

 <b>Processing SOP Manual</b>	<b>Title: Lines 13 and 14 Antrim; Remarks and Notes Lablink</b>	
	<b>SOP:</b> Processing Department	<b>Version: 1.0</b>
	<b>EffectiveDate:</b> 9/25/2017	Page 5 of 5

**PURPOSE:**

Inform of the uses of Line 13/Notes and Line 14/Remarks to Processing employees

**SCOPE:** Processing Department

**RESPONSIBILITY:**

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

**EQUIPMENT:** General computer equipment

**SUPPLIES:** N/A

**PROCEDURE: Procedure for Lines 13/Remarks and 14/Notes**

**Lines 13 and 14 are in Antrim. Remarks and Notes are in Lablink**

**Line 13/Remarks** is printed on the *patient report form*.

**Line 14/Notes** is for *internal messages* seen **only** by Boyce and Bynum personnel.

**\*NOTE:** In Antrim, if both lines of Line 14 are needed for data entry then at the end of the first line a **cont.** or **++** must be used to indicate to lab personnel that there is more information to follow on the second line.

<b>Reported Line 13/Remarks</b>	<b>Internal Line 14/Notes</b>
A) STAT	A) STAT
B) Fax or Call to Number	B) Fax or Call to Number.
C) Species (if animal)	C) Wild 9 Information.
D) Fasting	D) Fasting
	E) Exception Handling Information.
	F) Species (if animal).
	G) TOC/DOC if specimen differs from req.
	H) Drug Screen COC Number.
	I) Outbased Testing Lab if testing performed at Stat Lab.
	J) Any other comments listed in the comment section on the requisition

**REFERENCES:** N/A

**RELATED DOCUMENTS:** N/A

**APPENDIXES:** N/A

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Reviewed:

Location: Company, Technical, Processing, Procedures, SOP Manual