data if you have not yet done so.

16. Click YES.

17. Standard Label printer type window appears.

18. Select desired copies of collection labels if necessary. (If SoftID collection labels are not available, print collection labels now. Otherwise, this step is not necessary.)



The 'Individual labels' dialog box shows 'Print To:' set to 'Pathology_Label'. It has two tabs: 'Selected Specimens' and 'Label Properties'. Under 'Label Properties', there are three checkboxes: 'Auto print', 'Show specimens', and 'Print All Labels', all of which are currently unchecked. At the bottom, there are buttons for 'Print Preview', 'Fax To...', 'OK', and 'Cancel'.

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19. Order Flow Cytometry (FHEMG) and/or Cytogenetics (GBMGT). Ensure you order additional testing under the same CSN (visit) as the bone marrow collection order.

- Collect and receive the FHEMG and/or GBMGT.
- Save and answer applicable questions.
- Track and forward to flow cytometry and cytogenetics.

20. Verify that the CBC was already collected.

21. If Molecular Probe or Microbiology tests have been requested, contact and forward samples to appropriate laboratory department(s).

- NOTES:**
1. There can be no more than two Molecular panels per order.
 2. Microbiology requests must be on separate orders.

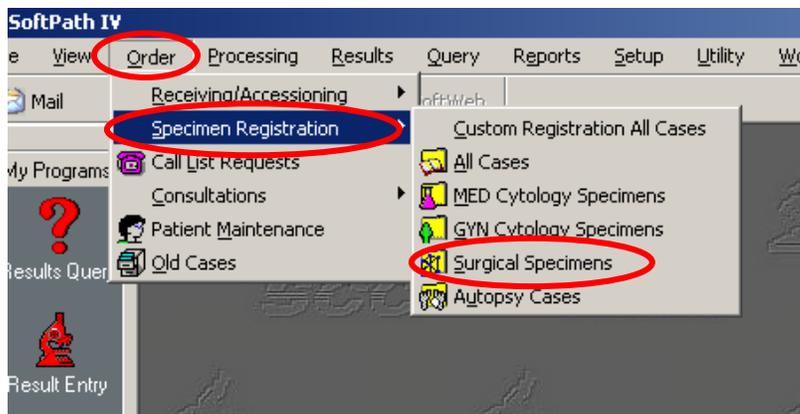
22. After receiving a bone marrow in SoftLAB, a ROB# must be assigned through SoftPATH.

23. Access SoftPATH.

24. Click on Order tab at top of screen.

25. Select Specimen Registration.

26. Click on Surgical Specimens.



27. Specimen Registration Lookup Window appears.

27. Click on Lab Order Number cell.

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28. Scan bone marrow collection lab order number (or type in order, then Find).

The screenshot shows the 'Specimen Registration Lookup' window. The 'Lab Order Number' field is highlighted with a red circle and contains the value '182500151'. The window includes search tabs for 'Simple Search' and 'Advanced Search', and a 'Patient' table below.

MRN	Last Name	First Name	Middle	HIN	DOB
1	New Patient			-	25/00/0000

- Specimen Registration window appears, prompting for ROB#.

29. Hit <ENTER>.

- The next ROB# autogenerates.

The screenshot shows the 'Specimen Registration - [ROB-12-000129]' window. The 'Case #' field is highlighted with a red circle and contains the value 'ROB-12-000129'. The window displays various patient and specimen information.

MRN:	9999927	Last Name:	XXX	First Name:	RO LAB I	
DOB:	10/22/1992	Age:	19	Years		
Billing #:	99999272011	Req Doctor:	8824			
Case #:	ROB-12-000129	RO	Patient Type:	Non-patient reference RP	Clinic:	841
MPI:	XXX_RT0229200	Suffix:		Country:		

Case Data | Specimens | Calls | Accounting | Patient History | Adequacy/Prob

Site:	RO	Req. Doctor:	8824	KOLINS, MARK
Case #:	ROB-12-000129	Pathologist:		
Registration D&T:	03/01/2012	11:47		
Procedure D&T:	03/01/2012	9:00		
Residents:				

30. Verify the Procedure D&T.

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31. If not entered, enter procedure time under Procedure D&T.

The screenshot shows the 'Case Data' tab of a lab workflow software. The 'Procedure D&T' field is highlighted with a red circle, showing the date '03/01/2012' and the time '9:00'. A red arrow points to the time field. Other fields include 'Site: RO', 'Case #: ROB-12-000129', 'Registration D&T: 03/01/2012 11:47', 'Req. Doctor: 8824', 'Pathologist:', 'Residents:', 'Priority: Routine', and 'Add Fields' button. The 'Specimen' section shows 'Total Spec.: 3', 'Specimen ID: A', 'Source: BMAS BONE MARROW ASPIRATE', 'Body Site: LEFT LEFT', 'Modifier: ILIAC CREST', and 'Coll. Method: BM BONE MARROW'.

