

TRAINING UPDATE

Lab Location: SGAH & WAH
Department: Phlebotomy

Date Distributed: 3/27/2014
Due Date: 4/24/2014
Implementation: 4/24/2014

DESCRIPTION OF PROCEDURE REVISION

Name of procedure:
CLR: Collection Lists, Labels, Review Batch List, Unreceived Specimen List for Phlebotomy Collected Specimens SGAH.P13 / WAH.P11 v1
Description of change(s):
Section 5: Add steps to pull pending for ARH due to new HIS, Hospital ID: ARH, locations ARHT & ARHR This revised SOP will be implemented on April 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	CLR: Collection Lists, Labels, Review Batch List, Unreceived Specimen List for Phlebotomy Collected Specimens	
Prepared by	Leslie Barrett	Date: 5/22/2009
Owner	Samson Khandagale	Date: 5/22/2009

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 describes the printing of Collection Lists and Labels for routine and timed specimens, Review of Batch List, and the Unreceived Specimen List, printing and resolution, for Phlebotomy collected specimens using SunQuest function CLR.

2. SCOPE

This procedure applies to all phlebotomy staff.

3. RESPONSIBILITY

Knowledge of this function is the responsibility of all laboratory phlebotomy staff.

The Client Services Supervisor is responsible for the content and review of the procedure.

4. DEFINITIONS

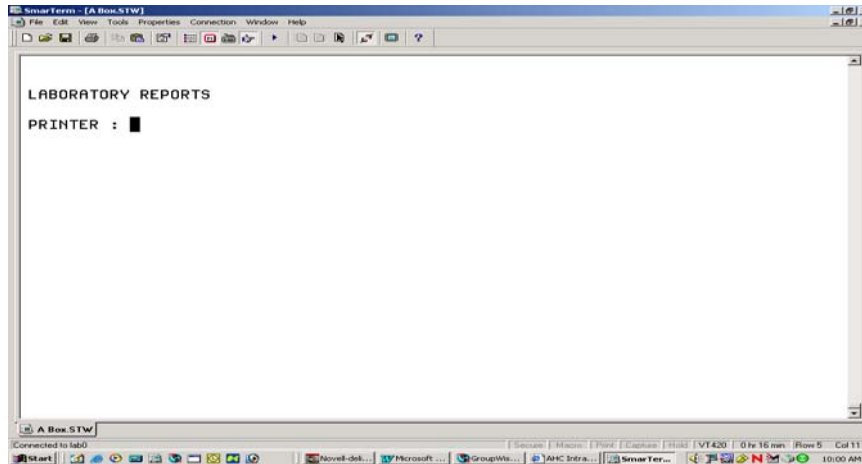
CLR – Collection Labels/Reports function of the SunQuest system. The phlebotomist will need to create a “Collection List” before a planned downtime. However, during normal operation, the LIS scheduler creates the batches automatically and prints the “Batch Labels”.

5. PROCEDURE

A. COLLECTION LIST FUNCTION:

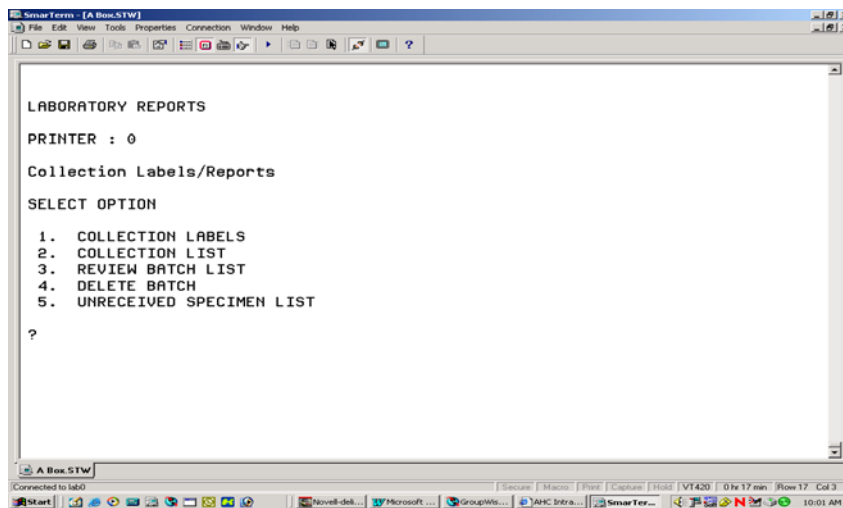
At the **FUNCTION**: prompt type **CLR**

The following displays:



