TRAINING UPDATE

Lab Location:	SGAH & WAH	**Date Distributed:**	5/17/2013
Department:	Client Service	**Due Date:**	6/30/2013
		Implementation:	**7/1/2013**

DESCRIPTION OF PROCEDURE REVISION

Name of procedure:
Printed Reports Distribution SGAH.CS09, WAH.CS09 v001
Description of change(s):
Section 2: Add non-interfaced reports provided to physician offices and HIM department. Section 5: Automatic cumulative printing deleted, B.4 specify delivery only if patient is in house. Remove review of adverse result on discharge Section 9: Updated Addenda A & B

Document your compliance with this training update by taking the quiz in the MTS system.

Approved draft for training all sites (version 001)

Non-Technical SOP

Title	**Printed Reports Distribution**	
Prepared by	Leslie Barrett	Date: 8/20/2009
Owner	Samson Khandagale	Date: 8/20/2009

Laboratory Approval		
Print Name and Title	**Signature**	**Date**
Refer to the electronic signature page for approval and approval dates.		

Local Issue Date: Local Effective Date:

Review:		
Print Name	**Signature**	**Date**

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1. **PURPOSE**

    To define the process for providing laboratory results for patient charts.

2. **SCOPE**

    Laboratory results are electronically transmitted from the LIS to the HIS and available to the patient care providers online. A paper report is not generated for the patient chart. Non-interfaced reference laboratory reports are provided to the nursing units, mailed to physician offices, or copies provided to Health Information Management (HIM) Department.

3. **RESPONSIBILITY**

    The Client Service Representatives are responsible for loading the correct papers into designated printers.
    New activity after discharge reports for both sites are printed daily and distributed. Final medical record reports are printed daily at the WAH site and provided to the HIM Department.

4. **DEFINITIONS**
    None

5. **PROCEDURE**

    A. Inpatient Reports (non-interfaced reference reports)
        1. The non-interfaced reference reports must all be collated by patient, in order to expedite delivery.

        2. Punch holes on the top of non-interfaced reference reports.

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    3. Use medical record number and exact last name, first name to obtain patient location via LIS for these reports.

    4. Deliver the reports to the nursing unit reception desk if patient is still in house.

    5. Non-interfaced reference reports on discharged patients must be sent to HIM (Health Information Management).

B. Outpatient / Physician Copy to / Outside location Reports
    1. Outpatient Results (SGAH)
        a. Place in envelopes by physician.
        b. Mail to Physician offices.

    2. Outpatient Results (WAH)
        a. Place in envelopes by physician.
        b. Mail to Physician offices.

    3. Ensure the following reports are discarded before alphabetizing by physician for mailing:
        a. Blood Bank Results
        b. Respiratory Results results (Pulse Oximetry,etc)
        c. POCT (Point of Care Testing) results
        d. Cancelled and/or credited results

C. Final Medical Record (WAH only)
    1. Reports are printed on red-lined paper. Place paper into printer tray with holes in first, striped side facing down.
    2. After reports on striped paper have completed (index has printed), re-load printer with white paper.
    3. Call transporter to deliver reports to Health Information Management (HIM) department.

D. New Activity after discharge
    1. Place in envelopes by physician for mailing

File the CUM indexes in the 'CUM Index' binder/notebook. (WAH only)

NOTE: Pathology reports are distributed by the Pathology department.

6.   RELATED DOCUMENTS
None

7.   REFERENCES
N/A

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8. REVISION HISTORY

Version	Date	Reason for Revision	Revised By	Approved By
		Supersedes SOP WAH CS004.000, SGAH CS006.000		
000	4/21/13	Section 2: Add non-interfaced reports provided to physician offices and HIM department. Section 5: Automatic cumulative printing deleted, B.4 specify delivery only if patient is in house. Remove review of adverse result on discharge Section 9: Updated Addenda A & B	S Khandagale	S Khandagale

9. ADDENDA AND APPENDICES
A: Scheduled Print Jobs for SGAH Front Desk
B: Scheduled Print Jobs for WAH Front Desk

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ADDENDA A

Scheduled Print Jobs for SGAH Front Desk
All reports sent to Medical Records or Mail Room must have patient names covered per HIPPA policy.

Time	Name of Report	Report Type	Paper Color	**Reprint Func/LOC**	Distribution	Printer #
0650	SOUT – Outpatient Report	Outpatient results	White	CRPR	Mail to patient's physician	465
0700	SCOPYTO – Physician Copy To	Copy to results (all types of patients)	White	CRPR	Mail to "copy to" physician. Send to mail room.	465
2310	SNEWDC – New after discharge	New results after discharge	White	CRPR	Place in pocket on core lab sup door for review. Once reviewed, send to mail room.	465

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ADDENDA B

Scheduled Print Jobs for WAH Front Desk
All reports sent to Health Information Management must have patient names covered per HIPPA policy.

Time	Name of Report	Report Type	Paper Color	Distribution	Printer #
0800	WOUT - Outpatient Report	Outpatient results	White	Mail to patient's physician	101
0820	WCOPYTO – Physician Copy To	Copy to results (all type of patients)	White	Mail to "copy to" physician	101
0835	WOS – Outside patient Report	Outside patient results	White	Mail to Outside Location	101
0850	WFINAL – Discharge Report Final CUM	Discharged patient results	Red and White	Send to HIM via transporter	100
0950	WNEWDC – New after discharge	New results after discharge	White	Mail to patient's physician	101

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