TRAINING UPDATE

Lab Location:	GEC, SGAH & WAH	**Date Distributed:**	10/8/2014
Department:	Processing	**Due Date:**	10/31/2014
		Implementation:	**11/1/2014**

DESCRIPTION OF PROCEDURE REVISION

Name of procedure:
Miscellaneous Test Ordering   GEC.S07, SGAH.S16, WAH.S15 v1
Description of change(s):
Section 4: replace REI with Order Entry

Section 5: add approval process and screen shots, update LIS prompts

This revised SOP will be implemented on November 1, 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	Miscellaneous Test Ordering	
Prepared by	Leslie Barrett	Date: 7/22/2009
Owner	Samson Khandagale	Date: 7/22/2009

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**

Form revised 3/31/00

SOP ID: GEC.S07 / SGAH.S16 / WAH.S15
SOP version #   1

CONFIDENTIAL: Authorized for internal use only.
Page 2 of 6

TABLE OF CONTENTS

1.   PURPOSE

This procedure outlines the process for ordering a miscellaneous test that is not defined in the LIS.

2.   SCOPE

This procedure applies to any test that is not defined in the LIS database.

3.   RESPONSIBILITY

All non-technical staff may have the need to order a Miscellaneous test.

4.   DEFINITIONS

LIS – Laboratory Information System
GUI Order Entry – Sunquest function used to place a new order
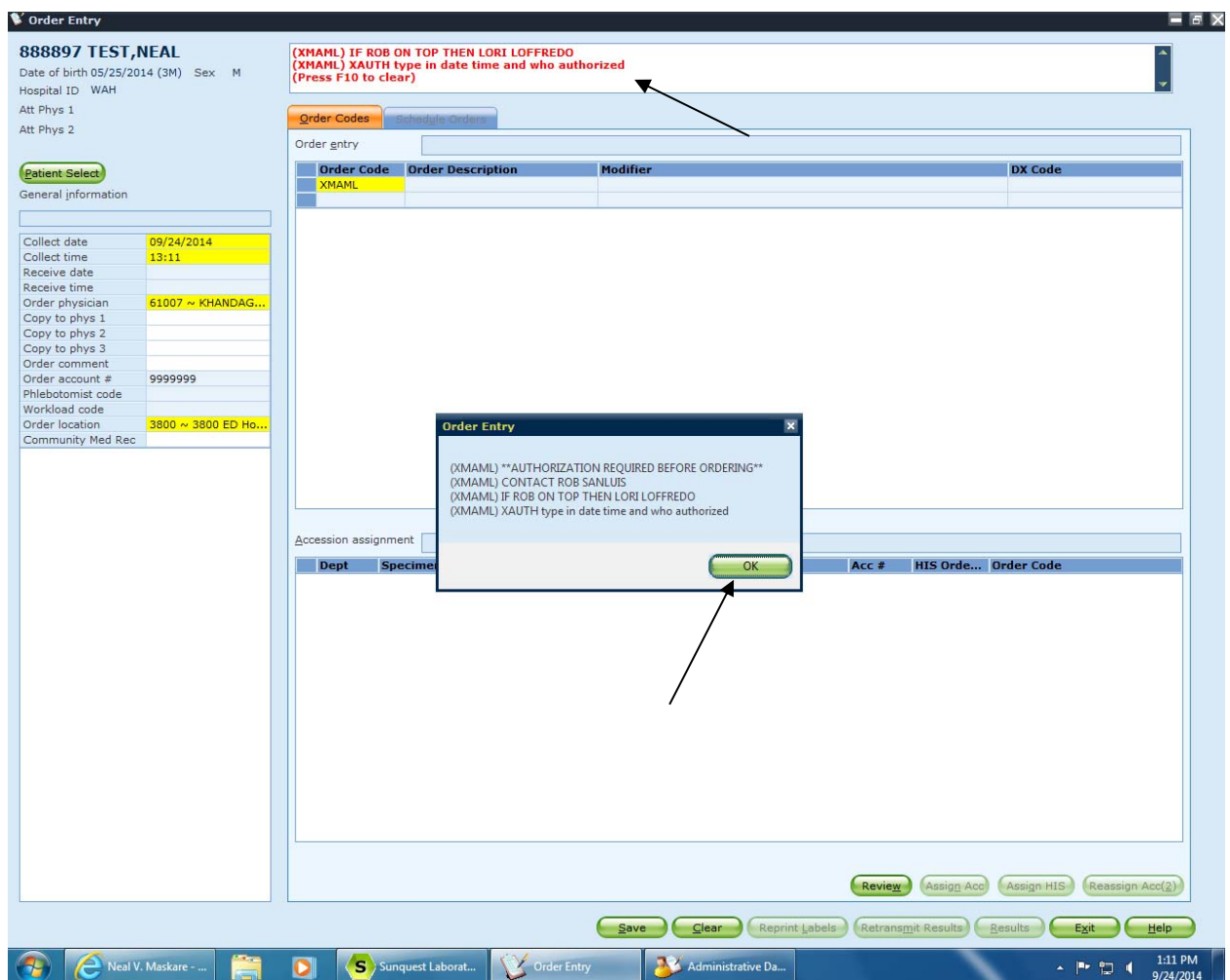
5.   PROCEDURE

