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PURPOSE:

The purpose of this procedure is the performance of order entry of urine toxicology specimens in the Processing Department.

SCOPE:

Processing Department

RESPONSIBILITY:

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

EQUIPMENT:

Standard order entry equipment including barcode printer


SUPPLIES: N/A

PROCEDURE:

Urine Toxicology Logistics

1. Specimen and requisition delivered to Processing Department
 - a. Specimen = Urine in transport cup. Requisition=BBPL Toxicology –Urine
 - b. Transportation temperature: refrigerated.

2. FedEx: The entire delivery is reconciled upon receipt. Transportation container will be opened and all contents examined
 - a. All specimens received via FedEx or UPS must be barcode scanned into the “Yellow” route by the requisition number. This allows tracking of when each requisition is received in Processing
 - b. If a manifest is sent with the specimens, it will be reconciled and any missing specimens will be addressed immediately.

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Urine Toxicology Order Entry

1. Urine toxicology is a priority and **MUST** be accessioned as soon as possible. Testing and reporting are time-sensitive and must not be delayed.
2. Orders for Urine Toxicology are created in L4/LabLink (See L4 Order Entry Procedure)
3. Manual Order Entry
 - a. Type in all patient and client information
 - b. Scan the requisition number
 - c. Scan the top barcode into the box that states “Requisition examples” or click the drop-down arrow to the right of “Toxicology”.
 - i. Scanning the barcode will ensure the correct version is shown
 - d. Use the requisition to click the boxes marked on the client submitted requisition.
 - i. Carefully choose exactly the same boxes marked on the requisition
 - ii. Do not manually type drug names**
 - iii. Put a checkmark next to each drug and test as it is entered into L4**
 - iv. Double check that all drugs and tests are checkmarked before proceeding
 - e. Always complete the “Prescribed Medication” information if given. Compliance panels require this information to file the accession.
 - i. If no information is provided, click “No list provided”
 - ii. Check the attached paperwork for prescribed medications**
 - iii. Place a checkmark next to any “Active Drug” section as you check for drugs that are not marked on the requisition**
 - 1. If additional drugs are identified, add them to the order and place a checkmark to the right of the drug on the requisition. This indicates the processor added it.**
 - f. If there are any questions, please ask the Coordinator or Supervisor
4. Verified Order Entry
 - a. Scan or type the accession number from the accession label provided by the BBPL Collector
 - b. The order will pull up in L4 with “In Transit” next to the unit code
 - c. Check the order for accuracy

Written By: Tiffany Colvin 2/22/2017

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- i. If there are inaccuracies, the order must be re-entered. As an interface order, it cannot be changed in L4
 - ii. Re-order in L4 and give the old accession number to a coordinator or supervisor to QA and cancel
 - d. Click the “In Transit” to change to “In Lab”
 - e. If there are any questions, please ask the Coordinator or Supervisor
5. File the accession to print the labels.
 - a. Label the requisition and all accompanying paperwork with a REQ label
 - b. Label **TWO** 13 mm pour-off tube
 - i. One tube gets the RF-TOX label and goes directly to Toxicology
 - ii. One tube gets the RF-CHEM label and goes directly to Core Lab
 6. Aliquot (pour or pipet) approximately 5 mL of urine from the primary container into labeled pour-off tubes. Place labeled aliquot tubes in a rack.
 7. Complete order entry and specimen aliquot for the entire batch.
 8. Deliver specimens (RF-CHEM labeled aliquots) to the MPA operator and inform that person that the specimens are for Urine Toxicology.
 9. Deliver specimens (RF-TOX labeled aliquots) to the dedicated place in Toxicology and notify a tech

REFERENCES: N/A

RELATED DOCUMENTS: N/A