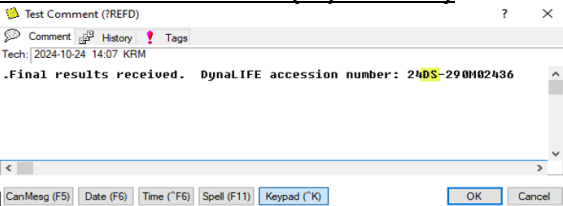
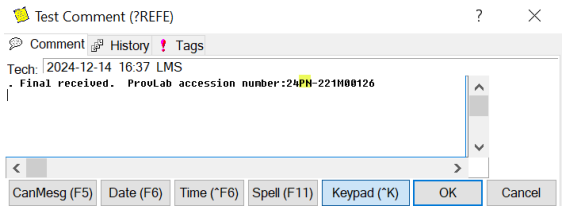
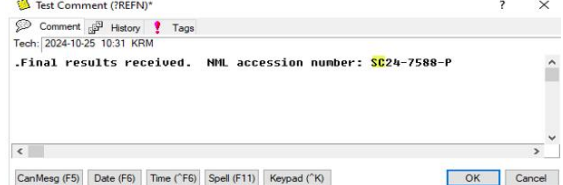
 <b>Stanton Territorial Hospital</b> P.O. Box 10, 550 Byrne Road YELLOWKNIFE NT X1A 2N1	<b>Document Name:</b> Reconciling Referred Out Organisms Job Aid  <b>Distribution:</b> Microbiology Specimen Receiving Manual	<b>Document Number:</b> MIC10125  <b>Date Issued:</b> November 1, 2024
--	---	--

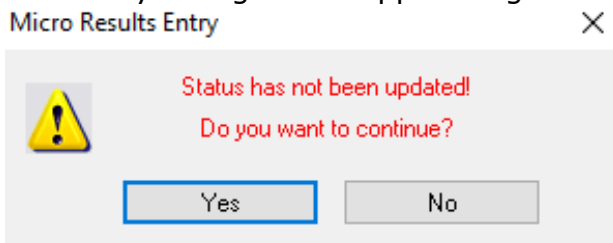
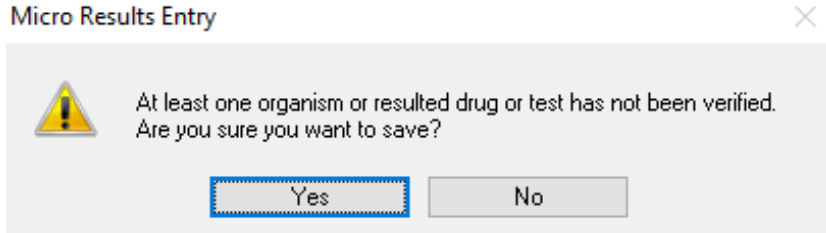
Reconciling of Referred Out Tests	
Step	Action
1	Referral reports to be entered can be found in the black mail slot labeled "Ref Reports".
2	<ul style="list-style-type: none"> <li>If printed reports are not received for isolates sent to APL Base Lab or APL, log onto HealthNet Viewer to search for the patient and print the appropriate finalized report</li> <li>If printed reports are not received for isolates sent to NML, notify the Technical Supervisor, Microbiology so they can follow up</li> </ul>
3	Retrieve the binders with the pending referral reports from the back counter: <ul style="list-style-type: none"> <li>NML Pending Referral Reports for reports from NML</li> <li>DynaLIFE &amp; APL Pending Referral Reports for reports from DynaLIFE and APL</li> </ul>
4	<ul style="list-style-type: none"> <li>In Result Entry, enter the STH accession number or scan the barcode on the requisition</li> <li>In the Test Comment line of the <b>?REF</b> order, with the cursor on the same line as the ".", use the associated keypad to choose the correct key option</li> </ul> <p><b>NOTE:</b> It is important to add the keypad comment on the same line as the "." so that a corrected report is not released</p> <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><b>NOTE:</b> If the <b>"?REF"</b> test was not added, enter the referral lab accession number in the TCOMM section</p>

**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.

5	<ul style="list-style-type: none"><li>Print a requisition label for <b>each</b> sheet of the report</li><li>If the report is double-sided or if the report is two pages, place a label on <b>both</b> sides of the report or on <b>both</b> pages.</li></ul> <p><b>NOTE:</b> Only use the requisition labels for reports</p>												
6	<ul style="list-style-type: none"><li>The ?REF test will show a red "E." This is because the accession number has been added but the test hasn't been verified:</li></ul> <table><tr><th>#</th><th>Test ID</th><th></th><th>Test Comment</th></tr><tr><td>1</td><td>CXURN</td><td>V</td><td></td></tr><tr><td>2</td><td>?REFD</td><td>E</td><td>.Final results received. DynaLIFE accession number: 24DS-290M02436</td></tr></table>	#	Test ID		Test Comment	1	CXURN	V		2	?REFD	E	.Final results received. DynaLIFE accession number: 24DS-290M02436
#	Test ID		Test Comment										
1	CXURN	V											
2	?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	<ul style="list-style-type: none"><li>The "List of Corrections" dialogue box appears:</li></ul> <div><p>List of Corrections</p><p>The following items have been edited which could flag the results as corrected. Are you sure you want to save the changes?</p><table><tr><th>No.</th><th>Item</th><th>Name</th><th>Test</th><th>Description</th></tr><tr><td>1</td><td>?REFD</td><td>Referred to Dy...</td><td>?REFD</td><td>Comment</td></tr></table><p>Yes No</p></div> <ul style="list-style-type: none"><li>Select <b>Yes</b></li></ul>	No.	Item	Name	Test	Description	1	?REFD	Referred to Dy...	?REFD	Comment		
No.	Item	Name	Test	Description									
1	?REFD	Referred to Dy...	?REFD	Comment									
9	<ul style="list-style-type: none"><li>The "Correction Reason - ?REF" dialogue box appears:</li></ul> <div><p>Correction Reason - ?REFD</p><p>Comment</p><p>Tech: 2025-03-21 12:45 LMS</p><p>CanMsg (F5) Date (F6) Time (*F6) Spell (F11) Keypad (*K) OK Cancel</p></div> <ul style="list-style-type: none"><li>Type in "not corrected" and select <b>OK</b></li></ul>												
10	<ul style="list-style-type: none"><li>The "Micro Results Entry" dialogue box appears:</li></ul> <div><p>Micro Results Entry</p><p>Order G9300194 has been modified. Do you want to save changes?</p><p>Yes No</p></div> <ul style="list-style-type: none"><li>Select <b>Yes</b></li></ul>												

**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.

<b>Document Name:</b> Reconciling Referred Out Tests Job Aid	<b>Document Number:</b> MIC10125	
	<b>Version No:</b> 1.0	Page: 3 of 3
	<b>Effective:</b> October 30, 2024	

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