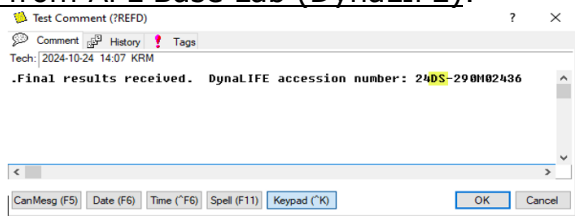
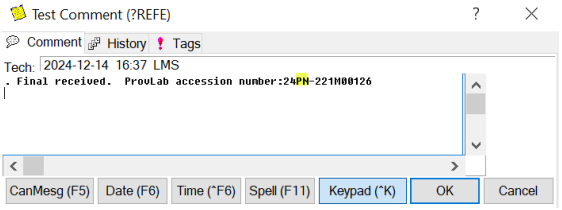
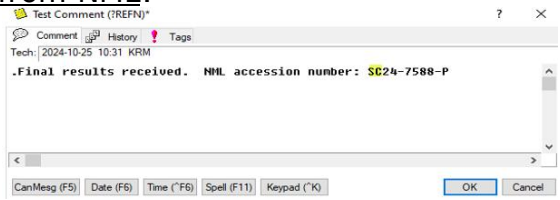
Reconciling of Referred Out Tests

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 **NOTE:** It is important to add the keypad comment on the same line as the "." so that a corrected report is not released Example of report from APL Base Lab (DynaLIFE):  Example of report from APL (ProvLab):  Example of report from NML:  **NOTE:** If the **"?REF"** test was not added, enter the referral lab accession number in the TCOMM section

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:

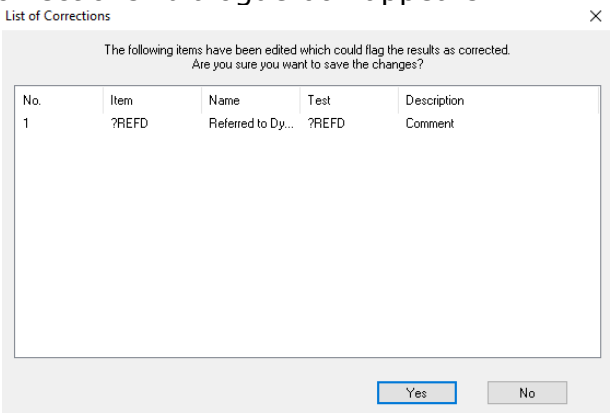
#	Test ID		Test Comment
1	CXURN	V	
2	?REFD	E	.Final results received. DynaLIFE accession number: 24DS-290M02436

7

Once the referral lab accession number is added, select Save from the top tool bar.

8

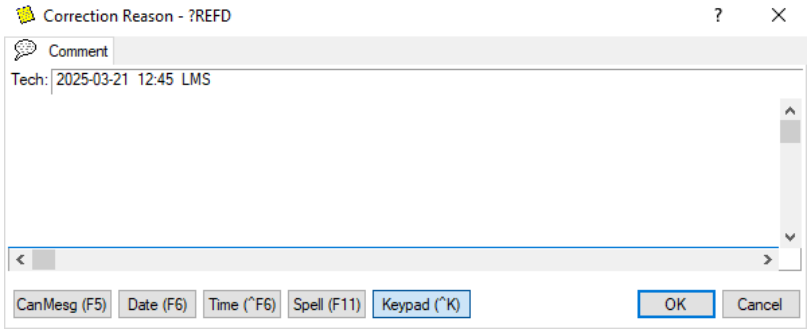
- The "List of Corrections" dialogue box appears:



- Select **Yes**

9

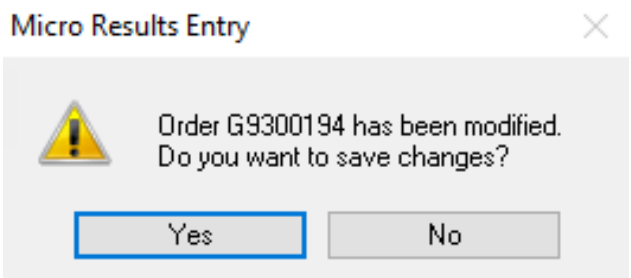
- The "Correction Reason - ?REF" dialogue box appears:



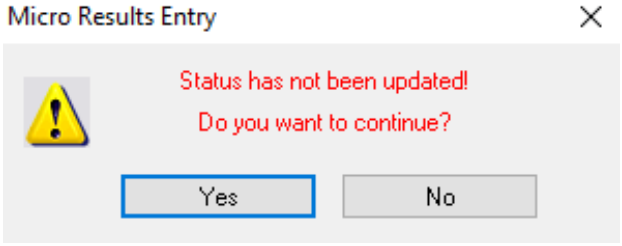
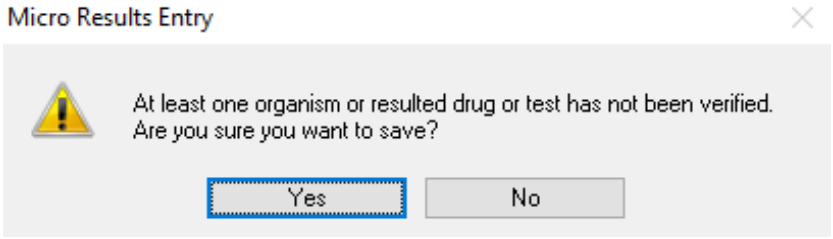
- Type in "not corrected" and select **OK**

10

- The "Micro Results Entry" dialogue box appears:



- Select **Yes**

11	• The Micro Results Entry dialogue box appears again:  • Select **Yes**
12	• The Micro Results Entry dialogue box appears again:  • Select **Yes**
13	• Scan all sheets of the report with a requisition label in SoftMedia as **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.