A. Overview

1. Ordering a Miscellaneous test correctly ensures the order and results are appropriately managed in the interface between Quest Chantilly and the Laboratory LIS.
2. When ordering a miscellaneous test, two pieces of important information ARE CRITICAL at Order Entry:
    - specimen requirements
    - test code
3. This information also provides information needed for the phlebotomist to collect the appropriate tubes.
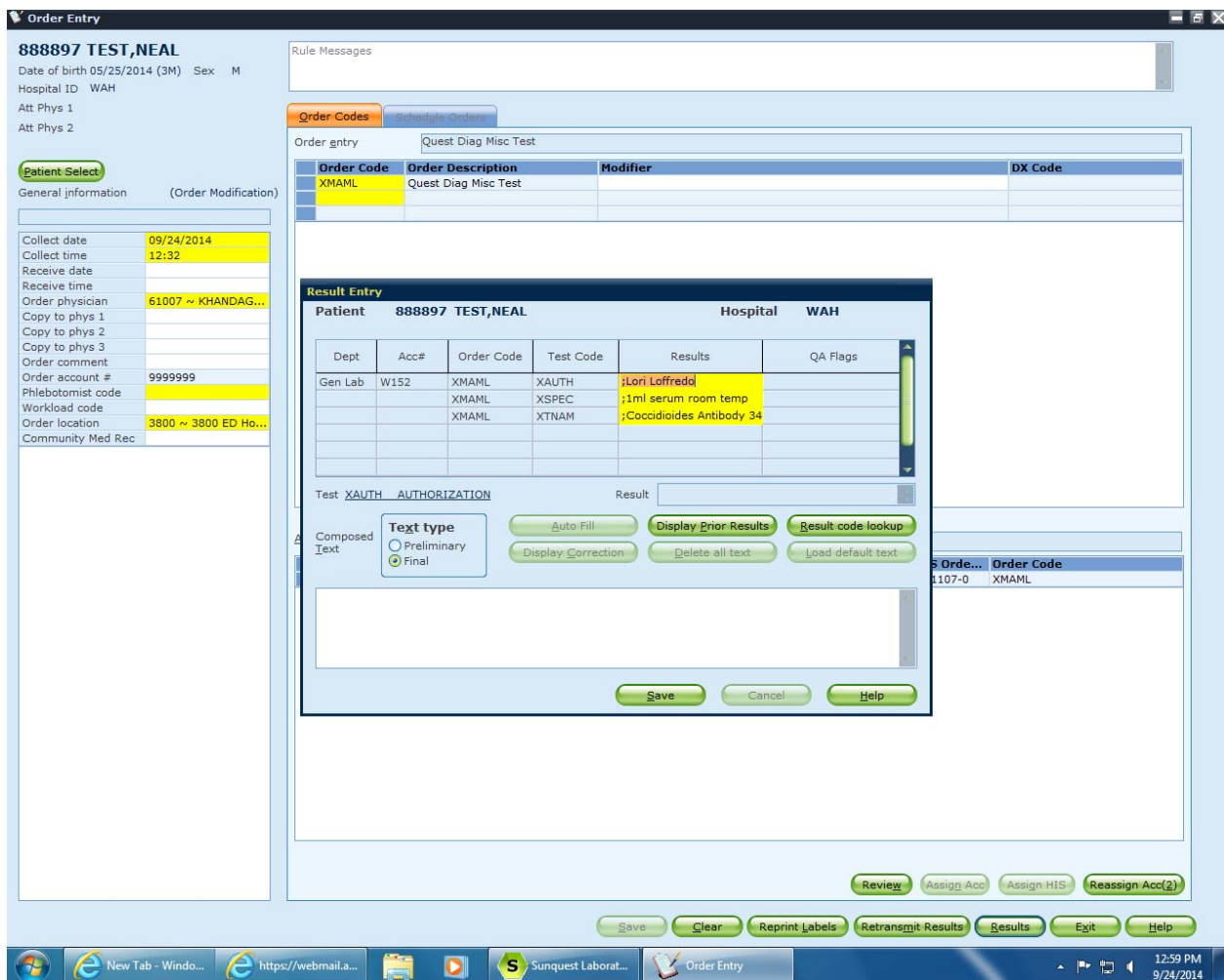
Form revised 3/31/00

