TRAINING UPDATE

Lab Location:	SGAH & WAH	**Date Distributed:**	1/26/2015
Department:	Processing	**Due Date:**	2/23/2015
		Implementation:	**2/24/2015**

DESCRIPTION OF PROCEDURE REVISION

Name of procedure:
Processing Stat and Priority Specimens to Quest Diagnostics Nichols Chantilly   SGAH.S18, WAH.S17, GEC.S06 v1
Description of change(s):
Section 6: add SOP and updated logs Section 9: update STAT list *(Quest test code numbers)* This revised SOP will be implemented on February 24, 2015

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

Approved draft for training (version 1)

Non-Technical SOP

Title	**Processing Stat and Priority Specimens to Quest Diagnostics Nichols Institute Chantilly**
Prepared by	Leslie Barrett Date: 7/23/2009
Owner	Samson Khandagale Date: 7/23/2009

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

TABLE OF CONTENTS

1.   **PURPOSE**

This procedure describes the steps necessary to send Priority and STAT specimens to Quest Diagnostics Nichols Institute Chantilly (QDNIC), ensuring proper processing and resulting in a timely manner.

2.   **SCOPE**

This procedure applies to stat and priority specimens sent to QDNIC.

3.   **RESPONSIBILITY**

All specimen processing staff and designated laboratory staff must understand and perform this procedure.

The Field Operations manager is responsible for the content and review of this procedure.

4.   **DEFINITIONS**

Priority Specimens: Specimens that appear in bold type are **ALWAYS** to be sent as STAT regardless of priority code utilized at time of order.

ROB: Reference Lab Order function. Utilized to create and modify order batches and generate packing lists for transmission to Quest Diagnostics.

Order Batch: Consists of a listing of Ref Lab orders that qualify to be sent to Quest Diagnostics for testing.

Packing List: Consists of a detailed listing of Ref Lab orders that qualified to the Order Batch. Once the packing list is generated the orders are electronically transmitted to Quest Diagnostics.

SOP ID: SGAH.S18, WAH.S17
SOP version #   1

CONFIDENTIAL: Authorized for internal use only.
Page 2 of 5

QDNIC: Quest Diagnostics Nichols Institute Chantilly

Tandem: QDNIC computer system

5.   PROCEDURE
   A. General information
       1. There are certain designated tests that QDNIC performs STAT and there are
           certain designated tests that will be sent as STAT regardless the of priority code
           used at time of order (see appendix).
       2. LIS aliquot labels will display "NOW" on the labels to denote that specimen
           needs to be sent to Quest Diagnostics STAT via a STAT Courier.
       3. Orders are electronically transmitted to Quest Diagnostics from Sunquest to the
           Tandem system. The Tandem system is unable to identify STAT requests.
       4. This procedure addresses how to properly process a STAT request so that Quest
           Diagnostics is able to identify the order as STAT and process accordingly.

   B. Process
       1. Create manual order batch list for STAT/Priority.
           a. Use Function ROB. Refer to procedure Specimen Processing Sendouts for
               details.
           b. Refer to the STAT List by Department (see appendix). The tests that are in
               BOLD are STAT/PRIORITY TESTS. These tests are **always** sent STAT.

       2. Match STAT specimen(s) to order batch list.

       3. QUEUE the created BATCH.
           a. Enter the BATCH LIST NUMBER and ACCEPT.
           b. Once the batch is queued, a packing list will be generated.
           c. Print the packing list

       4. Place a STAT label on the specimen.

       5. Place specimen in specimen bag and insert packing list into outside pocket of bag.
           Print a second packing list that will be placed in the Send-Out Logbook.

       6. Contact the department in Chantilly that will be performing the test. They will be
           waiting for the specimen.
           Note: If the test is only performed in San Juan Capistrano, Calif., call Customer
                   Service at 703-802-6950 and let them know the specimen is on the way.

       7. Call for stat courier if necessary. Store the specimen at the appropriate
           temperature until pickup.

       8. When courier arrives, complete the Courier Log including:
           a. Time the specimen was picked up.
           b. The courier records his/her initials.
           c. The specimen-processor will record his/her initials at the time the specimen
               was picked up.

6. **RELATED DOCUMENTS**
Specimen Processing Sendouts
Courier Logs (AG.F122, AG.F196)

7. **REFERENCES**
N/A

8. **REVISION HISTORY**

Version	Date	Reason for Revision	Revised By	Approved By
		Supersedes SOP S001.002		
000	1/9/2015	Section 6: add SOP and updated logs Section 9: update STAT list Footer: version # leading zero's dropped due to new EDCS in use as of 10/7/13	M Sabonis	S Khandagale

9. **ADDENDA AND APPENDICES**
A. STAT List by Department

Form revised 3/31/00

ADDENDUM A:

STAT LIST BY DEPARTMENT (Chantilly)
Effective 6/15/2004

If you are sending out one of the tests listed below, you MUST DO THE FOLLOWING:

1. **Call Quest for a STAT courier (703-802-7272)**
2. **Call department performing the test to let them know the test is coming. If at any time you are unable to speak to a person, contact Customer Services to direct you to someone in the department.**
3. **Create Ref Lab batch for <u>STAT</u> order.**
4. **Place STAT stickers on specimen and on the specimen bag.**
5. **The tests below that are indicated in <u>BOLD</u>, are ALWAYS SENT <u>STAT.</u>**

<u>LIS Code</u>	<u>Quest Test code</u>	<u>Test Name</u>	<u>Phone Ext at Chantilly</u>
			<u>(703-802-6900)</u>

Dept: CHEMISTRY

XIONCA	**306**	**Ionized Calcium**	**x5507**
XNAPPR	3782	Procainamide	x5100
XPROGE	745	Progesterone	x5100
XPYRAC	50411	Pyruvic Acid	x5507
XQUIND	766	Quinidine	x5100

Dept: COAGULATION

XHEPI	**883**	**Heparin Induced Platelet Ab (HIT test)**	**x5600**
XSRA	**414**	**Serotonin Releasing Antibody**	**x6950**
		[CONTACT Referral and Specimen Processing]	

Dept: TOXICOLOGY   **x6000**

XMETOH	**4301**	**Alcohol, Methyl**	
XAMTRP	423	Amitriptyline	
XCYAN	3091	**Cyanide**	
XCYCLO	8812	Cyclosporin, Monoclonal (FPIA)	
XDSCRU	126907	Drug Abuse Screen, Urine	
XETHOS	3852	Ethosuximide	
XETHGL	1381	**Ethylene Glycol**	
XIMIPR	887	Imipramine	
XLSRAT	21014	Lecithin Sphingomyelin (L/S) Ratio with Phosphatidylglycerol	
XLIDOC	605	Lidocaine	
XNORTP	272	Nortriptyline	
XPRIMI	6381	Primidone	

Dept: FLOW CYTOMETRY   **x5804**

Form revised 3/31/00

SOP ID: SGAH.S18, WAH.S17
SOP version # 1

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