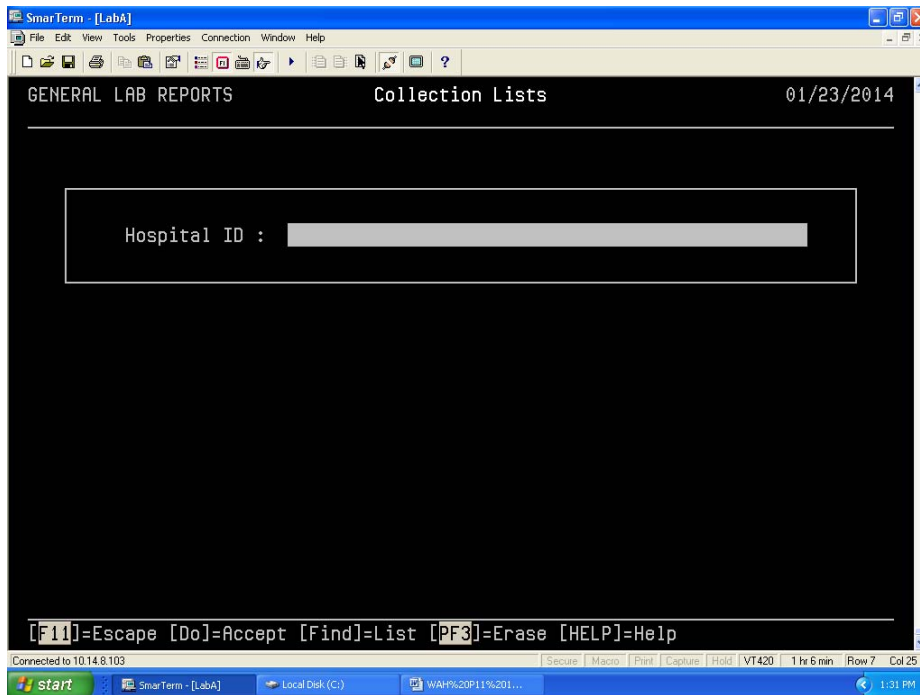
- Type Printer #
Note: Be sure to choose the appropriate printer number for reports or labels. See printer code on printer. Press 0 if you do not want to print the list on paper, will print on the screen.
- Press **Enter** after selecting printer

The following displays:



SELECT OPTION 2 Press **Enter**

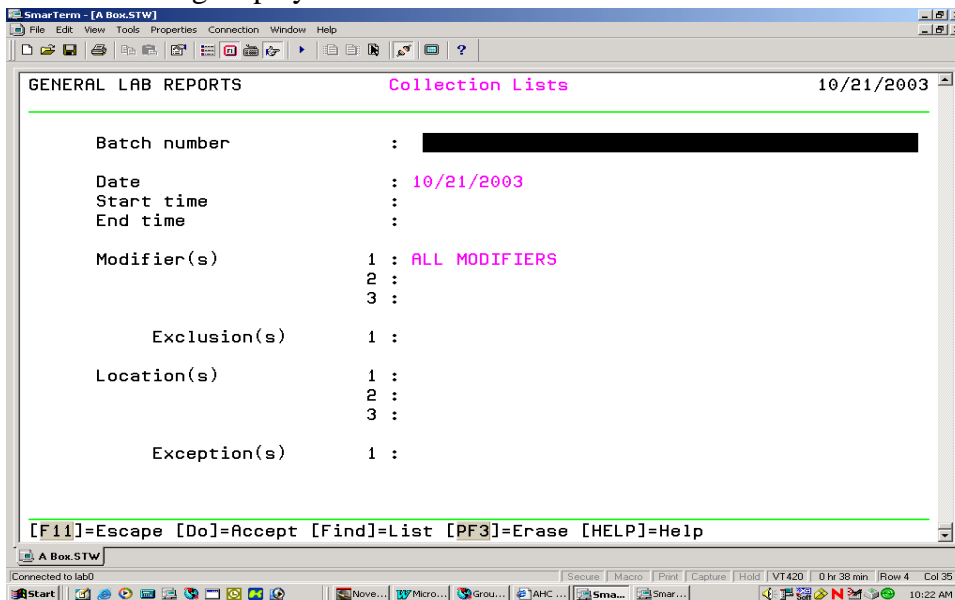
The following displays:



- Hospital ID: **WAH** for Washington Adventist Hospital
- Hospital ID: **ARH** for Adventist Rehab Hospital
- Hospital ID: **SGAH** for Shady Grove Adventist Hospital