32. Click on three-dot button next to Pathologist.

33. Select appropriate pathologist (who will be reading out case) from drop-down menu.

The screenshot shows the 'Case Data' tab of the lab workflow software. The 'Pathologist' field is highlighted with a red circle, showing a dropdown menu with 'ABLEN' and 'BLENC, ANN MARIE'. Other fields include 'Site: RO', 'Case #: ROB-12-000129', 'Registration D&T: 03/01/2012 11:47', 'Req. Doctor: 8824 KOLINS, MARK', 'Procedure D&T: 03/01/2012 9:00', 'Residents:', 'Priority: Routine', and 'Add Fields' button. The 'Specimen' section shows 'Total Spec.: 3', 'Specimen ID: A', 'Source: BMAS BONE MARROW ASPIRATE', 'Body Site: LEFT LEFT', 'Modifier: ILIAC CREST', 'Coll. Method: BM BONE MARROW', 'Collected by: 8992 SMITH, MARC', 'Received D&T: 03/01/2012 11:47', '# of pieces: 1', and 'Multiple pieces' checkbox. There are also buttons for 'Comment...', 'Orders...', 'Lab Tests...', 'Micro Tests...', 'Source Flags...', and 'UDF...'.

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34. Click OK.
35. Click on three-dot button next to Collected By.
36. Select appropriate collector from drop-down menu. Refer to table below for appropriate collector and charges if not CP nurse practitioner:

If Collector is...	Collector in SoftPATH	Charge in SoftPATH
CP Resident	CP Nurse Practitioner (or Pathologist present).	Add BBMCA/BBMCB charges
CP Non-Credentialed Fellow	CP Nurse Practitioner (or Pathologist present).	Add BBMCA/BBMCB charges
CP Credentialed Fellow	CP Credentialed Fellow (no NP or Pathologist present)	Do not add BBMCA/BBMCB charges
HemOnc Fellow	CP Nurse Practitioner (or Pathologist present).	Add BBMCA/BBMCB charges
Pediatric Hematologist/Oncologist	Pediatric Hematologist/Oncologist	Do not add BBMCA/BBMCB

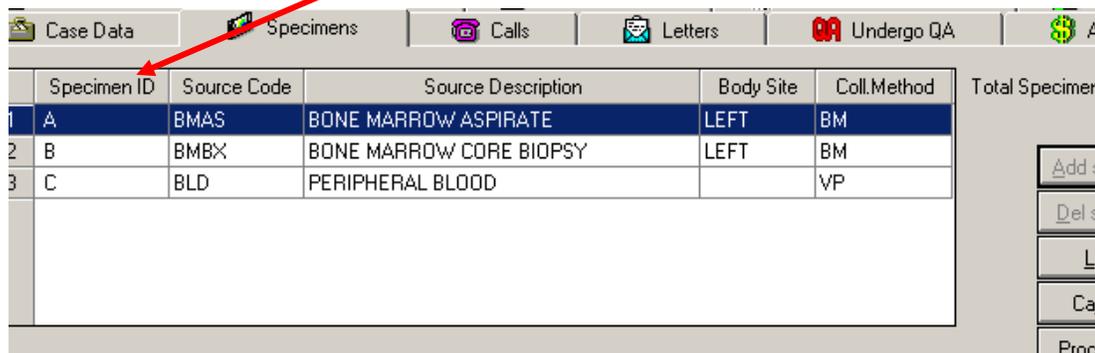
37. Click OK.

NOTE: Verify that the “Req. Doctor” is the requesting MD and not a CP Pathologist or a CP Nurse Practitioner.

38. Go to Specimens tab.

NOTE: You may save your work at any time. If you do so, you can continue with processing the case by clicking on the Edit tab. This will enable the “buttons” to brighten and be accessible.

39. Ensure the appropriate specimen ID is highlighted. (May vary depending upon no aspirate, etc.)



Specimen ID	Source Code	Source Description	Body Site	Coll. Method	Total Specimen
1 A	BMAS	BONE MARROW ASPIRATE	LEFT	BM	
2 B	BMBX	BONE MARROW CORE BIOPSY	LEFT	BM	
3 C	BLD	PERIPHERAL BLOOD		VP	

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40. Click on Processing button at right of screen.

