 <b>Processing SOP Manual</b>	<b>Title: Specimen Receipt Verification for Interfaced Clients</b>	
	<b>SOP:</b> Processing Department	<b>Version: 1.0</b>
	<b>Effective Date:</b> 4/5/2017	Page 5 of 8

**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 you do not have the specimen.
  - c. **Electronic orders are the same as written.**
    - i. **Verify all orders for each specimen type received**
  - 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, but no specimen, make an Exception following the Exception Procedure.
4. At the “**File (Y)**” prompt – press enter to complete the verification process.

 <b>Processing SOP Manual</b>	<b>Title: Specimen Receipt Verification for Interfaced Clients</b>	
	<b>SOP:</b> Processing Department	<b>Version: 1.0</b>
	<b>Effective Date:</b> 4/5/2017	Page 6 of 8

5. 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
6. **Never change a verified order through Antrim. Changes to interface orders must come through the client side.**

**REFERENCES: N/A**

**RELATED DOCUMENTS: N/A**

**APPENDIXES: N/A**