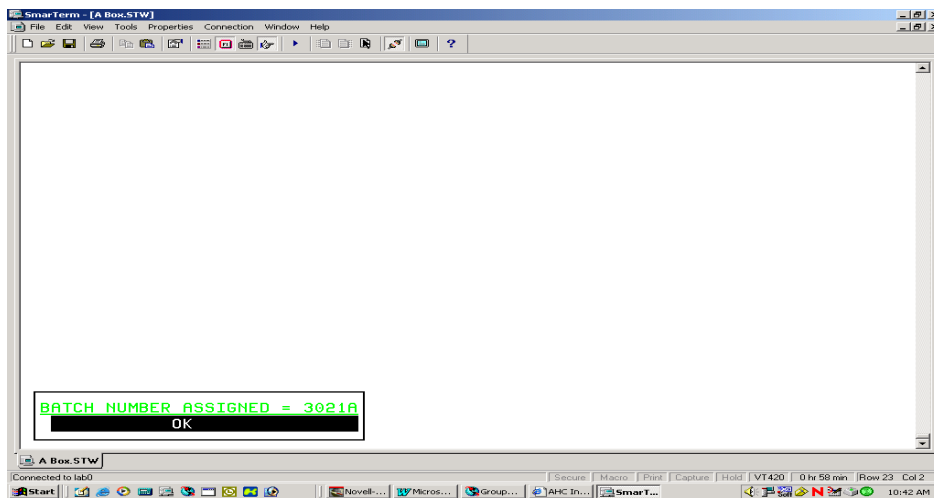
Press **ENTER**

The following displays:



1. Batch Number: Press **ENTER**
2. Date: Default is today. Enter date for your list
3. Start Time: Enter Start time you wish to print collection list for

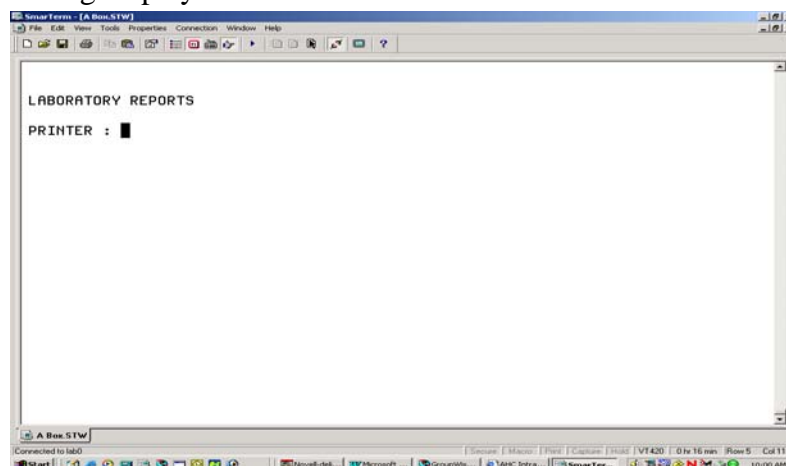
- (i.e., 0000 for midnight)
Press **ENTER**
4. End Time: Enter End Time, (i.e., 0500) Press **ENTER**
 5. Modifier: Press **ENTER**, unless only want i.e. S for STATS
 6. Exclusions: Press **ENTER**
 7. Enter SGAH, WAH or **ARHT/ARHR** (site dependent)
Note: **ARHT** location pertains to Adventist Rehab Hospital at Takoma Park and
ARHR location pertains to Adventist Rehab Hospital at Rockville
 8. Press **ENTER**
 9. Exceptons: Press **ENTER**
- The following displays if you accepted the collection list. Make a note of the Batch number in Green



B. COLLECTION LABELS

At the **FUNCTION** prompt type **CLR**

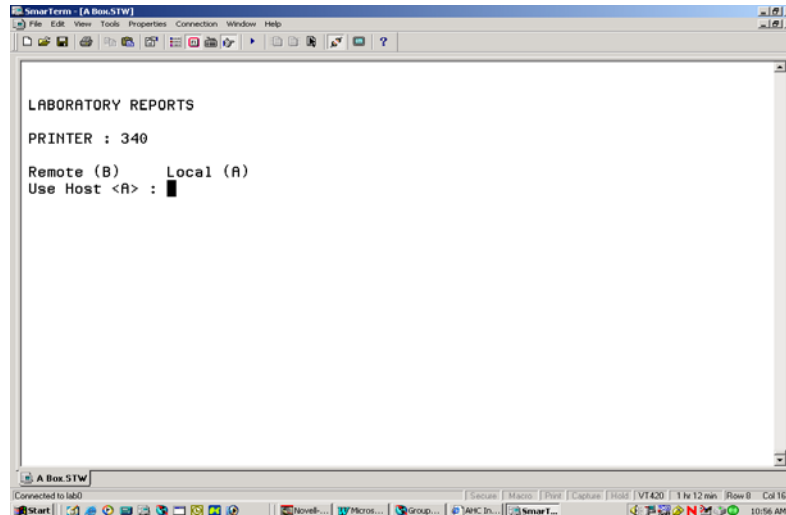
The following displays:



