UnityPoint Health Methodist	Page 1 of 7	Section:	UPM RL	Policy #:	22
REFERENCE LAB	Approved by: see s	Date: Review by:	2/28/18 2/28/18		
LABORATORY	Supersedes: Date Revised: 8/19	8			
	Primary Responsib Secondary Respon	ett			
	CAP Standard: N	A			
SUBJECT: RECEIVING IN TES	TS				

I. PURPOSE

To ensure all testing is received into laboratory

II. GENERAL INFORMATION N/A

III. POLICY SCOPE:

The scope of this policy applies to all Laboratory staff that prepares laboratory specimens for testing at UnityPoint Methodist.

IV. PROCEDURE

A. In SQ Gateway got to GENERAL LABORATORY>ORDERS>ORDER RECEIPT/ # General Laboratory - TEST72 Call IT 9 MODIFY



B. Select PATIENT ID from the ACCESS OPTION drop down and SCAN or ENTER the name MRN# in the blank. Select GET PATIENT (typing enter works as well)

Page 1 of 7

Corder Access			
Access Option		1	2
Patient ID	~	91006721	Get Patient
)	
<u>1</u> Order Receipt	2 Rapid Receipt		

C. Once you've selected the correct patient (1), select the radio button (Alt+U) UNRECEIVED under ORDER STATUS.(2) Select DISPLAY ORDERS (Alt+O).(3)

O <u>r</u> der Status	Date/Time/E	<u>r</u> ents	<u>B</u> atch
	Da <u>v</u> (s) of activity	3	Shift 🛛 🗸
<u>Unreceived</u> 2	Start ti <u>m</u> e	0000	Location
✓ R <u>e</u> stricted	<u>F</u> rom		
Non restricted	Το		Create Batch
) Receive <u>d</u>	Events	ALL	

D. Select the correct testing from the ACCESSION LIST (will hi-light peach). All tests under an accession list must be received at the same time, although different testing order/specimen types may require that they be received in separately from another group. Please pay close attention that the correct testing gets received in, and that the process is duplicated until all orders received are fulfilled.

Order Recei	pt/Modification										
01006721		Hos	pital ID F	PRM Age	52Y	Sex	м				
SPOT VCP											
Accession List											
Accession	Collected	Accn Received	STYP	Priority	Order Code	Test Re	ceived	HIS Numbe	er	Cancel I	Reas
VIDALIE	00/14/0010 0040			RT	GLYCO			39185969-E	PC		
X104115	02/14/2016 2242			RT	PLCH7			39185968-E	PC		

- E. Under GENERAL INFORMATION enter the COLLECTION and RECEIVE DATE and TIME. (1) The current date and time will autofill the received date and times fields. Verify the ORDER PHYSICIAN crossed correctly from Epic. If not this will need to be changed to match the correct provider using the F3 key and searching or by entering the Epic physician number. (2)
- F. Scroll/Tab/Arrow down in the general information fields and you will find additional fields that will need entered.

X104115 Accession Level Informa							
<u>G</u> eneral Information							
COLB~COLLECTED BY:-;RN							
Collection Date 1	02/14/2016						
Collection Time	2300						
Receive Date	02/14/2016						
Receive Time	2306						
Order Location	PERIO-AMB						
Order Physician 2	128485~TRI						
Order Account Numbe	r 580079134 🔽						
Reassign							

G. FYI the order account number is the CSN number that the bloodwork will release back to epic on. (3) For ORDER WORKLOAD CODE, you will enter VNON. (4) Entering the ORDER COMMENT (5) of the collector and tracking barcode if necessary.

Enter in the format of COLB-;RN or with barcode COLB-;RN-;OF462694 (replacing RN with the initials or UNK; scanning barcodes works in this field)

X104115 Accession Level Inform								
General Information								
COLB~COLLECTED BY:-;RN								
Order Location	PERIO~AMB							
Order Physician 3	128485~TRI							
Order Account Number	580079134							
Phlebotomist Code 4								
Order Workload Code	VNON~PRM							
Specimen Comment	COLB~COLL							
	*							
	Reassign							

- H. You can add modifiers on this screen as well. Select the space next to the test you need to modify under the column MODIFIER. Here you will enter any callback information needed and or change the orders to STAT testing.
- I. If a test is missing and should be ordered under the same Accession number, you can also add that additional testing on be entering it on the next available line.

<u>O</u> re	der Code(s)							
	Order Code	Modifier	Diagnosis Code					
	GLYCO	RT						
	PLCH7	RT						
				-				
	(HIS Number) Credit Reschedule							

J. Once you have entered all of the modifiers and verified all of the testing, select SAVE.

						Accor	cion Li	int						
Accession (104115	Collected 02/14/2016 2242	Accn Re	ceived	STYP	Priority RT RT	Order Co GLYCO PLCH7	ode	Test Recei	ved	HIS No 391859 391859	169-EP0	Cai	ncel R	ea
X104115	Accession Leve	Inform	ation	iner Lic	Search	By CI	Ord	ber Code(s)	•				Segro	:h
COLB~COLI Order Loca Order Phys	LECTED BY:-;RN tion PERIO ician 128485 unt Number 580079 st Code	AMB A VTRI 134	Scan C		Туре	Î		Order Code GLYCO PLCH7	R1 R1	odifier -	Diagr	iosis (ode	

K. CONTAINER and SPECIMEN ENTRY will pop up.

L Container a	nd Specimen Entry X
Container-	Specimen List
Container	Add
Specimen	Remove
Select cont	ainer/specimen
Container	Specimen
SS B	WB
5	
Foreign CID	Assign
	Delete
SPOTS	
Start SPOT	PRM 🖌
Receipt SPOT	VCP
	Route Cancel

- L. A list of the required containers for the testing will populate. Check that the specimens you have match what's on the list. If something is missing then the testing cannot be done and will have to be cancelled. A cancelation sheet MUST be filled out! If tests are unclear contact office or lab administrator on call.
- M. Check your Specimen Containers you have vs what is listed in the system. (1) If you have more specimens than what is on the list, and there is not any testing of that specimen type, click cancel and go back to where you enter the orders and order a JIC test for each tube you have in excess then continue as before. If there is testing for the specimen type you have, simply add the proper amount of containers to the list (2).