The screenshot shows a software interface with a menu bar at the top containing icons and labels for Patient History, Adequacy/Problems, Other Case Data, Incoming Consultations, Risk Factors, Case Data, Specimens, Calls, Letters, Undergo QA, and Accounting. Below the menu is a table with the following data:

	Specimen ID	Source Code	Source Description	Body Site	Coll.Method
1	A	BMAS	BONE MARROW ASPIRATE	LEFT	BM
2	B	BMBX	BONE MARROW CORE BIOPSY	LEFT	BM
3	C	BLD	PERIPHERAL BLOOD		VP

To the right of the table, it says 'Total Specimens: 3'. Below the table are input fields for 'Spec. ID: A', 'Source: BMAS BONE MARROW ASPIRATE', and 'Body Site: LEFT LEFT'. On the far right, there is a vertical stack of buttons: 'Add specimen', 'Del specimen', 'Labels', 'Cassettes', 'Processing...' (circled in red), 'Comment...', 'Orders...' (checked), and 'Lab Tests'.

41. Select one (1) Primary Blocks for each aspirate. Ensure Smear is four (4) for each aspirate.

The screenshot shows the 'Specimen Processing' dialog box with two tabs: 'Specimen' and 'Blocks'. The 'Complete' checkbox is unchecked. The 'Primary Block' dropdown menu is set to '1' and is circled in red. The 'Smear' dropdown menu is set to '4' and is also circled in red. Other fields include 'Cell Block', 'FS Block' (0), 'FS D&T', 'Regress Block' (0), 'IOC' (0), 'Membrane Filters', 'Cytocentrifuges', 'Monolayers', and 'Touch Prep', each with a 'Stains' button. A 'Defaults' button is at the bottom.

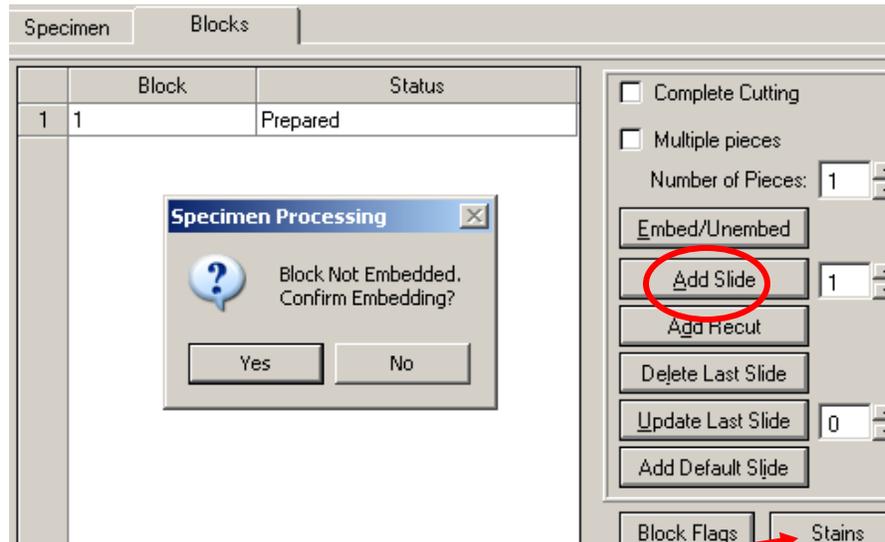
42. Click on the Blocks Tab.

This screenshot is identical to the previous one, but the 'Blocks' tab is selected and circled in red. The 'Primary Block' and 'Smear' fields remain circled in red.