- Type Printer #

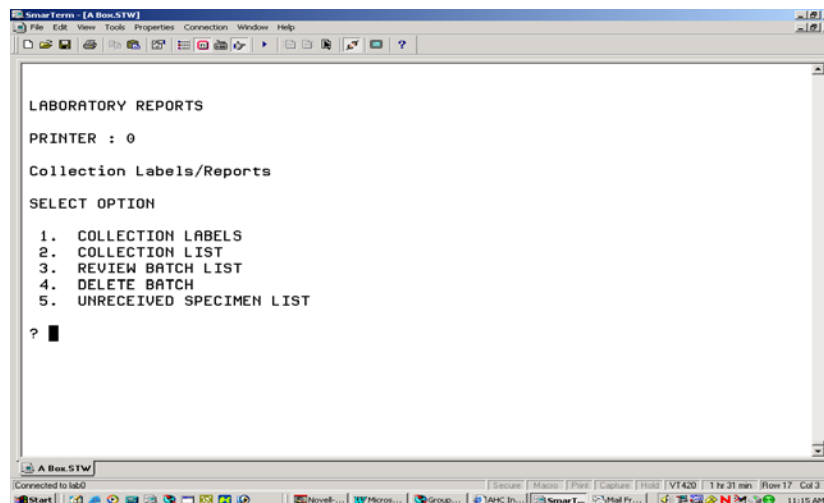
- Note: Be sure to choose the appropriate printer number for reports or labels.) See printer code on printer.
- Press **ENTER** after selecting printer.

The following displays:



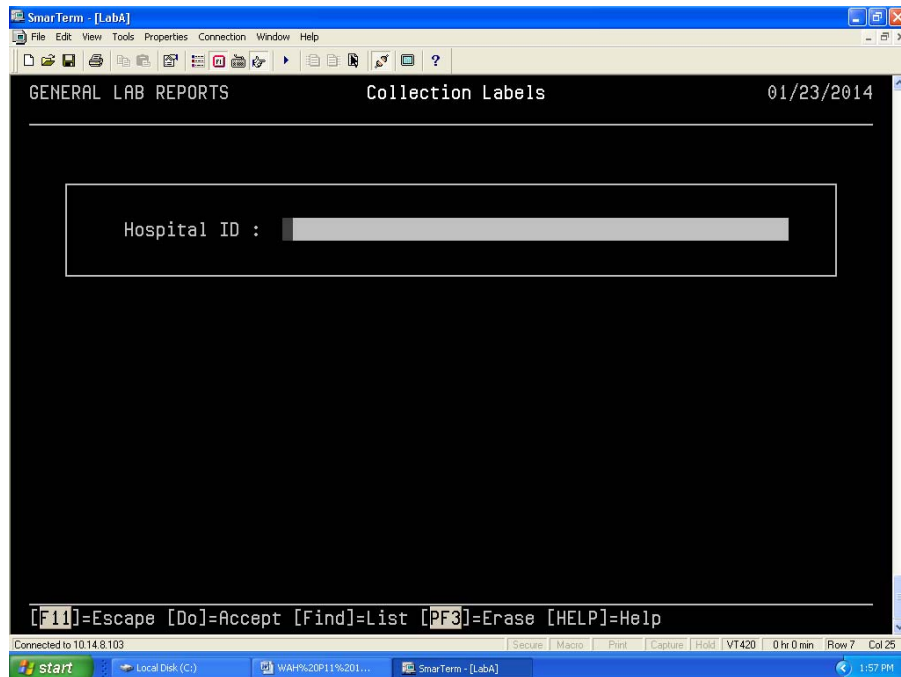
Press **Enter**

The following displays:



SELECT OPTION 1 Press **Enter**
(Select 1 for Collection Labels. First print the collection list; then print the labels.)

