

TRAINING UPDATE

Lab Location:

SGAH

Date Distributed:

1/22/2014

Department:

Core and Processing

Due Date:

2/24/2014

Implementation:

2/24/2014

DESCRIPTION OF PROCEDURE REVISION

Name of procedure:
Add-on Lab Orders for Pathology Specimen on WAH Patient SGAH.LIS47 v1
Description of change(s):
Sections 3,4 & 5: update position titles Section 5: item B.8 – clarify departments This revised SOP will be implemented on February 24, 2014

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

Approved draft for training all sites (version 1)

Non-Technical SOP

Title	Add-on Lab Orders for Pathology Specimen on WAH Patient	
Prepared by	Leslie Barrett	Date: 8/23/2009
Owner	Marie Sabonis	Date: 8/23/2009

Laboratory Approval		
Print Name and Title	Signature	Date
<i>Refer to the electronic signature page for approval and approval dates.</i>		
Local Issue Date:		Local Effective Date:

Review:		
Print Name	Signature	Date

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1. PURPOSE

This procedure will outline how to add laboratory orders to pathology specimens for WAH patients by creating and transmitting orders for the Quest Chantilly Interface #601 (Core Lab) and/ or #602 (Microbiology).

2. SCOPE

This procedure applies to pathology specimens from WAH patients.

3. RESPONSIBILITY

Core lab Group Lead or Supervisor performs this procedure.

4. DEFINITIONS

PA – Pathology Assistant for pathology department

5. PROCEDURE

A. General Information

1. PA located at SGAH grosses pathology specimens from WAH patients. On occasion, the PA may add Core Lab orders and/or Microbiology orders.
2. Pathology at SGAH will deliver Pathology requisition along with specimen to Specimen Processing in clinical lab.
3. Group Lead or Technical staff are responsible for entering orders into the LIS (non technical staff at SGAH do not have access to WAH patients).

Form revised 3/31/00

B. Creating a batch for transmission to Quest/Chantilly Interface

1. Function: **REI** Select the patient for ordering.
2. Place the order in LIS
3. Function: **ROB** Enter Interface Number: 601 (Core Lab) or 602 (Micro)
 1. Create Batch
 2. Modify Batch
 3. Queue Batch
 4. Disband Batch
 5. Reports
4. Select 1. Create Batch
5. Hosp ID: **WAH**
6. Automatic or Manual Create (<A>/M): **M**
7. Department, Worksheet, Lab Location, or All (<D>/W/L/A): **D**
8. Department:
 - For Micro use department MC.
 - For non-micro, select from the following. If you do not know the department, look up test code in MIQ, 1.

RLO	Reference Lab Other
RLP	Ref Lab Priority
RLR	Ref Lab Refrigerate
RLT	Ref Lab Room Temp
RLZ	Ref Lab Frozen
- Number of batches requested: 1
- Batch Number: 9 Department: RLR (MANUAL BUILD)
9. Accession Number:
10. A/M/R: **A**
11. Give packing list to Specimen Processor to file.

C. To queue the batch for the Quest/Chantilly Interface

1. Function: **ROB**
 1. Create Batch
 2. Modify Batch
 3. Queue Batch
 4. Disband Batch
 5. Reports

Select 3. Queue Batch

2. Batch Number: (Enter batch # from when you created the batch) A/M/R: A
3. Give packing list and specimen to Specimen Processor to send to Chantilly.

D. To queue Micro Orders for FES

1. At the Client ID prompt on FES, enter WAH microbiology number: **23494**
2. Follow procedure as if it were an SGAH patient.

Note: Specimen Processing staff do not have LIS access to WAH patients.

6. RELATED DOCUMENTS

1. REI – Ordering Tests, Receiving Specimens, Reprinting Labels
2. ROB: Creating Batch for QD Chantilly Sendouts
3. FES, Processing Microbiology Orders

7. REFERENCES

N/A

8. REVISION HISTORY

Version	Date	Reason for Revision	Revised By	Approved By
		Supersedes SOP LIS027.001		
000	1/3/14	Sections 3,4 & 5: update position titles Section 5: item B.8 – clarify departments Footer: version # leading zero's dropped due to new EDCS in use as of 10/7/13.	L. Barrett	M. Sabonis

9. ADDENDA AND APPENDICES

None