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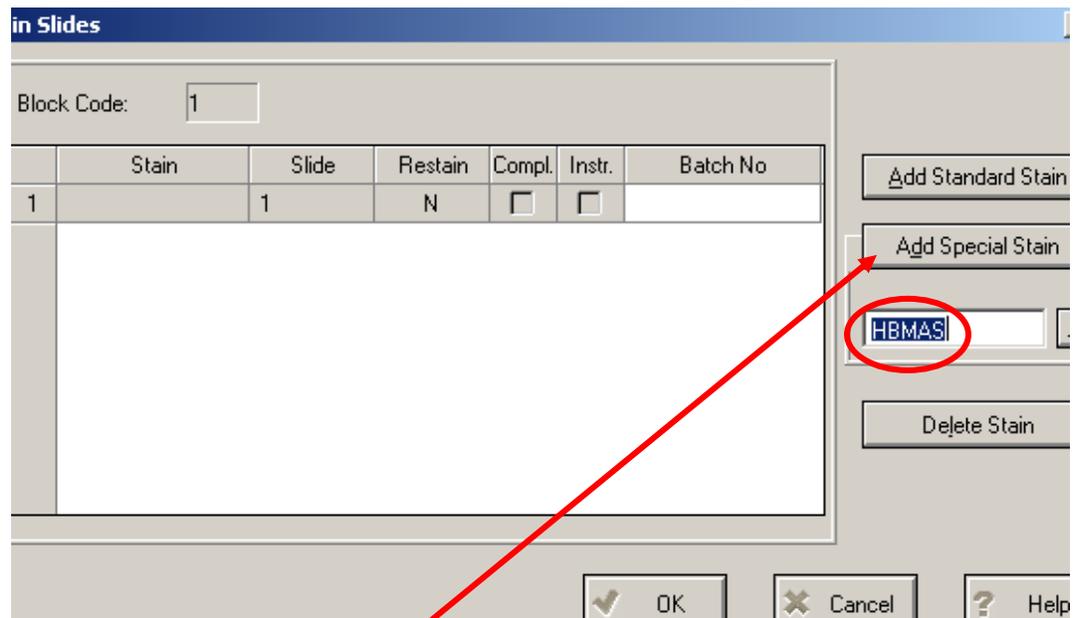
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43. Click on Add Slide button. “Block Not Embedded – Confirm embedding?” message appears. Click Yes.



44. Click on Stains button.

45. In window, click in the empty box “Batch No” and then click in the box under Add Special Stain. Type applicable stain code (HBMAS or HBMAL).
- HBMAS is the stain code for aspirate *without* Step Sections (or levels).
 - HBMAL is the stain code for aspirate *with* Step Sections (or levels).

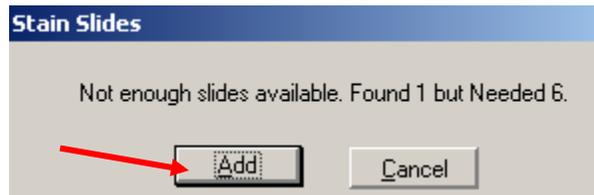


46. Click Add Special Stain button.

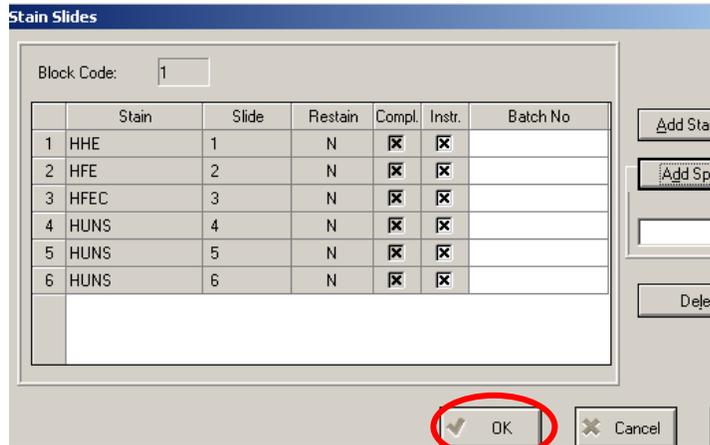
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47. A window appears, stating not enough slides. Click on Add button.



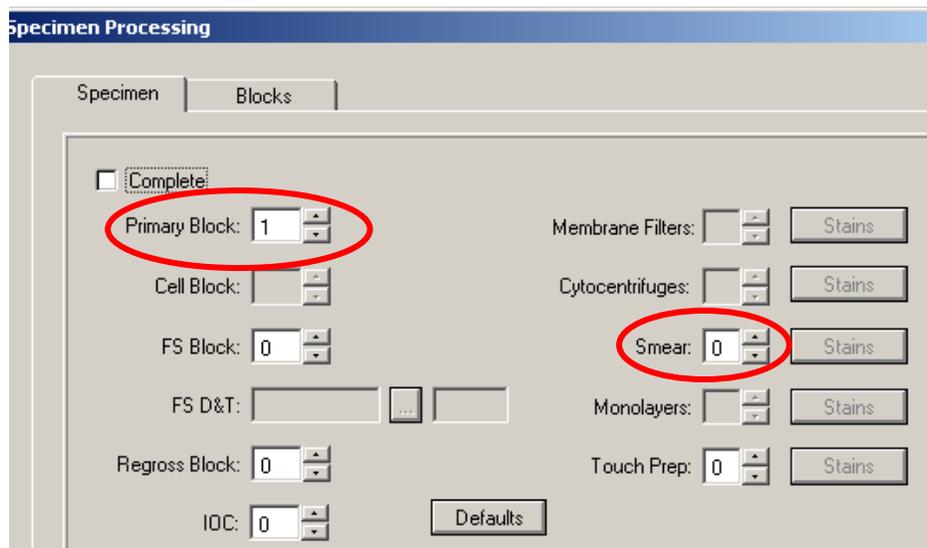
48. A window appears, showing stains added. Click OK.



