

### 1.0 Purpose

A pending list must be printed each day as a quality assurance check. This function helps to ensure that there are no missing tests and that tests in progress get finalized in a timely manner.

### 2.0 Procedure

#### 2.1 Frequency

A pending list should be printed each day in areas where testing is being performed.

#### 2.2 Printing Pending List

1. Log into flexlab via the desktop icon
2. FUNCTION: enter PL
3. PRINTER: enter 513 for the main printer or 639 for the gram stain bench printer.
4. Start Date: enter
  - Routine Bacteriology & Molecular benches: T-7
  - Bloods: T-30
  - Fungus: T-60 every Monday
5. Enter through Start Time
6. Routine benches: enter T-2 for Cut-Off Date and enter for current time  
Stool Tests & Fungus: enter through both fields for current date/time
7. Include preliminary results? enter Y for yes
8. Enter through Include AD comment?, Print Rack Numbers?, and Print Expanded Comments?
9. (A)ll (R)eceived (U)nreceived specimens: enter A for all
10. Enter through Hospital ID(s)
11. Worksheet(s): enter the appropriate worksheet
  - Blood Bench: SHBCG and SHFAG (DFA smears)
  - Urine Bench: SHURNG
  - Wound Bench: SHCO2G
  - 5<sup>th</sup>/6<sup>th</sup> Bench: SHRTG5
  - Molecular Tests: SHPCRG
  - Stool Tests: SHSTG
  - Misc. Tests: SHMISG
  - Fungus Tests: SHFUNG and SHCBF
  - AFB Tests: SHAC & SHACNS (60d) or SHAFBG & SHACNS (7d)
12. Enter through Lab location(s)
13. Enter: Accept

#### 2.3 Checking Pending List

1. Log into Misys (Sunquest)
2. Access Laboratory Inquiry
3. Individual tests can be looked by the Accession Number. However, for specimens which may have multiple tests ordered, such as stool, look up pending tests by the Patient ID. Change the number of days to view to 7. Click on the Get Results button.

4. Click on the Microbiology tab to display Micro tests only. If the sample missing is a stool or urine you will need to check information under Laboratory Tests to determine if there are virology tests or urinalysis tests also pending or completed.

## 2.4 Evaluating Pending List

### 1. Tests with Ongoing Testing in Progress

Examine test results for internal comments entered that may indicate if there is ongoing testing in progress. Record the initials of the person working on the test on the pending list.

### 2. Unfinalized Tests

If no comments are entered under the test results, the person performing the testing may have neglected to finalize the test. If that person is present ask them to look at the culture and finalize it if appropriate. If the person who worked on the culture is not present look at the accession number in the Results Entry function to determine if there is any workload that might indicate ongoing testing. If there is no evidence of ongoing testing, the test should be finalized.

### 3. Missing Tests on Specimens with Multiple Tests Ordered

For specimens with multiple tests ordered, such as stool testing, check for any work that may not be completed (unread smears or concentrates. Otherwise, retrieve the specimen for missing tests.

### 4. Missing Tests on Specimens with no Other Tests Ordered

Determine the current location of the specimen by accessing the accession number in Laboratory Inquiry. When viewing the Micro tests, select Order List from the drop down menu for Style at the left of the screen. Then click on Audit Trail. Select the accession number for the test in question. A tracking report will appear at the bottom of the screen.

- If the specimen was received in Microbiology and has no results entered, then you must investigate further.
  - ✓ Check to see if the order is a duplicate order on the same sample. If so, initiate a CRM case to have the duplicate canceled.
  - ✓ Check the CRM Problem log
  - ✓ Retrieve the specimen for testing
- If the specimen has not been received in Microbiology and it has been over 48 h since collection, initiate a CRM case. Make sure that a CRM case has not already been opened for that specimen.

**Note:** If the sample has a 'TR' tracking status and sufficient time has elapsed for the specimen to have arrived, check to see where it was last received. This includes specimens from Holy Family Hospital. Specimens from HFH can only be ignored if they have a "U" status.
- If it was batched to SH but is still in tracking, determine if that batch was received or if the sample was missing from that batch (tracking slips are saved for one week).
- If it was last tracked to PAML, determine if there is sufficient delay to start a CRM case or investigate for other tests on that sample received and resulted at PAML.

## 2.5 Saving Pending List

Each pending list should be left on the corresponding bench in case it needs to be referred to on the following day.

## 3.0 Document Control History

Medical Director Approval: Reviewed by Dr. Schappert 03/10/2010

Microbiology Director Approval: Dr. Ann Robinson 02/23/2010

Microbiology Supervisor Reviews: Jerry Claridge 02/19/2010, 03/2011, 03/2013, Jason Ammons 05/2015