

## TRAINING UPDATE

**Lab Location:** SGAH  
**Department:** Processing, Core Lab

**Date Distributed:** 2/9/2015  
**Due Date:** 3/4/2015  
**Implementation:** 3/5/2015

### DESCRIPTION OF PROCEDURE REVISION

<b>Name of procedure:</b>
<b>Add-on Lab Orders for Pathology Specimen on WAH Patient SGAH.L899 v0</b>
<b>Description of change(s):</b>
<p>SOP changed from LIS to general lab policy and assigned new SOP #</p> <p>Section 5: Step A.3 - added process to verify QD requisition client #, how to correct if wrong and where to file a copy</p> <p><b>This SOP will be implemented on March 5, 2015</b></p>

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

Approved draft for training

Non-Technical SOP

<b>Title</b>	<b>Add-on Lab Orders for Pathology Specimen on WAH Patient</b>	
<b>Prepared by</b>	Leslie Barrett	Date: 1/23/2015
<b>Owner</b>	Lori Loffredo	Date: 1/23/2015

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

<b>Review:</b>		
<b>Print Name</b>	<b>Signature</b>	<b>Date</b>

## **TABLE OF CONTENTS**

1. PURPOSE.....	2
2. SCOPE .....	2
3. RESPONSIBILITY.....	2
4. DEFINITIONS.....	2
5. PROCEDURE.....	3
6. RELATED DOCUMENTS .....	4
7. REFERENCES .....	4
8. REVISION HISTORY.....	5
9. ADDENDA AND APPENDICES .....	5

---

### **1. PURPOSE**

This procedure outlines how to add laboratory orders to pathology specimens for Washington Adventist Hospital (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 a 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). If the specimen has a Quest Diagnostic (QD) requisition, verify that it contains a WAH client number (25224 for non-micro, 23494 for micro).
  - a. If the requisition contains the wrong client number or hospital site, notify Pathology staff to submit the correct requisition.
  - b. Retain a copy of the form in the daily requisition folder and submit the original to QD with the specimen.

### 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

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

## 7. REFERENCES

N/A

**8. REVISION HISTORY**

<b>Version</b>	<b>Date</b>	<b>Reason for Revision</b>	<b>Revised By</b>	<b>Approved By</b>
		Supersedes SOP SGAH.LIS47.001		

**9. ADDENDA AND APPENDICES**

None

---

**Approved draft for training all sites (version 1)**