

# Beaumont

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Contact **Supv, Laboratory**  
Area **Laboratory-  
Chemistry**  
Applicability **Royal Oak**

## Tracking Automated Chemistry Specimens with Incomplete Test Results – Royal Oak

Document Type: Procedure

### I. PURPOSE AND OBJECTIVE:

- A. For any test request found on an outstanding work list with partial or in-lab status, test results must be investigated. The goal is to locate the available specimen for test completion or to appropriately communicate any failure to resolve the problem.
- B. For “missing” specimens, appropriate steps should be taken to cancel the pending test request with the unit (inpatient, outpatient, emergency center, operating room) of specimen origin. Refer to the SWARM Alerts: Missing or Lost Specimens Procedure.

### II. PROCEDURE:

- A. **Automated Chemistry Laboratory Medical Technologist (MT) or Laboratory Assistant.**
  - 1. Reviews station outstanding work list at least twice per shift
  - 2. Reviews send out bench for samples received in Stat Lab or Core Lab that do not appear on the outstanding work list at least every shift
  - 3. NOTE: Stat Lab outstanding work lists are reviewed every two hours.
  - 4. Determines a test request is incomplete.
  - 5. Determines collection origin site and whether samples are “missing”.
  - 6. Searches their area for the specimen or initiates investigation.
  - 7. **Outreach Specimens**
    - a. Check with Outreach Specimen Processing to confirm specimen was received.

- b. Notify Customer Service to send out [SWARM Alert](#) if specimen was confirmed to have been received.
- c. Customer Service Representative (CSR) with support of Administration determines if test(s) must be canceled.
- d. If it has been determined the test needs to be canceled, the MT will document cancellation in Laboratory Information System (LIS).
- e. MT adds a follow-up task in Beaker to notify Customer Service staff of cancellation.

#### 8. Non-Outreach Specimens

- a. Exhausts all tracking areas (e.g. pre-analytics, instrument workstations, archive, and other sections).
- b. Takes appropriate steps for cancellation with originating area. See [Laboratory Procedure for Canceling Orders and Results on Unacceptable Specimens](#).

#### B. Outreach Processor/Customer Services

1. Initiates [SWARM Alert](#).
2. Contacts the client to inform them that tests have been canceled in the Laboratory Information System.

### Approval Signatures

Step Description	Approver	Date
CLIA Directors	Ann Marie Blenc: System Med Dir, Hematopath	2/15/2024
System Medical Director	Caitlin Schein: Staff Physician	2/6/2024
Medical Director	Subhashree Mallika Krishnan: Staff Physician	2/5/2024
Technical Director	Qian Sun: Tech Dir, Clin Chemistry, Path	2/5/2024
Policy and Forms Steering Committee Approval (if needed)	Kelly Walewski: Supv, Laboratory	2/5/2024
Lab Manager	Leah Korodan: Mgr, Division Laboratory	2/5/2024
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## Applicability

Royal Oak

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