**Final Report Review Procedure**

1. **PRINCIPLE:**
   1. A secondary review of manually entered results ensures high quality reporting by the laboratory.
2. **PROCEDURE:**
   1. **Generate Daily Result Log**
      1. Log in to Soft Molecular.
      2. Click **Report** on the left side of the Soft Molecular window.
      3. In the Report menu, select **Management Reports**.
      4. Double click **Daily Result Log** to open the Search Criteria tab.
      5. Adjust the Final report signed From, and Final report signed To fields as appropriate.
      6. **Note:** The ‘From’ time should always be set for 1 minute after the previously exported ‘To’ time.
         1. Example:
            1. Report 1 – From: 8/30/2021 12:00 AM

Report 1 – To: 9/1/2021 1:00 PM

* + - * 1. Report 2 – From: 9/1/2021 1:01 PM

Report 2 – To: 9/3/2021 8:21 AM

* + 1. Highlight the site field, then click **Delete** on the keyboard. The site ‘r’ must be removed for the report to generate.
    2. Select the dropdown arrow in the Performing Department field and click **RMOLG**.
    3. Select the dropdown arrow in the Accession Sequence field and in the window that opens pin **MOL**, then click **OK**.
    4. In the Signed By section, select the first dropdown arrow and in the Employee window, search for the applicable Director(s) or Pathologist(s) by Last Name.
    5. When the correct Director or Pathologist is located, select **OK**.
    6. Steps 9-10 can be repeated as necessary for up to five employees.
    7. Highlight the first Sort by field and click delete on the keyboard. Repeat this step for two additional fields.
    8. Click the dropdown arrow in the first field and select Order # in the window that appears.
    9. Click **Find** on the right side of the Daily Result Log Search Criteria window.
    10. Once the report is generated, click the **Export to XLS** button.
    11. In the Save As window that appears, navigate to the RICMBLAB$ shared drive, then open the **Final Report Review** folder.
    12. In the Final Report Review folder, open the **Exported Daily Result Logs** folder, followed by the correct month and year [MM-YYYY] folder.
    13. In the File Name field, enter the date using the format [YYYYMMDD], then click **Save**.
  1. **Review Cepheid Final Report**
     1. Navigate to the Final Report Review folder on the RICMBLAB$ shared drive.
     2. Open the appropriate Daily Result Log.
     3. Select well D1,
     4. Enter the date in the upper left-hand corner of the log next to the text **Printed D&T**.
     5. In well O10, write **Reviewed Date and Initials**.
     6. Return to Soft Molecular, and double click the **Order Entry** tile on the dashboard.
     7. Right click on the first Soft Molecular order# on the Daily Result Log. In the dropdown that appears, select **Copy**.
     8. Return to Soft Molecular, highlight the Order # field.
     9. Right click, then in the dropdown that appears, select **Paste**.
     10. Click **Find**.
     11. Verify the correct patient record was opened.
     12. Click the **Scanned Doc/Images** tab.
     13. Review the Cepheid PDF report to determine the test results.
     14. Click the **Reports** tab.
         1. **Note:** If multiple tests were ordered, there will be multiple reports.
     15. Highlight the first report, then click **View**.
     16. Verify the Final Result appearing on the report matches the result generated on the Cepheid PDF.
     17. Repeat steps 15-16 for each applicable report.
     18. Repeat steps 7-16 for each applicable patient.
  2. **Review MGMT Final Report as needed.**
     1. Navigate to the Final Report Review folder on the RICMBLAB$ shared drive.
     2. Open the appropriate Daily Result Log.
     3. Select well D1.
     4. Enter the date in the upper left-hand corner of the log next to the text **Printed D&T**.
     5. In well O10, write **Reviewed Date and Initials**.
     6. Return to Soft Molecular, and double click the MGMT Gel – Test Worksheet processing tile.
     7. Click the **Processed Worksheets Search** tab.
     8. Adjust the date range as necessary, then select the dropdown arrow in the worksheet code field. In the dropdown menu select **MGMTPCR**.
     9. Click **Print Worksheet**, then select **OK** to save changes.
     10. In the Preview window, click the **Print** icon.
     11. In the Print window, adjust the printer’s name as necessary, then click **Print**.
     12. Close the Preview window, then select **Back**.
     13. Double click the **Order Entry** tile on the dashboard.
     14. Right click on the first Soft Molecular order# on the Daily Result Log. In the dropdown that appears, select **Copy**.
     15. Return to Soft Molecular, highlight the Order # field.
     16. Right click, then in the dropdown that appears, select **Paste**.
