 Processing SOP Manual	Title: Microbiology Order Entry	
	SOP: Processing Department	Version: 1.0
	Effective Date: 8/16/2017	Page 3 of 4

PURPOSE:

Central Processing is responsible for generating accession numbers on requisitions received at BBPL. This is a unique accession number which is linked to a specific requisition. When an accession is created in Antrim, barcodes are generated to label all requisition pages; as well as label specimens.

SCOPE:

Processing department

RESPONSIBILITY:

The Medical or Section Director is responsible for ensuring that the procedure is in compliance with CAP and CLIA regulations. The Director must review and approve this procedure at appropriate intervals. The Medical Director may delegate some of the responsibilities to other CLIA/CAP qualified personnel.

The Processing Supervisor/Manager will have the overall responsibility for implementing this procedure. The supervisor/manager is responsible for ensuring that the procedure is followed accurately and that competency documentation is appropriate.

All processors performing this procedure are required to have appropriate training and competency approved. They are responsible for reading, understanding and competently performing this procedure without deviation

EQUIPMENT:


General computer equipment plus barcode reader and Zebra barcode sprinter.

SUPPLIES:

Barcode roll within the Zebra barcode printer.

PROCEDURE:

1. **Log in to Lablink.**
2. **Staff → Lab Ordering → L4 order Entry.**
 - a. Antrim order entry can be used as a backup method
3. Follow L4 (or Antrim) Order Entry Procedure for specimen receipt and web orders
4. For a manual requisition, enter the generic Micro Test code x3499 for all microbiology unless a specific code is provided.
 - a. **Only one Culture per accession can be added.**
5. Follow the Exception Handling Procedure as appropriate

 Processing SOP Manual	Title: Microbiology Order Entry	
	SOP: Processing Department	Version: 1.0
	Effective Date: 8/16/2017	Page 4 of 4

6. File the accession

7. **The requisition, labels, and specimen are sent in the biohazard bag to microbiology**

REFERENCES: L4 Order Entry Procedure, Antrim Order Entry Procedure, Exception Handling Procedure

RELATED DOCUMENTS: N/A

APPENDICES: N/A