4. All miscellaneous tests MUST be approved before the order is placed. The request must be approved by the Administrative Lab Director or the Medical Director.

B. Test Ordering

1. Place the order in Order Entry
2. Order comment: **Indicate the tube type and any special instructions,** for example, "Green top tube on ice". This information will print on the collection list.
3. Test code: **XMAML**
   a. An order entry message appears with instructions at the top of the screen in red. Click **OK** to acknowledge the message

SOP ID: GEC.S07 / SGAH.S16 / WAH.S15
SOP version #   1

CONFIDENTIAL: Authorized for internal use only.
Page 4 of 6

Form revised 3/31/00

b. Result Entry box appears
c. At the **XAUTH** prompt: type a semicolon(;) and the name of the person who gave approval
> *Example*   **;Dr Cacciabeve**
d. At the **XSPEC** prompt: Enter a semicolon(;) and the specimen type
> *Example:*   **;Green top on ice** or **1.0 ml serum, Frozen**
e. At the **XNAM** prompt:
1) Type a semicolon (;) followed by the Quest test code (this will be numeric) and the name of the test
> *Example*:   **;35167X T4 FREE AND DIRECT**
2) Click on **Save**

6.   RELATED DOCUMENTS
None

7.   REFERENCES
None

SOP ID: GEC.S07 / SGAH.S16 / WAH.S15
SOP version #   1

CONFIDENTIAL: Authorized for internal use only.
Page 5 of 6

8.   REVISION HISTORY

Version	Date	Reason for Revision	Revised By	Approved By
		Supersedes SOP S024.001		
000	9/30/2014	Section 4: replace REI with Order Entry Section 5: add approval process and screen shots, update LIS prompts Footer: version # leading zero's dropped due to new EDCS in use as of 10/7/13	L. Loffredo L. Barrett	S. Khandagale

9.   ADDENDA AND APPENDICES
None

Form revised 3/31/00

SOP ID: GEC.S07 / SGAH.S16 / WAH.S15
SOP version #   1

CONFIDENTIAL: Authorized for internal use only.
Page 6 of 6