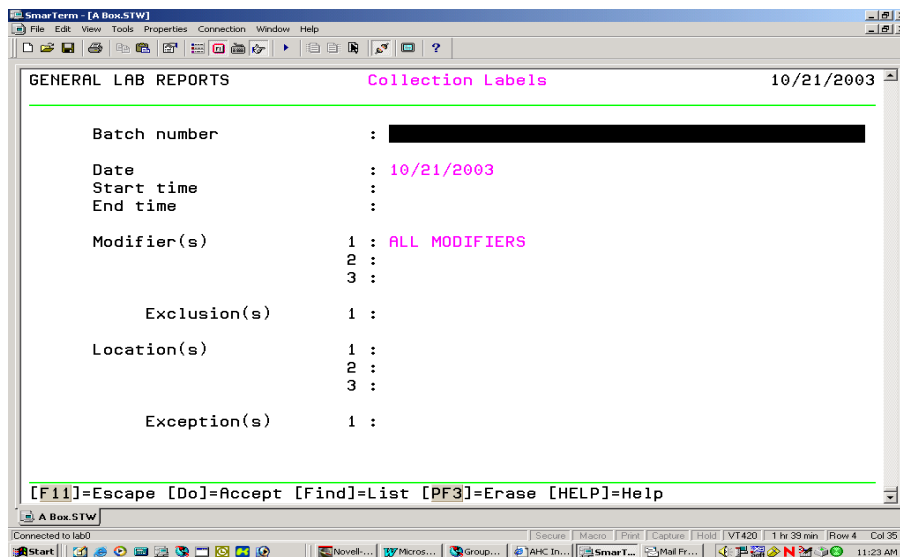
The Following displays:



- Hospital ID: **WAH** for Washington Adventist Hospital
- Hospital ID: **ARH** for Adventist Rehab Hospital
- Hospital ID: **SGAH** for Shady Grove Adventist Hospital

Press **ENTER**

The following displays:



1. Batch number: Type in the batch # obtained during step 1 of this procedure.
Press **Enter**
2. Date: Today's date, Press **Enter**

3. Start time: Press **Enter**
4. End time: Press **Enter**
5. Modifier(s): Press **Enter**
6. Exclusion(s): Press **Enter**
7. Location(s): Select SGAH, WAH, or **ARHT/ARHR**
Note: ARHT location pertains to Adventist Rehab Hospital at Takoma Park and ARHR location pertains to Adventist Rehab Hospital at Rockville
8. Press **Enter**
9. Exception(s): Press **Enter**
10. Accept, Modify, Reject: Press **Enter**

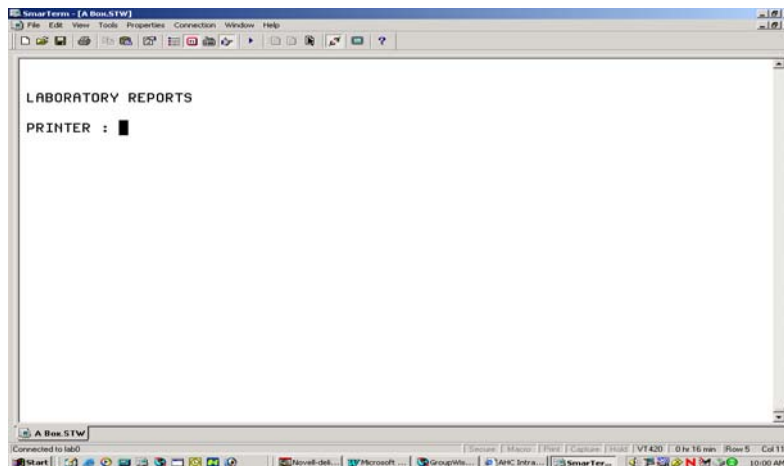
- All fields will be filled in based on the information from the Batch Number entered.
- The Accept, Modify, Reject prompt will display with Accept highlighted.
- Review your entries and press ENTER if all the fields are correct.
- If they need to be changed, use the arrow keys to move the blinking cursor to MODIFY the appropriate fields and change as needed.
- If you want to cancel the list, then move the cursor to REJECT and press ENTER.

The collection labels will print on the designated bar code label printer and will be followed by the aliquot labels.

C. REVIEW BATCH LIST

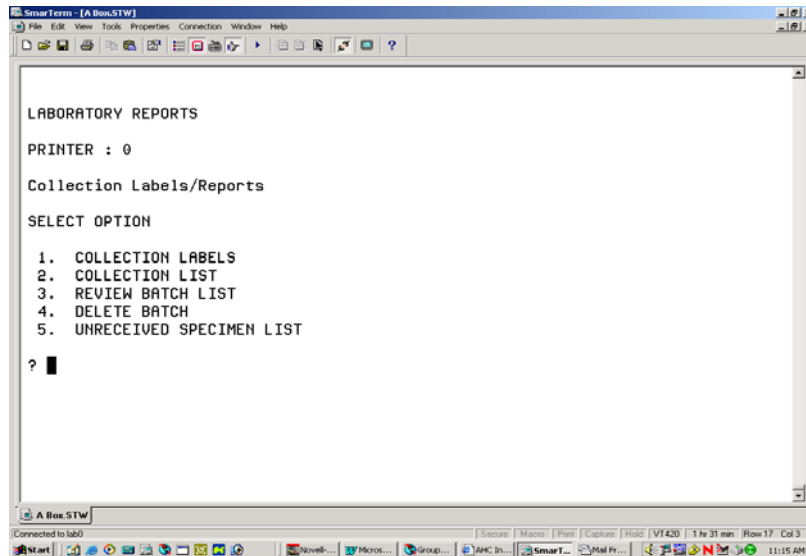
At the **FUNCTION** prompt type **CLR**

The following displays:



