PURPOSE:

The purpose of this SOP is to give direction on processing additional testing requested by the client.

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:

Standard for order entry

SUPPLIES: N/A

PROCEDURE:

Add Test Procedure

1) Client Services, after receiving confirmation from a BBPL client, will fill out a colored add test sheet

2) The add test sheet will be transferred to Processing by being placed in one of two places
    a. The "To Processing" bin on the wall in Client Services
    b. "Add Tests Incomplete" tray on the front table in Core Lab

3) To complete an add test, the following procedure must be followed:
    a. Log into Instrument Manager using either your assigned username and password, or use the group login information
        i. username: Processing
        ii. password: Processing

b. In the SSR tab at the top, go to Specimen Storage Lookup

c. There are various ways to look up the location of the original specimen in the archive system, these include:
   i. Click on the Patient ID button and type the original accession number in the box and hit enter
   ii. Click on the Specimen ID button and type in the original accession number with the letter replaced with the corresponding number at the time
      1. For example, currently S accession numbers are replaced with 83
      2. For example, W accession numbers are replaced with 87

   iii. Click on the Name button and type in the name of the patient.

4) Instrument Manager gives the location of the archived specimen

5) The necessary information is the Carrier ID, Row, and Column sections
   a. This information tells you which archive rack the specimen is located in, as well as where specifically it is within that rack.

6) Once the rack has been found, either in chemistry if it is a same day add test, or in the walk-in refrigerator/freezer if it is an older specimen, pull the specimen and check that is the proper specimen name, as well as the proper type of specimen (serum, plasma, urine, etc.) and that there is enough specimen remaining to perform the necessary add test.

7) Return to Instrument Manager and logout the specimen
   a. Highlight the specimen by clicking on the leftmost square with the black triangle in it
   b. Click Logout Selected Specimens button, typing either your initials or department in the Location Logged Out To box
   c. Type ADDTEST in the Logged Out Comment box

8) The new accession sticker is placed on top of the old one

9) Place the completed specimen in the green Add Tests rack on the front table in Core Lab

10) Place the completed add test sheet in the Add Tests Complete tray located next to the green rack.

11) NOTE: if there is additional paperwork attached to the add test, it is important to check that the specimen does not need to be verified first
   a. Go to 1,7 in Antrim and type the new accession number in Line 2
   b. If there is nothing to verify, continue as normal with the add test
   c. If there is something to verify, make sure that the tests match those on the add test sheet, verify them, and make sure the additional paperwork has the new accession REQ stickers placed on them

12) Client services is responsible for checking that specimen type, stability, and all other requirements are acceptable before giving the add test sheet to the MPA operator

13) Completed Add Test Sheets are returned to Client Services to be imaged

14) The above procedure applies only to specimens that have been archived within the Instrument Manager program

a. Extra urine cup specimens, urinalysis cups/IPTs, Microbiology specimens, Molecular specimens, and Histology/Cytology specimens will not be able to be pulled using Instrument Manager

b. These specimens can be located in the following ways:
    i. Extra urine cups are kept in clear containers with white lids in the walk-in refrigerator. Locate the container marked with the date the specimen was processed and search for the appropriate specimen

    ii. Urinalysis cups and IPTs are located in Refrigerator #5 in Chemistry.
        1. Use LabLink to view the imaged requisition form to determine whether a cup or an IPT was received, then use 5,2,1 in Antrim to look up the sequence number of the specimen

    iii. Microbiology specimens are located in the walk-in refrigerator in one of two bins marked by the day of the week it was processed (Monday, Tuesday, etc.)
        1. The blue lid containers contain the IPTs from that day, while the white lid containers should contain any cups of urine or stool, but it is important to check both

    iv. Molecular specimens are kept upstairs in Molecular. Add test specimens will be located in the Add Test bin in the refrigerator if it is a reflex. Other add tests are located by MDX techs

    v. Histology/Cytology specimens are located in Histology, so these add tests can be left for them at their specimen drop off location.

    vi. It is acceptable to hand off add tests for Microbiology, Molecular, and Histology/Cytology to a member of that section of the lab
        1. NOTE: If a Molecular add test has a case number on the sheet, it needs to be placed in the bin in Histology, not Molecular

REFERENCES: N/A
RELATED DOCUMENTS: N/A
APPENDIXES: N/A