49. Click OK again.

50. Return to Specimens tab, then highlight Source B (Bone Marrow Biopsy). Change, "Collected by:" to appropriate collector. Click on the Processing button at the right of the screen. A Specimen Processing window appears. **Pay close attention to appropriate source description!**

51. Make sure that blocks are one (for unilateral) and smears are zero.



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52. Click on the Blocks tab,
53. Click on Block Flags button.
54. From the Block Flags window, click on the Decal Block, and make sure there is an “X” in the box.
55. Click on “OK”.

Block Code: 1

Case #: ROB-12-000129

Decal Block

EM Block Cryo Tissue Bank

Block with B5 Control Reference

Cell Suspensions Hold for One Day Cancelled Completely Used

Fixatives: [] [] []

Block Tag Letter: [] Cassette Hopper Assignment []

Number of Recuts: 0 Number of Restains: 0

OK Cancel Help

56. Click on “Add Slide” button. “Block Not Embedded. Confirm embedding?” message appears. Click Yes.

Block	Status
1	Prepared

Specimen Processing

Block Not Embedded. Confirm Embedding?

Yes No

Complete Cutting

Multiple pieces

Number of Pieces: 1

Embed/Unembed

Add Slide

Add Recut

Delete Last Slide

Update Last Slide 0

Add Default Slide

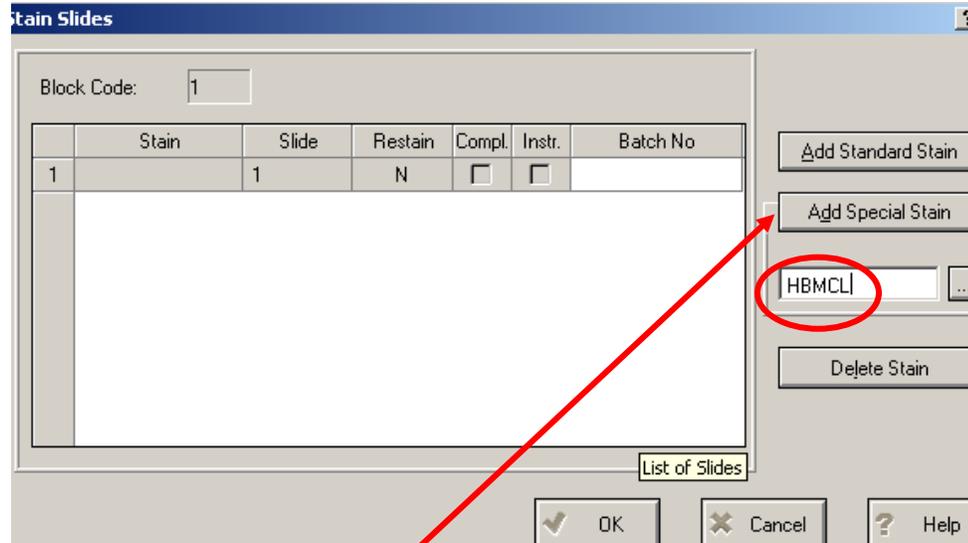
Block Flags Stains

57. Click on Stains button.

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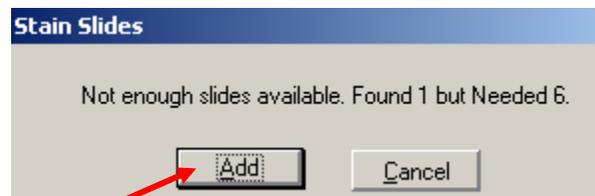
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58. In window, click in the empty box "Batch No" and then click in the box under Add Special Stain. Type applicable stain code (HBMCR or HBMCL).
- HBMCR is the stain code for biopsy without Step Sections (or levels).
 - HBMCL is the stain code for biopsy with Step Sections (or levels).