[i.e. If you have testing for a Protime and a CMP, and you received a lavender top, you will need to go back and add a SXL (JIC Lavender). If you have orders for a Protime and a CMP and they sent 2 gold and a Lt Blue, you will add an additional SS to the Container list.]

Container and Container Spe Container Specimen	Specimen Entry ccimen List	Add
Select contain	er/specimen	
Container	Specimen	
L	WB	1
в	WB	
Foreign CID		Assign
		Delete
<u>S</u> POTs		
Start SPOT PRI	M 🗸	
Receipt SPOT VC	P 🗸	
	3 🕞	oute Cancel

- N. Select ROUTE and your labels will print to the linked printer (3).
- O. If you entered a CB1 or CB2 in the modifier, a callback box will pop up for you to enter the fax number(s) of additional places the results are requested to go. In the Contact Type drop down select other. (1)
- P. In the Contact field type the name or Fax. (2)
- Q. Contact Phone Field enter the fax number. Be sure to use the format 91309XXXXXXX. (3)
- R. If there are additional fax numbers Select Additional Call and repeat steps 21-23. (4)
- S. Once all fax numbers have been entered, select OK. (5)
- T. If there are multiple accession numbers, this process will need duplicated for each accession (steps 21-25)

Accession: X10	04111 X
Priority level	1
Tagged items	Order / Test
	CBCS *ALL
	PLCH7 *ALL
	PTIM *ALL
Contact type	Other 1
Contact	FAX 2 -
Contact person	
Con <u>t</u> act phone	913096724165 🖌 3
ок	5 Additional Call 4
Cancel	<u>H</u> elp

U. If there is a specimen that requires additional specimen source information a pop up box will populate. In the results column under SDES you will enter the Micro Site Code. (i.e. If you have a wound culture you will enter the code WND.) Under SREQ if you have additional footnoting information, replace the words HIDE by selecting this field, enter that in this field followed by a ; (i.e. ;Full work up)

Result Ent	гу							Micr	o Site code will go in here. This can be
Patient	91006	558 PRMLAB	,FIVE		Hospit	al PRM	-	foun	d in the list supplied or F3 to search. (ie for ad culture enter, WND) This is required
Dept	Acc#	Order Code	Test Code	1	Results	QA Flags		wou	na cartare enter, with) this is required.
MC	F108167	VGBDNA	SDES						
		VGBDNA	SREQ	HIDE					This area is for free text information. Replace the wrods HIDE with your note in the following format ;run all culture and sucept.
Test <u>SDE</u> Composed <u>T</u> ext	Text typ		Auto Fill Display Correcti	Result	Display <u>P</u> rior Results <u>D</u> elete all text	Besult code lookup Load default text		HIS Order	Dodar Code
	Contraction of the						8167	A07078-0	VGBDNA
					ave Car	ncel Help			

- V. Labels will then print to the label printer mapped to the PC.
- W. Verifying specimen(s) identity using 2 unique patient IDs, label the specimen(s) with the labels generated from LIS. When possible, labels should be placed so that the patients name on the original label is still visible. The last name of the LIS generated label should be on top, closest to the specimen cap. When processing Vaginal Pathogens DNA Direct Probes, label the physical swab, then place swab into a transport container for transportation to testing department.

V. REFERENCES

- A. Dana Spears, HTL(ASCP), Laboratory Manager, Methodist Medical Center, Peoria, IL, 2016.
- B. Peggy Bennett, Client Services Coordinator, UnityPoint Health Methodist, Peoria, IL, 2016

VI. MAINTENANCE AND STORAGE

- A. All policies and procedures are reviewed every two years (safety standards are reviewed yearly) by Laboratory Administration and/or the Medical Director of the Laboratory or designee.
- B. The Laboratory Administration and Medical Director review policies and procedures when there are changes in practice standards, or requirements.
- C. All policies and procedures are reviewed every two years by staff or at the time new or revised ones are put in effect.
- D. All policies are retained 8 years after being discontinued or revised.
- E. All procedures are retained 2 years after being discontinued or revised.

POLICY CREATION :

Author:

Jerry Turpin

February 14, 2016 August 19, 2016

Devendra Trivedi, MD Dunson v. Triveh. Medical Director:

MEDICAL DIRECTOR							
DATE	NAME	SIGNATURE					
January 29, 2017	Elizabeth A. Bauer-Marsh, M.D.	Ecizabeth A. Bauerr Can (MO					
ADMINISTRATIVE DIRECTOR							
	Dana A. Spears	Para + Spears					

REVISION HISTORY							
Rev	Description of Change	Author	Effective Date				
0	Written for EPIC system.	J. Turpin	2/14/16				
1	Addition of cancelation sheet to complete, added steps for 2 identifiers and proper label placement, to include vaginal pathogen testing	P. Bennett	2/27/18				

REVIEWED BY

Coordinator	Date	Manager	Date	Administrative Director	Date
Pagno Bernet	8/22/16			Pana tSpears	8/22/16
Cam Bernut	2/27/18	Jeb Deb	2/27/18	Jana t Spears	2/28/18