     17. Click **Find**.
     18. Verify the correct patient record was opened.
     19. Click the **Scanned Doc/Images** tab.
     20. Highlight the MGMT Gel image document, then click the **Dual View**  icon. The Gel image will open on the second monitor.
     21. Click the **Reports** tab.
         1. **Note:** If multiple tests were ordered, there will be multiple reports.
     22. Highlight the correct report, then click **View**. The Final Report will open in the Report Preview window. Move the window to the appropriate computer monitor.
     23. Using the printed MGMTPCR worksheet, verify the patient lane placement.
     24. Using that information, review the MGMT gel, then check that the Final Result on the report matches the gel result.
     25. Repeat steps 7-24 for each applicable patient.
  3. **Review JAK2 Final Report as needed.**
     1. Navigate to the Final Report Review folder on the RICMBLAB$ shared drive.
     2. Open the appropriate Daily Result Log.
     3. Select well D1,
     4. Enter the date in the upper left-hand corner of the log next to the text **Printed D&T**.
     5. In well O10, write **Reviewed Date and Initials**.
     6. Return to Soft Molecular, and double click the **Order Entry** tile on the dashboard.
     7. Right click on the first Soft Molecular order# on the Daily Result Log. In the dropdown that appears, select **Copy**.
     8. Return to Soft Molecular, highlight the Order # field.
     9. Right click, then in the dropdown that appears, select **Paste**.
     10. Click **Find**.
     11. Verify the correct patient record was opened.
     12. Click the **Scanned Doc/Images** tab.
     13. Highlight the JAK2 import document, then click the **Dual View**  icon. The import document will open on the second monitor.
     14. Review the JAK2 import document to determine the test results.
     15. Click the **Reports** tab.
         1. **Note:** If multiple tests were ordered, there will be multiple reports.
     16. Highlight the correct report, then click **View**. The Final Report will open in the Report Preview window. Move the window to the appropriate computer monitor.
     17. Verify the Final Result appearing on the report matches the result generated on the PDF.
         1. **Note:** The Genotype ‘Check Result’ will translate to a JAK2 mutation DETECTED result on the Final Report.
     18. Repeat steps 7-17 for each applicable patient.
  4. **Review BCR-ABL1 Qualitative Assay Final Report as needed.**
     1. Navigate to the Final Report Review folder on the RICMBLAB$ shared drive.
     2. Open the appropriate Daily Result Log.
     3. Select well D1.
     4. Enter the date in the upper left-hand corner of the log next to the text **Printed D&T**.
     5. In well O10, write **Reviewed Date and Initials**.
     6. Return to Soft Molecular, and double click the **Order Entry** tile on the dashboard.
     7. Right click on the first Soft Molecular order# on the Daily Result Log. In the dropdown that appears, select **Copy**.
     8. Return to Soft Molecular, highlight the Order # field.
     9. Right click, then in the dropdown that appears, select **Paste**.
     10. Click **Find**.
     11. Verify the correct patient record was opened.
     12. Click the **Scanned Doc/Images** tab.
     13. Highlight the BCR-ABL1 upload document, then click the **Dual View**  icon. The import document will open on the second monitor.
     14. Review the BCR-ABL1 upload document to determine the test results for p210 and p190.
     15. Click the **Reports** tab.
         1. **Note:** If multiple tests were ordered, there will be multiple reports.
     16. Highlight the correct report, then click **View**. The Final Report will open in the Report Preview window. Move the window to the appropriate computer monitor.
     17. Verify the Final Result appearing on the report matches the result generated on the PDF.
     18. Repeat steps 7-17 for each applicable patient.
  5. **Review HFE Final Report as needed.**
     1. Navigate to the Final Report Review folder on the RICMBLAB$ shared drive.
     2. Open the appropriate Daily Result Log.
     3. Select well D1.
     4. Enter the date in the upper left-hand corner of the log next to the text **Printed D&T**.
     5. In well O10, write **Reviewed Date and Initials**.
     6. Return to Soft Molecular, and double click the **HFE - Tasklist** tile on the dashboard.
     7. Verify the Built Tasklist Search tab is highlighted.
     8. Uncheck **Only Pending** and **Only Open**.
     9. Adjust the Built from and To fields as necessary, then select **Find**.
     10. When the tasklist opens, select the **Print Tasklist** button.
     11. In the Select Printer window, change the printer as necessary and use the dropdown in the Template field to select **TEST**.
