TRAINING UPDATE

Lab Location:	GEC, SGAH & WAH	**Date Distributed:**	2/13/2015
Department:	Processing & Core	**Due Date:**	3/16/2015
		Implementation:	**3/17/2015**

DESCRIPTION OF PROCEDURE REVISION

Name of procedure:
Microbiology Specimen Receipt and Processing GEC.S02, SGAH.S32, WAH.S29 v2
Description of change(s):
Section 4: add definitions SREQ, SDES Section 5: update LIS functions and specimen labeling Section 6: add Receiving Orders SOP This revised SOP will be implemented on March 17, 2015

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

Approved draft for training (version 2)

Non-Technical SOP

Title	**Microbiology Specimen Receipt and Processing**	
Prepared by	Leslie Barrett	Date: 3/5/2010
Owner	Ron Master, Samson Khandagale	Date: 10/17/2012

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 outlines the process for documenting receipt of Microbiology specimens into the LIS.

2. SCOPE

This procedure applies to all Microbiology specimens received into the laboratory for testing.

3. RESPONSIBILITY

All specimen processing staff and technologists must process specimens according to the procedure.

4. DEFINITIONS

Lab Requisition - an Electronic order, Downtime Request form, or printed HIS Lab Requisition form

LIS – Laboratory Information System
HIS – Hospital Information System

SDES – Specimen Description
SREQ – Special Request

5. PROCEDURE

A. General Information

1. Specimens are received into the LIS via the functions OER, REI or Order Receipt/Modify.

2. All specimens must be properly labeled with two unique patient identifiers.
   a. The identifiers are patient name and medical record number. The patient billing (account) number is acceptable during computer downtime.
   b. Date and time of collection and initials/code of collector is required on all specimens.
   c. Refer to the lab policy 'Specimen Acceptability Requirements' for additional details and process for improperly labeled specimens.

3. Check all the orders in the LIS and ensure all of the test codes are correct.
   a. The specimen type should be appropriate for the test code,
      Examples: Stuart swab/media should be submitted for MRSA PCR
      Urine for urine culture
   b. Every Micro order must be on a **separate LIS accession number**.
   c. The test codes ordered should be the correct codes for the specimen type.
      1) Make the necessary test code changes if necessary before receiving the specimen.
      2) If the specimen types are mixed on one order number such as stool and urine on one order number, separate the orders by choosing one specimen type and canceling all orders for this specimen type. Reorder the tests under a new order number.

B. Receiving Specimens

1. Specimens will be labeled with an LIS label or a Cerner patient label. If a downtime requisition is submitted, verify patient identification on requisition and specimen match. ~~accompanied by a HIS requisition. Verify patient identification matches on the requisition, HIS label (applied to requisition) and specimen.~~
   ~~**Note**: Specimens may be received already labeled with an LIS Barcode label.~~

2. Use function OER, REI or Order Receipt/Modify to receive microbiology specimens.

3. Microbiology orders require entry of a specimen description (source) during the receiving process. To enter SDES, refer to section C.
   Note: SREQ (Special request) is not utilized in LIS; it automatically is resulted as 'HIDE'.

4. Input the collect time of the specimen. If the time is not on the requisition or tube, enter a collect time in the LIS of 5 minutes earlier than the current time.

5. Label all specimens with the LIS barcode label.

C. SDES

Basic Microbiology instructions:

1. System will prompt as below
   RESULT ENTRY AT RE FOR RESP
   SDES:
   SREQ: HIDE
   ACCEPT (A), MODIFY (M), OR REJECT (R)? **M**

2. If the specimen source was entered with the order, verify that the order and the specimen source are correct (do they match?). If they match, the specimen may be received. Proceed to the next step if they do not match.

3. If the source was not included when the test was ordered or is wrong, the order must be modified to include the source.
   a. At the " accept/modify/reject" prompt, select **M** (modify)
   b. Retype the test code **SDES** beneath the test at the "test prompt" (this will bring up the source request)
      - Type the culture source at the "source prompt"
      - Acceptable source codes may be found by typing a left bracket "[" followed by a few letters that describe the source.
        Example: "[nasal" will give the source code "NP"
      - Use a hyphen to add further descriptions
        Example: FOOT-RT for right foot

4. At the "accept/modify/reject" prompt, select **A** (accept)

6. RELATED DOCUMENTS

REI – Ordering Tests, Receiving Specimens, Reprinting Labels, LIS procedure
OER– Order Entry Review, LIS procedure
Receiving Orders in LIS, LIS procedure
Specimen Acceptability Requirements, Laboratory policy

7. REFERENCES

N/A

8. REVISION HISTORY

Version	Date	Reason for Revision	Revised By	Approved By
000	10/17/12	Update owners Section 4: add definitions Section 5: replace SMS with HIS, add LIS labeled specimens may be received	L Barrett S Khandagale	S Khandagale

Form revised 3/31/00

001	2/5/15	Section 4: add definitions SREQ, SDES Section 5: update LIS functions and specimen labeling Section 6: add Receiving Orders SOP Footer: version # leading zero's dropped due to new EDCS in use as of 10/7/13	L Barrett	S Khandagale

9. ADDENDA AND APPENDICES

None