



HealthPartners/GHI

Subject Pending Log Procedure	Attachments <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Key words Sunquest	Number GHI-PC-LIS-Pending Log v. 10-2007
Category Provision of Care (PC)	Effective Date October 2007
Manual Computer Manual	Last Review Date May 2014
Issued By Laboratory Information Services (LIS)	Next Review Date May 2015
Applicable Laboratory Staff, Laboratory Technical Consultants, Laboratory Leads	Origination Date September 1996
	Retired Date
Review Responsibility Laboratory Information Services (LIS)	Contact Laboratory Information Services

I. PURPOSE

To provide direction for using the pending log function.

II. PROCEDURE(S)

Pending Log

The Pending Log lists accession numbers that have incomplete order codes (tests or batteries) associated with the selected worksheet at the time the report was called. Accession numbers are listed per date within ordering lab.

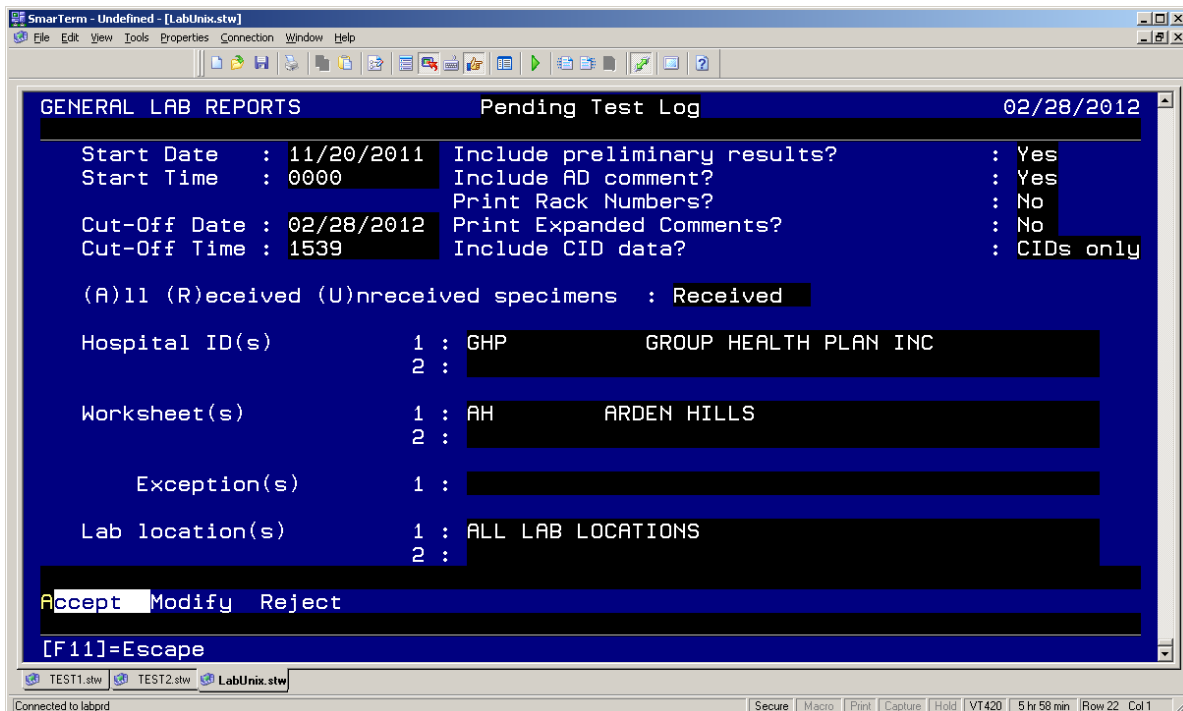
DAILY:

- 1) Call Pending Log at least twice a day, in the morning and at the end of the day. Use clinic location at the worksheet(s) prompt and (ALL) for lab locations with the exception of streps, use worksheet group code BSSCL and your clinic location. Clinics' should call both **Received** and **Unreceived** pending logs. ***Clinic labs should ALWAYS enter the date as T-100 to ensure that older pending tests do not go unresolved.*** Follow the procedure below.
- 3) Pending logs should be called by Urgent Care staff also at the end of their shift.

PROCEDURE:

Function: PL (or LO, Option 1)

Printer: 0 to print to your computer screen or your lab printer number.



The following data entry screen will appear:

Tip: Use ↑ and ↓ arrow keys to scroll up or down within this screen.

Start Date: Enter T-100 (**As of 10/07 clinic labs always enter T-100.**)
(<Enter> will take you back to FUNCTION.)

Start Time: <Enter> for 0000

Cut-Off Date: <Enter> for Today

Cut-Off Time: <Enter> for Now

Include preliminary results? Y/<N> Change to Yes

Include AD comment? <Y>/N <Enter> for Yes

Print Rack numbers Y/N <Enter> for No

Print Expanded Comments? Y/N <Enter> for No

Include CID data: CIDs only

(A)ll, (R)eceived, (U)nreceived specimens: Received <Enter> for **Received** then change to
(U) Unreceived and follow same process.

Hospital ID: Enter GHP
(**Note:** Central Lab may request ALL Hospitals since they perform tests on both GHP and RHP patients.)

Worksheet: Enter clinic code (i.e. AH, SP, etc) or a specific worksheet code (i.e. BSSCL) for STREP.

Exception(s): <Enter> Or enter a worksheet that you want to omit from the selected group worksheet

code.

Lab Loc: <Enter> for ALL LAB LOCATIONS.
For streps, enter ONLY your lab location to identify any RAPID results that have not been entered by your lab.

(A)cccept, (M)odify, or (R)eject.

AUTHOR/REVIEWER(S)

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**IV.
DEFINITIONS**

**V.
COMPLIANCE**

Failure to comply with this policy or the procedures may result in disciplinary action, up to and including termination.

**VI.
ATTACHMENTS**

**VII.
OTHER RESOURCES**

VIII. APPROVAL(S)

Director, LIS Medical

IX. ENDORSEMENT Laboratory Information Services