     12. Click the **Print** button.
     13. Select the **Back** button on the HFE tasklist to return to the dashboard.
     14. Right click on the first applicable Soft Molecular order# on the Daily Result Log. In the dropdown that appears, select **Copy**.
     15. Return to Soft Molecular, highlight the Order # field.
     16. Right click, then in the dropdown that appears, select **Paste**.
     17. Click **Find**.
     18. Verify the correct patient record was opened.
     19. Click the **Reports** tab.
         1. **Note:** If multiple tests were ordered, there will be multiple reports.
     20. Highlight the correct report, then click **View**. The Final Report will open in the Report Preview window.
     21. Verify the Final Result appearing on the report matches the final result appearing on the printed HFE tasklist.
         1. **Note:** The SoftMol Report puts the positive result on the first line. The C282 and H63 results may be in opposite order.
     22. Repeat steps 14-21 for each applicable patient.
  6. **Review BRAF Final Report as needed.**
     1. Navigate to the Final Report Review folder on the RICMBLAB$ shared drive.
     2. Open the appropriate Daily Result Log.
     3. Select well D1.
     4. Enter the date in the upper left-hand corner of the log next to the text **Printed D&T**.
     5. In well O10, write **Reviewed Date and Initials**.
     6. Return to Soft Molecular, in the main menu, select **Results**, then double click on the **Tasklist** tile.
     7. Click the **Built Tasklist Search** tab.
     8. Uncheck **Only Pending** and **Only Open**.
     9. Adjust the Built from and To fields as necessary.
     10. Click the dropdown arrow in the Test field, double click **BRAFT** in the window that appears, then click **Find**.
     11. When the tasklist opens, select the **Print Tasklist** button.
     12. In the Select Printer window, change the printer as necessary and use the dropdown in the Template field to select **TEST**.
     13. Click the **Print** button.
     14. Select the **Back** button on the BRAF tasklist, then click **Dashboard** in the main menu.
     15. Right click on the first applicable Soft Molecular order# on the Daily Result Log. In the dropdown that appears, select **Copy**.
     16. Return to Soft Molecular, highlight the Order # field.
     17. Right click, then in the dropdown that appears, select **Paste**.
     18. Click **Find**.
     19. Verify the correct patient record was opened.
     20. Click the **Reports** tab.
         1. **Note:** If multiple tests were ordered, there will be multiple reports.
     21. Highlight the correct report, then click **View**. The Final Report will open in the Report Preview window.
     22. Verify the Final Result appearing on the report matches the result appearing on the printed BRAF tasklist.
     23. Repeat steps 15-21 for each applicable patient.
  7. **Review EGFR Final Report as needed.**
     1. Navigate to the Final Report Review folder on the RICMBLAB$ shared drive.
     2. Open the appropriate Daily Result Log.
     3. Select well D1.
     4. Enter the date in the upper left-hand corner of the log next to the text **Printed D&T**.
     5. In well O10, write **Reviewed Date and Initials**.
     6. Return to Soft Molecular, and double click the **EGFR - Tasklist** tile on the dashboard.
     7. Verify the Built Tasklist Search tab is highlighted.
     8. Uncheck **Only Pending** and **Only Open**.
     9. Adjust the Built from and To fields as necessary, then select **Find**.
     10. Uncheck **Only Pending** and **Only Open**, then select **Find**.
     11. When the tasklist opens, select the **Print Tasklist** button.
     12. In the Select Printer window, change the printer as necessary and use the dropdown in the Template field to select **TEST**.
     13. Click the **Print** button.
     14. Select the **Back** button on the EGFR tasklist to return to the dashboard.
     15. Right click on the first applicable Soft Molecular order# on the Daily Result Log. In the dropdown that appears, select **Copy**.
     16. Return to Soft Molecular, highlight the Order # field.
     17. Right click, then in the dropdown that appears, select **Paste**.
     18. Click **Find**.
     19. Verify the correct patient record was opened.
     20. Click the **Reports** tab.
         1. **Note:** If multiple tests were ordered, there will be multiple reports.
     21. Highlight the correct report, then click **View**. The Final Report will open in the Report Preview window.
     22. Verify the Final Result appearing on the report matches the final result appearing on the printed EGFR tasklist.
     23. Repeat steps 14-22 for each applicable patient.