Approved by:

Medical Director

_____ (Name) _____
(Signature)

_____ (Initials) _____ (Date)

Section Director

_____ (Name) _____
(Signature)

_____ (Initials) _____ (Date)

Laboratory Manager/Supervisor

_____ (Name) _____
(Signature)

_____ (Initials) _____ (Date)

Revision Record

Revision No.	Date	Responsable Person	Description of Change
1.0			
1.1			
1.2			
1.3			
1.4			
1.5			
1.6			
1.7			
1.8			
1.9			

Archival Date:	Department Supervisor/Manager :

Biennial Review

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Signature   Title   Date

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Training Record and Signature Log

The following laboratory staff have read and agree to follow the current procedure. In addition, these staff are responsible for signing and/or initialing laboratory records.

_____   _____   _____   _____
Signature   Name   Initials   Date

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PURPOSE:

The purpose of this SOP is to give an introduction to Specimen Verified Manifests from an Interfaced client. Interfaced clients order the testing wanted using their electronic health record system and then transmit the information to BBPL.

SCOPE:

Processing department

RESPONSIBILITY:

All processors are responsible for reading, understanding and competently performing this procedure.

EQUIPMENT: N/A

SUPPLIES: N/A

PROCEDURE:

Specimen Receipt Verification for Interfaced Clients

1. Sign into Antrim. At the main menu, press 1 and then 7 to enter the "Specimen Receipt Verification" screen.

   Line 1: Press enter.

   Line 2: Enter the accession number off the barcode or the specimen ID number on a manifest.

   Line 3: Date Collected: Enter the correct date, if not already populated

   Line 4: Time Collected: Enter the correct time off the requisition if not already populated

2. **All Testing ordered on the accession will populate**
   a. Press "**Y**" if the test is on the requisition/manifest and you have the specimen for that test
   b. Press "**N**" if the test is not on the requisition/manifest or you do not have the specimen.
   c. **Only verify testing on the manifest.**
   d. **NOTE: Some clients will have a line for "Ordered tests" and "Site tests". Always verify all "Ordered tests".**

3. If there are tests ordered in Antrim that are not on the manifest, make an Exception following the Exception Procedure.

4. If there are tests ordered in Antrim, but no specimen, make an Exception following the Exception Procedure.

5. At the **"File (Y)"** prompt – press enter to complete the verification process.

6. At the **"Print Labels for newly received UCs"** prompt enter "**N**" if barcodes are already in bag unless changes were made during verification process and "**Y**" if barcodes are needed.

REFERENCES: N/A

RELATED DOCUMENTS: N/A

APPENDIXES: N/A