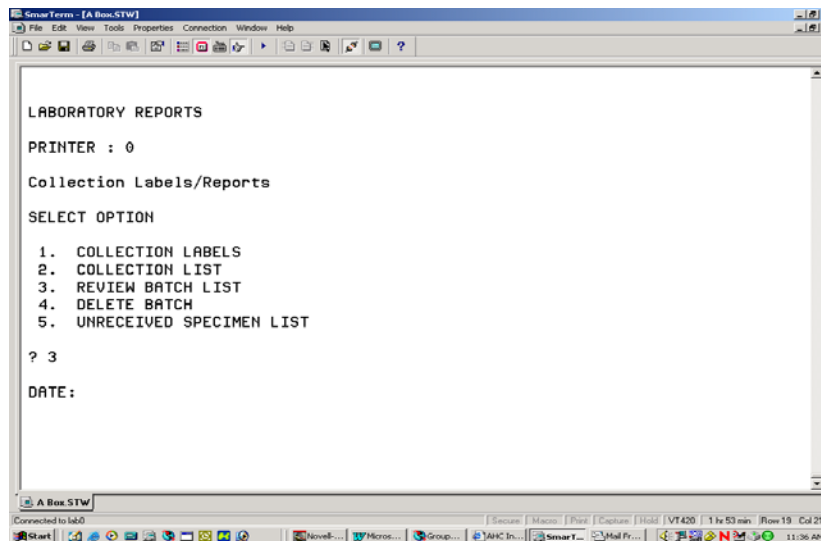
- Type **0** for printer #, Press **Enter**

The following displays:



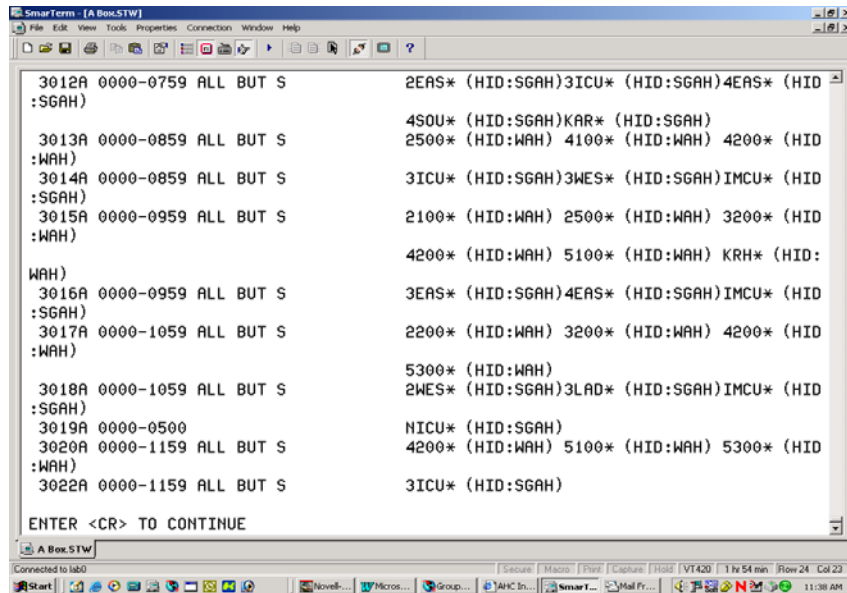
SELECT OPTION 3 Press **Enter**

The following displays:



- **DATE:** Enter a date: T for Today, or mm/dd/yy

The following displays:



Press **Enter**

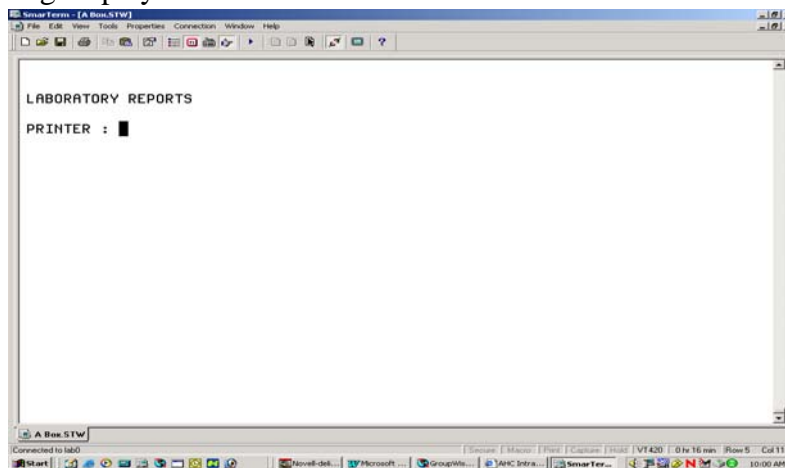
Note:

- This report can only be requested to the screen and batch information is stored for only one week.
- If batch numbers are missing, this means the batch has been deleted.
- Only locations with qualifying data print under the location header. Other locations may have been requested, but no patients qualified for the batch.
- An * next to the location, indicates the specimen has not been verified using function CVIS.

D. UNRECEIVED SPECIMEN LIST FOR WAH, SGAH AND ARH

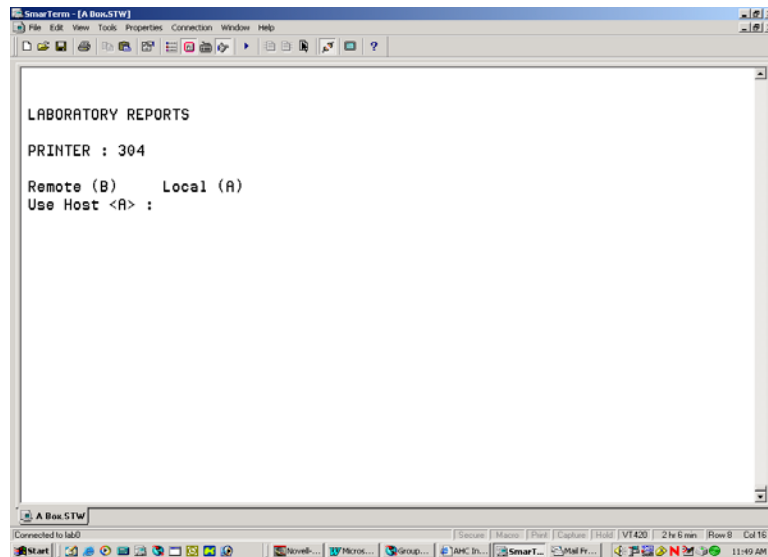
At the **FUNCTION** prompt type **CLR**

The following displays:



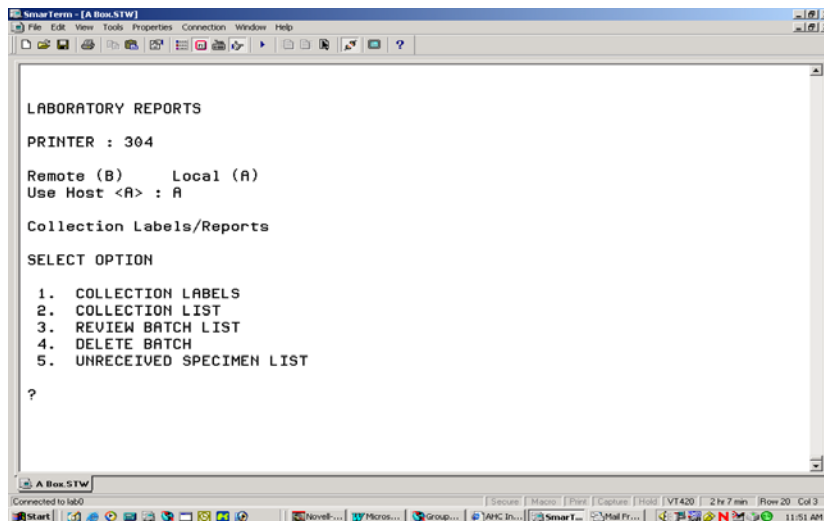
- Type Printer #
Note: Be sure to choose the appropriate printer number for reports or labels. See printer code on printer for phlebotomy.
- Press **ENTER** selecting printer

The following displays:



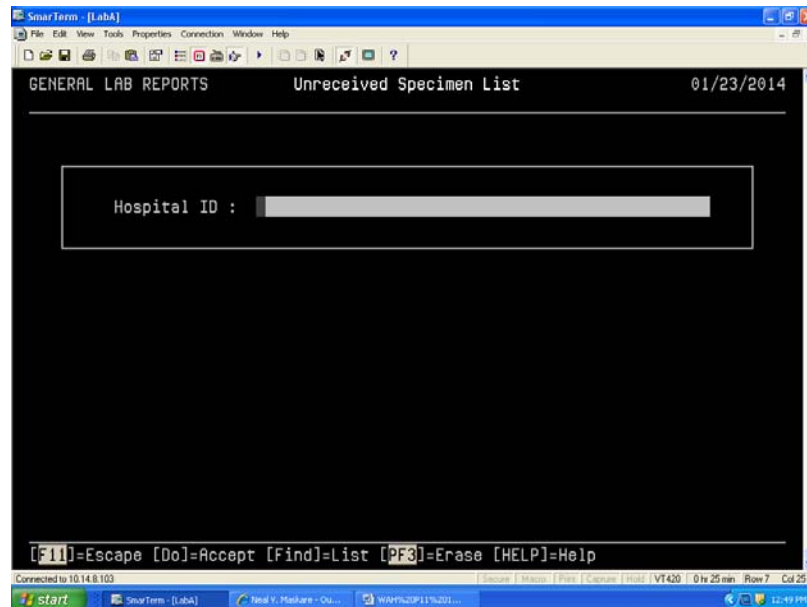
Press **ENTER**

The following displays:



SELECT OPTION 5 Press Enter

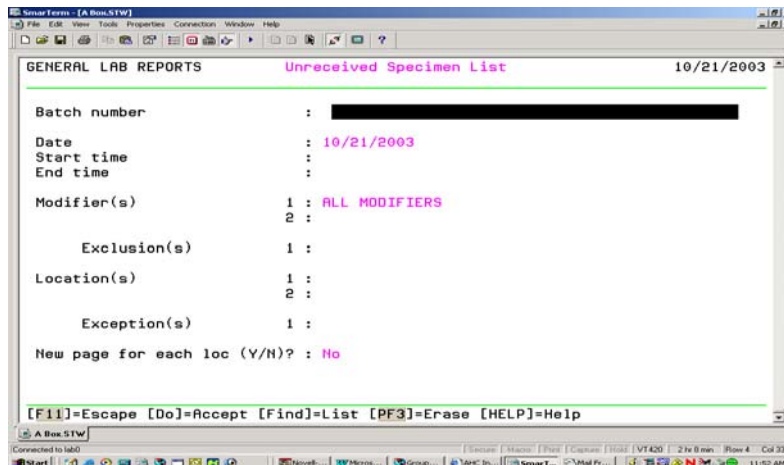
The following displays:



- Hospital ID : **WAH** for Washington Adventist Hospital
- Hospital ID : **ARH** for Adventist Rehab Hospital
- Hospital ID : **SGAH** for Shady Grove Adventist Hospital

Press **ENTER**

The following displays:



1. Batch number: Press **ENTER**
2. Date: Enter T for Today, or mm/dd/yy Press **ENTER**
3. Start time: Enter 0000 Press **ENTER** enter from the beginning of the previous shift
4. End time: Enter latest collection time to be included on report, (i.e., 1400) Press **ENTER**
5. Modifier(s): Press **ENTER**
6. Exclusion(s): Press **ENTER**
7. Location(s): Enter SGAH, WAH, or **ARHT/ARHR** (site dependent)

Note: ARHT location pertains to Adventist Rehab Hospital at Takoma Park and
ARHR location pertains to Adventist Rehab Hospital at Rockville

8. Press **ENTER**
9. Exception(s): Press **ENTER**
10. New page for each loc (Y/N)? : Enter N for No, Press **ENTER**
11. Accept, Modify, Reject: Press **ENTER**

- The Accept, Modify, Reject prompt will display with Accept highlighted.
- Review your entries and press ENTER if all the fields are correct.
- If they need to be changed, use the arrow keys to move the blinking cursor to MODIFY the appropriate fields and change as needed.
- If you want to cancel the list, then move the cursor to REJECT and press ENTER.

6. RELATED DOCUMENTS

Uncollected Specimen List, Lab Draw, Phlebotomy procedure

7. REFERENCES

SunQuest Systems Functions Training Manual, 7/3/2001

8. REVISION HISTORY

Version	Date	Reason for Revision	Revised By	Approved By
		Supersedes SOP P024.001		
000	3/1/2014	Section 5: Add pull pending for ARH due to new HIS, Hospital ID: ARH, locations ARHT & ARHR Section 6: update SOP title Footer: version # leading zero's dropped due to new EDCS in use as of 10/7/13	N Maskare	S Khandagale

9. ADDENDA AND APPENDICES

None