59. Click on Add Special Stain button

60. Window appears stating not enough slides.



61. Click on Add button.

62. Click OK. Click OK again.

63. Click Save at top of screen.

64. Click on Edit.

65. Click on Orders button.

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The screenshot shows a software interface with a menu bar at the top containing: Patient History, Adequacy/Problems, Other Case Data, Incoming Consultations, Risk Factors, Case Data, Specimens, Calls, Letters, Undergo QA, and Accounting. Below the menu is a table with the following data:

Specimen ID	Source Code	Source Description	Body Site	Coll.Method	
1	A	BMAS	BONE MARROW ASPIRATE	LEFT	BM
2	B	BMBX	BONE MARROW CORE BIOPSY	LEFT	BM
3	C	BLD	PERIPHERAL BLOOD		VP

Below the table, there are input fields for Spec. ID (A), Source (BMAS), and Body Site (LEFT). To the right, there is a 'Total Specimens: 3' indicator and a vertical list of buttons: Add specimen, Del specimen, Labels, Cassettes, Processing..., Comment..., Orders... (circled in red), and Lab Tests.

66. Click on Bone Marrow Aspirate specimen.
67. Enter BBMCA in window (next to Add Test button).
68. Click on Add Test button.
69. Click on Bone Marrow Core Biopsy specimen.
70. Enter BBMCB in window (next to Add Test button).

The screenshot shows the 'Order tests' window with the following table:

Spec	Source	Material ID	Test ID	Module	Special Instructions	Reason for Order	Ref#	Status
			BBMCA				0	Ordered
			BGIEM				2	Ordered
			BGIEM				3	Ordered
			BGIEM				4	Ordered
B	BONE MARRI		HDCAL				5	Ordered
			BBMCB				0	Ordered
C	PERIPHERAL		BGIEM				6	Ordered

At the bottom of the window, there are buttons for Notes, Orders History, Cancel order, Add Test, and Assign to. The 'Add Test' button is highlighted, and a red arrow points from the 'BBMCB' entry in the table to it.

71. Click on Add Test button.
72. The collection charges will appear in the Test ID column under the bone marrow biopsy specimen.
73. The charge for the bone marrow power drill will automatically charge.
 - a. If a power drill was used for the procedure:
 - i. Click on Save Orders button to save.
 - b. If a power drill was NOT used for the procedure, the charge must be removed:
 - i. Click on the BMPWR status line.

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B	BONE MARRI	HDCAL							5	Ordered	<input type="checkbox"/>		
		BMPWR							6	Done ...	<input type="checkbox"/>		
C	PERIPHERAL	BGIEM							7	Ordered	<input type="checkbox"/>		
		BGIEM							8	Ordered	<input type="checkbox"/>		

Notes Orders History Cancel order Add Test Assign to: Save Orders

Case#: ROB-15-000002 Close

- ii. Click on the three dots. A drop-down menu will appear. Select the Cancelled option, then OK button.

Order Stains/Slides/Tests

Order Stains/Slides/Tests | Process Orders

Order stains/slides:

Spec	Source	Block/Mat/Stains	Ord Stain	Slid Method	Slides	Spec. Instr.	Reason for Order	Ref#	Status	Note	Assigned To	Ordered By	Dow
A	BONE MARRI	1x1x1x1x1x1, H			0			0		<input type="checkbox"/>			<input type="checkbox"/>
		SMEARx4			0			0		<input type="checkbox"/>			<input type="checkbox"/>
B	BONE MARRI	1x1x8, HHE, HUM			0			0		<input type="checkbox"/>			<input type="checkbox"/>
C	PERIPHERAL	SMEARx2			0			0		<input type="checkbox"/>			<input type="checkbox"/>

Notes Orders History

Order tests:

Spec	Source	Material ID
B	BONE MARRI	
C	PERIPHERAL	BGIEM
		BGIEM

Notes Orders History Cancel order Add Test Assign to: Save Orders

Case#: ROB-15-000002 Close

Single choice

- C Cancelled
- N Ordered
- Y Done

OK Cancel Help

- iii. The BMPWR status will now state "Cancelled". Click on Save Orders button to save.

B	BONE MARRI	HDCAL							5	Ordered	<input type="checkbox"/>		
		BMPWR							6	Cancelled	<input type="checkbox"/>		
C	PERIPHERAL	BGIEM							7	Ordered	<input type="checkbox"/>		
		BGIEM							8	Ordered	<input type="checkbox"/>		

