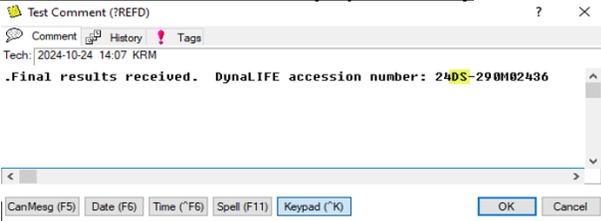
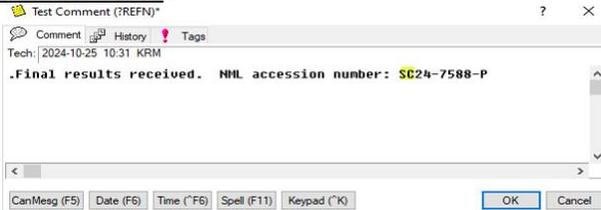
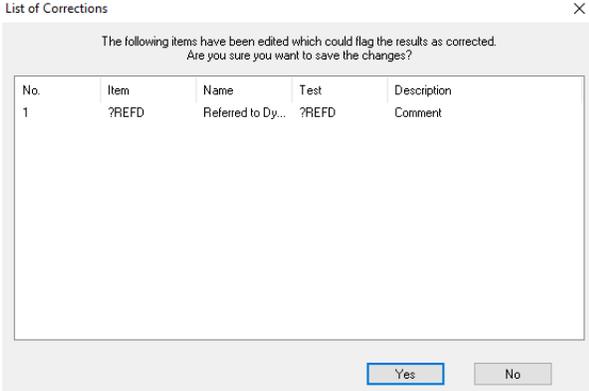
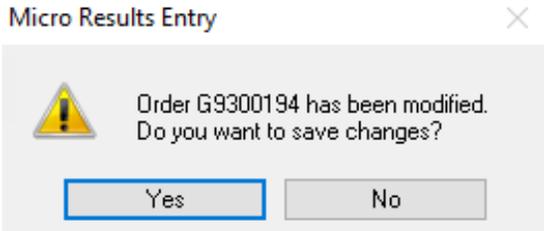
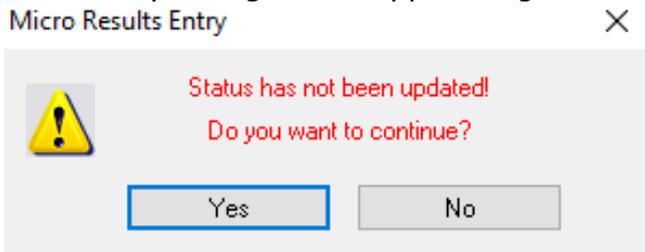
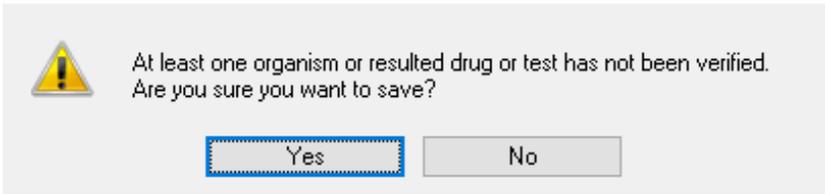


 <p>Stanton Territorial Hospital P.O. Box 10, 550 Byrne Road YELLOWKNIFE NT X1A 2N1</p>	<p>Document Name: Reconciling Referred Out Organisms Job Aid</p> <p>Distribution: Microbiology Specimen Receiving Manual</p>	<p>Document Number: MIC10125</p> <p>Date Issued: November 1, 2024</p>
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Reconciling of Referred Out Tests	
Step	Action
1	Referral reports to be entered can be found in the black mail slot labeled "Ref Reports".
2	<ul style="list-style-type: none"> 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	<p>Retrieve the binders with the pending referral reports from the back counter:</p> <ul style="list-style-type: none"> NML Pending Referral Reports for reports from NML DynaLIFE & APL Pending Referral Reports for reports from DynaLIFE and APL
4	<ul style="list-style-type: none"> 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 "." <p><u>Example of report from APL Base Lab (DynaLIFE):</u></p>  <p><u>Example of report from APL (ProvLab):</u></p>  <p><u>Example of report from NML:</u></p> 

	<p>NOTE: If the “?REF” test was not added, enter the referral lab accession number in the TCOMM section</p>									
5	<ul style="list-style-type: none"> 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. <p>NOTE: Only use the requisition labels for reports</p>									
6	<ul style="list-style-type: none"> The ?REF test will show a red “E.” This is because the accession number has been added but the test hasn’t been verified: <table border="1" data-bbox="316 506 1409 617"> <thead> <tr> <th>#</th> <th>Test ID</th> <th>Test Comment</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>CXURN</td> <td>Y</td> </tr> <tr> <td>2</td> <td>?REFD</td> <td>E .Final results received. DynaLIFE accession number: 24D5-290M02436</td> </tr> </tbody> </table>	#	Test ID	Test Comment	1	CXURN	Y	2	?REFD	E .Final results received. DynaLIFE accession number: 24D5-290M02436
#	Test ID	Test Comment								
1	CXURN	Y								
2	?REFD	E .Final results received. DynaLIFE accession number: 24D5-290M02436								
7	<p>Once the referral lab accession number is added, select Save from the top tool bar.</p>									
8	<ul style="list-style-type: none"> The “List of Corrections” dialogue box appears:  <ul style="list-style-type: none"> Select Yes 									
9	<ul style="list-style-type: none"> The “Correction Reason - ?REF” dialogue box appears:  <ul style="list-style-type: none"> Type in “not corrected” and select OK 									
10	<ul style="list-style-type: none"> The “Micro Results Entry” dialogue box appears:  <ul style="list-style-type: none"> Select Yes 									

NOTE: This is a controlled document for internal use only. Any documents appearing in paper form are not controlled and should be checked against electronic version prior to use.

<p>11</p>	<ul style="list-style-type: none">The Micro Results Entry dialogue box appears again: Select Yes
<p>12</p>	<ul style="list-style-type: none">The Micro Results Entry dialogue box appears again: Select Yes
<p>13</p>	<ul style="list-style-type: none">Scan all sheets of the report with a requisition label in SoftMedia as Report_Referral <p>NOTE: The original requisition does not need to be scanned in SoftMedia</p>
<p>14</p>	<p>Once all pages are successfully scanned, the reports and original requisitions can be discarded in the confidential waste bin.</p>