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Document Name:

Reconciling Referred Out Organisms Job Aid

Document Number: MIC10125

Distribution: Microbiology Specimen Receiving Manual

Date Issued: November 1, 2024

Reconciling of Referred Out Tests			
Step	Action		
1	Referral reports to be entered can be found in the black mail slot labeled "Ref Reports".		
2	 If printed reports are not received for isolates sent to APL Base Lab or APL, log onto HealthNet Viewer to search for the patient and print the appropriate finalized report If printed reports are not received for isolates sent to NML, notify the Technical Supervisor, Microbiology so they can follow up 		
3	 Retrieve the binders with the pending referral reports from the back counter: NML Pending Referral Reports for reports from NML DynaLIFE & APL Pending Referral Reports for reports from DynaLIFE and APL 		
4	 In Result Entry, enter the STH accession number or scan the barcode on the requisition In the Test Comment line of the ?REF order, with the cursor on the same line as the ".", use the associated keypad to choose the correct key option Close the keypad and type the referral lab accession number on the same line as "." Example of report from APL Base Lab (DynaLIFE): Test Comment (BEFD) 		
	Tech: 2024-10-25 10:31 KFM .Final results received. NHL accession number: \$024-7588-P CanMesg (F5) Date (F6) Time (*F6) Spell (F11) Keypad (*K) OK Cancel		

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	NOTE: If the " ?REF " test was not added, enter the referral lab accession			
5	 Print a requisition label for each sheet of the report If the report is double-sided or if the report is two pages, place a label on both sides of the report or on both pages. NOTE: Only use the requisition labels for reports 			
6	The ?REF test will show a red "E." This is because the accession number has been added but the test hasn't been verified: Test ID Test ID Test Comment CAURN Z ?REFD E Final results received. DynaLIFE accession number: 24DS-290M02436			
7	Once the referral lab accession number is added, select Save from the top tool bar.			
8	 The "List of Corrections" dialogue box appears: List of Corrections The following items have been edited which could flag the results as corrected. Are you sure you want to save the changes? No. Item Name Test Description PREFD Referred to Dy 'PREFD Comment Yes No 			
9	 The "Correction Reason - ?REF" dialogue box appears: Correction Reason - ?REFD ? × Comment Tech: 2025-03-21 12:45 LMS CanMesg (F5) Date (F6) Time ('F6) Spel (F11) Keypad ('K) OK Cancel Type in "not corrected" and select OK 			
10	The "Micro Results Entry" dialogue box appears: Micro Results Entry × Order G9300194 has been modified. Do you want to save changes? Yes No Select Yes			

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	The Micro Results Entry dialogue box appears again:
	Micro Results Entry X
11	Status has not been undated
	Do you want to continue?
	Yes No
	Select Yes
12	The Micro Results Entry dialogue box appears again:
	Micro Results Entry $ imes$
	At least one organism or resulted drug or test has not been verified.
	Are you sure you want to save?
	Yes No
	Select Yes
	• Scan all sheets of the report with a requisition label in SoftMedia as
13	Report_Referral
	NOTE: The original requisition does not need to be scanned in SoftMedia
14	Once all pages are successfully scanned, the reports and original
	requisitions can be discarded in the confidential waste bin.

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