Notes Orders History Cancel order Add Test Assign to: Save Orders

Case#: ROB-15-000002 Close

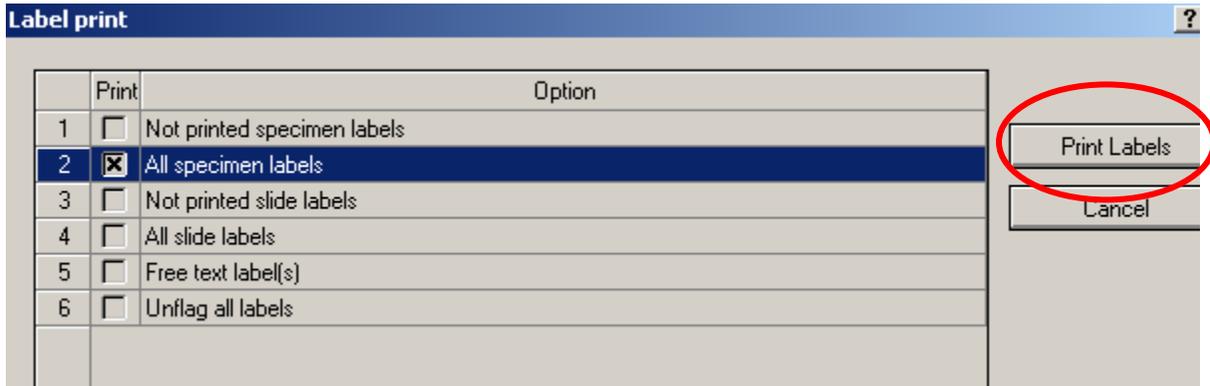
74. Close the window.
- Specimen Registration window appears.

74. To print specimen labels, if necessary: click on Labels button.
- Double Click on All Specimen Labels.
 - Click on Print Labels.

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c. Print window appears.



d. Select appropriate printer.

e. Click OK.

- Specimen Labels will print with ROB#.
 - Place one label on clot (aspirate) container.
 - Place one label on core (biopsy) container.

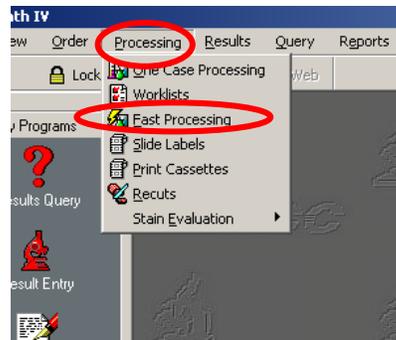
75. To print slide labels, if necessary: click on Labels button again.

- Double Click on All Slide Labels.
- Click on Print Labels button.
- Select appropriate printer.
- Click OK.

76. Close window (upper right corner of screen.)

77. Go to the Processing tab.

78. Select Fast Processing.



79. Change Case Type to Surgical if necessary. (Use drop-down menu).

80. Narrow data search if necessary to 1-2 days by double-clicking on the Ordered From and To boxes, then click on Find button.

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BONE MARROW RECEIPT IN LAB WORKFLOW

Fast Processing Search Screen

Ordered From: 02/29/2012 To: 03/01/2012

Case Types: Surgical

Priority:

Clinic: Acc Base: Site: RO

Find Cancel Help

Search for

- Specimen Processing
- Block Embedding
- Block Processing
- Slide Staining
- Slide Labels

81. Locate ROB# from list, then double-click on it.
82. The Specimen Processing, Slide Staining, and Slide Labels boxes should automatically be checked off.
92. Change Slide labels to desired printer (from drop-down box).

One Case Processing Worklists * Fast Processing * Slide Labels Print Cassettes

Sel.	Case #	Block	Embed	Membr.	Cytec.	Touch	Monol.	Smear	Incom.	Slide	Stain	Label
<input checked="" type="checkbox"/>	ROB-12-000129	2 / 2	2 / 2	0 / 0	0 / 0	0 / 0	0 / 0	6 / 6	0 / 0	15 / 15	15 / 21	15 / 21
<input type="checkbox"/>	RDS-12-009712	2 / 2	2 / 2	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	8 / 8	8 / 8	6 / 8
<input type="checkbox"/>	RDS-12-009717	2 / 2	2 / 2	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	9 / 9	9 / 9	8 / 9
<input type="checkbox"/>	RDS-12-009758	1 / 1	1 / 1	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	11 / 11	11 / 11	3 / 11

Sources: BMAS BMBX BLD

Current Case #: ROB-12-000129

Process with

- Spec. Processing
- Block Embedding
- Block Processing
- Slide Staining
- Slide Labels
- Cassettes

1MC_DEV3357

Dummy

Unmark Selected

Select All

Process

93. Click on Process button. Slide labels will print on Zebra printer.
94. Place Soft**PATH** labels on appropriate specimens.
95. If applicable, affix both Soft**LAB** collection label and Soft**PATH** ROB# label to Bone Marrow Flowsheet.
96. Ensure two patient identifiers are always used when labeling all specimens and paperwork.

