

TRAINING UPDATE

Lab Location:

SGAH & WAH

Date Distributed:

2/9/2015

Department:

Client Service, Processing

Due Date:

3/4/2015

Implementation:

3/5/2015

DESCRIPTION OF PROCEDURE REVISION

Name of procedure:
Center for Health Equity and Wellness SGAH.S15, WAH.S14 v1
Description of change(s):
<p>Sections 1, 2, 4: Update organization name (<i>used to be Prevention and Wellness</i>)</p> <p>Section 5: Remove steps for collecting samples within the lab, update report distribution, add process for individual client to obtain reports</p> <p>This revised SOP will be implemented on March 5, 2015</p>

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	Center for Health Equity and Wellness	
Prepared by	Leslie Barrett	Date: 7/21/2009
Owner	Samson Khandagale	Date: 7/21/2009

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 explains the processing of specimens from the [Center for Health Equity and Wellness](#).

2. SCOPE

This procedure applies to all specimens from the [Center for Health Equity and Wellness](#).

3. RESPONSIBILITY

Client Services and Specimen Processing staff perform these tasks.

The Field Operations Supervisor/Manager is responsible for the content and review of this procedure.

4. DEFINITIONS

LIS – Laboratory Information System

[The Center for Health Equity and Wellness \(H&W\)](#) is an ongoing health screening program for the community. (Previously known as Prevention and Wellness or PAW)

5. PROCEDURE

A. Supplies and Orders

1. Supplies for blood collections are provided by the laboratory for samples/tests that will be delivered to the hospital lab for testing. Health Equity and Wellness (H&W) staff will arrange to pick up supplies several days prior to collections.
2. H&W clients are drawn at the event location by the H&W staff.
3. Specimens drawn at an outside location are labeled with patient name and delivered to the laboratory with the completed requisition form.
4. Orders are placed into the LIS as described in Order Entry SOP using the appropriate location code "PAW-"
5. Specimens must be received in the LIS with collect date/time and collector's code, in this case 850 (RN draw).
6. Label specimens with the corresponding barcode label and deliver to the appropriate Laboratory testing area.
7. File requisition forms with outpatient requests.

B. Result distribution

1. Results are scheduled on the Auto Fax server to print in the Health and Wellness office.
2. If the Laboratory receives a phone call for from Health and Wellness for results, laboratory staff must contact Laboratory IT to retransmit results to the Health and Wellness department.
3. Results are not to be handed over to a Health and Wellness client who may stop by at the Laboratory requesting lab reports. Health and Wellness clients must be directed to contact the Health and Wellness for a copy of the Laboratory test results.

6. RELATED DOCUMENTS

Order Entry, LIS procedure

7. REFERENCES

None

8. REVISION HISTORY

Version	Date	Reason for Revision	Revised By	Approved By
		Supersedes SOP S015.001		
000	1/26/2015	Section 1, 2, 4: Update organization name Section 5: Remove steps for collecting samples within the lab, update report distribution, add process for individual client to obtain reports Section 6: Add SOP Footer: version # leading zero's dropped due to new EDCS in use as of 10/7/13	S Khandagale	S Khandagale

9. ADDENDA AND APPENDICES

None

Approved draft for training all sites (version 1)