

 UnityPoint Health METHODIST PEKIN REFERENCE LAB LABORATORY	Page 1 of 3	Section: UPM RL	Policy #: 26
	Approved by: see signature block at end of document		Date: 10/9/18 Review by: 10/9/20
	Policy Created: 10/9/18		
	Date Reviewed:		
	Primary Responsible Parties: Deb Deeb Secondary Responsible Parties: Peggy Bennett		
CAP Standard: NA			
SUBJECT: PEKIN HOSPITAL LAB UPC PEKIN EAST PEDIATRICS STAT SPECIMEN PROCESSING			

I. POLICY STATEMENT

This policy outlines the proper registration, releasing, and receiving process for STAT UnityPoint Clinic Pekin East Pediatrics specimens that are sent to UnityPoint Health Pekin Laboratory for testing

II. PURPOSE:

To ensure lab staff properly identify and process all STAT orders from UnityPoint Clinic Pekin East that are being tested STAT at UnityPoint Health Pekin Laboratory.

III. SCOPE OF PROCEDURE:

The scope of this policy applies to Methodist Reference Lab staff and all of the staff at Pekin Hospital Laboratory who would process STAT specimens for UnityPoint Clinic Pekin East Pediatrics patients.

IV. PROCEDURE:

UnityPoint Health Pekin Hospital

- A. When UPH Pekin Lab receives STAT lab work from UPC Pekin East Pediatrics, the patient will need to be registered by UPH Methodist Reference Lab.
- B. Using the provided fax cover sheet form UPMRL 26.01, fax the orders to UPH Methodist Lab M-F 7:30am-8:30pm.
- C. Call Methodist Customer Service at 309-672-4911 and ask for the Reference Lab. Once connected, inform them that you have sent a STAT Fax for registration.
- D. When Methodist Reference lab has registered and released the orders, they will call 309-353-0737 and notify staff that the STAT lab for registration has been completed.
- E. Using Sunquest lab, UPH Pekin Lab will receive orders into lab.
 1. From the launcher, Open General Lab>File>Order Receipt Modify.
 2. Enter the required collection information on the left side.

3. Verify the orders that were requested crossed into LIS. If any are missing, add them at this time. Due to LIS systems requirements, it may be required to place additional orders in Order Entry.
4. Update the Modifier to S (STAT) if not already in STAT status.
5. If the Container IDs have already been assigned, Reprint the needed labels for specimens, click the receive all button to receive the specimens, then click save to complete
6. If container IDs need assigned, click save, then route the proper containers to complete the receiving process.
7. Label specimens appropriately, according to policy requirements.
8. Deliver specimens to appropriate departments for testing, indicating that they are STAT labs.

UnityPoint Health Methodist Reference Lab

- A. Reference lab will receive a call indicating that UPH Pekin Lab has sent a STAT registration over to Methodist Reference lab for registration.
- B. The person taking the call will notify the STAT/Histo person in reference lab; they will be the responsible party ensuring the registration is completed.
 1. Check the reference lab fax machine for the coversheet and labs associated with the fax.
 2. In Epic change your context to PPK Lab Administration
 3. Register patient as a complete HOV registration. Client information should be left blank.
 4. Scan orders into Epic.
 5. Look up orders in Epic to release – Before releasing verify the performing location is set to UPH PEKIN SUNQUEST LAB [525]. If they are not set to this location, update this using the “Change Lab – Lab Collect” feature in Epic.
 6. Release the orders in Epic.
 7. Change your context back to PRM OUTPATIENT LAB.
- C. Call UPH Pekin Lab at 309-353-0737 and inform them that you have completed the registration.

V. 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.

UnityPoint Health Methodist Laboratory is a CAP accredited facility. As of 7/1/11, the responsibility of new and/or substantially revised policies and procedures will be restricted the Laboratory Director whose name appears on the CLIA certificate, whose signature appears below. The biennial review will be completed by the Administrative Director.

POLICY CREATION :

Author: *Jerry Turpin*
 Medical Director: *Elizabeth A. Bauer-Marsh, MD*

DATE: *September 24, 2018*
 DATE:

MEDICAL DIRECTOR		
DATE	NAME	SIGNATURE
October 23, 2018	Elizabeth A. Bauer-Marsh, M.D.	<i>Elizabeth A. Bauer-Marsh MD</i>
SECTION MEDICAL DIRECTOR		
November 8, 2018	Dana A. Spears	<i>Dana A Spears</i>

REVISION HISTORY			
Rev	Description of Change	Author	Effective Date
1	Initial Release	P. Bennett	9/24/18

REVIEWED BY

Coordinator	Date	Manager	Date	Medical Director	Date
<i>P. Bennett</i>	9/24/18	<i>Deb Deeb</i>	9/28/18	<i>Dana A Spears</i>	10/9/18



UnityPoint Health

To: UPH Methodist Reference Lab – Fax # 309-671-2142

Open: M-F 7:30am-8:30pm

STAT REGISTRATION

Pekin East Pediatrics Order(s) for HOV Registration.

Please register and release the attached orders for **PPK Lab Administration**. When complete call 309-653-0737 and notify

Name of Pekin Point Person

Reference Lab Process Check

- Change your context to **PPK Lab Administration**.
- Regardless of insurance, create a HOV for patient. Client information is not needed for registration, leave that field blank.
- Open Chart to release lab work.
 - Verify that the intended resulting agency is UPH Pekin Hospital, If not update.
 - Release labs being requested.
- Change your Context back to **PRM Outpatient Lab**.
- Call Pekin Lab at 309-353-0737 and inform them that the registration and releasing process is completed for the STAT Pekin East Pediatrics patient.