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BONE MARROW RECEIPT IN LAB WORKFLOW

97. Track and forward specimens to Anatomic Pathology.
 98. Perform iron stain and Wright-Giemsa stain.
 99. After staining slides, affix slide labels to appropriate smears (Iron, 3 Wright-Giemsa and Peripheral Blood).
 100. Access SoftLAB and perform bone marrow differential on Wright-Giemsa smear.
 101. Assemble paperwork and slides and deliver to assigned pathologist.
-

Outreach Bone Marrow Workflow

Hematology Tech Responsibilities:

Important Note: Perform the following only if an outreach bone marrow specimen is received and a bone marrow trained tech is not available.

1. Leave paperwork, slides, formalin containers of core and/or aspirate, and EDTA bone marrow sample tube (for Flow) on the bone marrow bench at room temperature.
2. If a sodium heparin (green top tube) for cytogenetics and/or an EDTA peripheral blood is received:
 - a. Place the sample(s) in a separate biohazard bag.
 - b. Then place the sample(s) in the outreach bone marrow bucket in the bone marrow refrigerator.

Bone Marrow Tech Responsibilities:

1. Fill out the Outreach Bone Marrow Gross Description Form.
2. Proceed with processing outreach bone marrow samples as outlined in standard specimen workflow above.

NOTE: When there is **no** aspirate to send to AP, you should answer “No” to aspirate collected question in SoftLAB.

NOTE: If the aspirate or core collected question is answered “Yes” and a BMASR(L) or BMBXR(L) have been ordered, you must change the answer to “No” and cancel the associated test in SoftLAB before assigning the ROB # in SoftPATH.

3. Call and notify the other laboratory departments of the bone marrow specimen.
 - a. If it is after hours, a holiday, or weekend leave a message and hold samples to be forwarded the next business day.

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BONE MARROW RECEIPT IN LAB WORKFLOW

- i. Store paperwork, slides, formalin containers of core and/or aspirate, and EDTA bone marrow sample tube (for Flow) on the bone marrow bench at room temperature.
 - ii. If a sodium heparin (green top tube) for cytogenetics and/or an EDTA peripheral blood is received:
 1. Store the sample(s) in the outreach bone marrow bucket in the bone marrow refrigerator.
-

Outreach Courier Responsibilities:

1. Deliver the designated bone marrow specimens to Anatomic (Surgical) Pathology (lower level North Tower of hospital) ASAP.
-

Quality Control

1. Bone Marrow techs will monitor the above process and report inconsistencies to hematology management.
-

Authorized Reviewers

Supervisor, Hematology Laboratory

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BONE MARROW RECEIPT IN LAB WORKFLOW

Document Control

Location of Master: Hematology Workflow Manual

Master electronic file stored on the Beaumont Laboratory server under:

S:\HEMACOAG\Document Control\Hematology\Workflow\Master Documents\Bone Marrow Receipt in Lab.doc

Number of Controlled Copies posted for educational purposes: 0

Number of circulating Controlled Copies: NA

Location of circulating Controlled Copies: NA

Document History

Signature	Date	Revision #		Related Documents Reviewed/ Updated
Prepared by: Noelle Procopio MT(ASCP)SH	06/22/2011			
Approved by: Noelle Procopio MT(ASCP)SH	06/28/2011			
Reviewed by: (Signature)	Date	Revision #	Modification	Related Documents Reviewed/ Updated
Noelle Procopio, MT(ASCP)SH	06/28/2011	00	New process.	OK
Noelle Procopio, MT(ASCP)SH	11/07/2011	01	Updated Soft changes.	OK
Noelle Procopio, MT(ASCP)SH	03/01/2012	02	Updated from ROH# to ROB# for bone marrows; updated workflow to reflect changes in SoftPATH; updated screen shots to reflect updates; added step re two patient identifiers when labeling.	OK
Noelle Procopio, MT(ASCP)SH	12/04/2014	03	Added step for adding BMPWR when power drill is utilized; added table for selecting appropriate collector in PATH; added note to verify ordering MD in PATH.	OK
Noelle Procopio, MT(ASCP)SH	07/15/2015	04	Updated for auto BMPWR cancellation steps.	OK
Noelle Procopio, MT(ASCP)SH	04/22/2016	05	Updated SoftPATH collector directives.	OK
Rebecca Bacarella, MLS(ASCP)	03/11/2020	06	Updated logo. Updated workflow to reflect changes to SoftLAB and SoftPATH. Added Outreach bone marrow workflow portion. Added notes about changing the collector for both specimens, and added notes about HBMA/ HBMA and HBMA /HBMA stain codes.	OK

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