TRAINING UPDATE

Lab Location: Department: WAH Processing & Core
 Date Distributed:
 11/19/2015

 Due Date:
 12/14/2015

 Implementation:
 12/15/2015

DESCRIPTION OF PROCEDURE

Name of procedure:

Lab Add On Orders, ED and Lab WAH.S918 v0

Description of change(s):

This is a new SOP for the trial process that has been in use since May 2015. It is a revision of the original draft, differences include:

- Change patient look up to search by MR and process to see orders
- Describe steps to receive 'add on' test and place new order if test can be added
- Add process to determine if OL monitor is not updating and how to resolve by 'recycling' it

This SOP will be implemented on December 15, 2015

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

Approved draft for training (version 0)

Non-Technical SOP		_
Title	Lab Add On Orders, ED and Lab	
Prepared by	Marie Sabonis	Date: 10/29/2015
Owner	Samson Khandagale	Date: 10/29/2015

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

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1. PURPOSE

This procedure defines the process for the Emergency Department (ED) to add on orders to specimens already received in Lab.

2. SCOPE

This procedure applies to Lab Add On Order requests generated by the ED via Cerner and is limited to blood (serum / plasma) and urine samples.

3. RESPONSIBILITY

Lab staff assigned to specimen processing must comply with this procedure. Lab staff is responsible for reviewing Add On Orders and determining whether specimen quantity and integrity are adequate. Lab staff will then determine if the requested test(s) can be added on.

4. **DEFINITIONS**

LABADD – The Sunquest code for Lab Add On Order which consists of two tests:

- AOTR = Add On Test Requested. This field displays the name of the test that is being requested as an Add On Order.
- AOST = Add On Status of Test This field is used to notify ED whether the Lab can process the test as an Add On Order or whether another sample is warranted. "Results" for both of these tests display in Cerner to provide the ED with the status of the request.

ILAB – Sample in Lab

NSO - New Sample Ordered

5. **PROCEDURE**

Specimen Processing will utilize a *dedicated* OL Monitor for add on orders ONLY. This OL Monitor will display Lab Orders Added to specimens already in the Lab by the ED.

1. Lab Add On Order displays on OL Monitor in Accessioning. Example noted below.

Ol_Monitor											
File Options Action Help Pause											
Priority	Accession	HID	Status	Coll Date	Coll Time	Location	Test	Name	Proc Time		
R	W19127	55	U	04/08	0930	TEST	LABADD	TEST, MARIE	15 min		

- 2. Obtain Sunquest Medical Record number from OL Monitor (*Medical Record is HID number 55 in above and subsequent examples*) and pull up order in Sunquest Laboratory Inquiry.
- 3. Search by Medical Record number by changing lookup to Medical Record Number and then click on search button.
- 4. Pertinent patient name, medical record number displays on the screen (see example below)

🎤 Sunquest Lab	oratory Inquir	y								- • ×
Lookup by Patie	nt ID	~	Value 55			Search +				
			By Defaul	lt HID Only						
Patient spec	ific lookun									
Search four 1	patient matching	"Patient II	=55"							
Name	Patient ID	HID	Date of Birth	Sex	Status	Last Activity	Location Code	Client ID	INS ID#	
TEST,MARIE	55	WAH	12/19/1980	F	ACT	10/23/2015	WLAB			

5. Click on Get Results button located at the right hand bottom of the screen (as shown below)

Sunquest Lab	oratory Inqu	iry	i Usradrank				C And			
Lookup by Patier	nt ID	v	Value 55			Search				
			By Default	HID Only						
Patient speci	fic lookup									
Search found 1 p	patient matchir	ng "Patient ID=	:55"							
Name	Patient ID	HID	Date of Birth	Sex	Status	Last Activity	Location Code	Client ID	INS ID#	
TEST,MARIE	55	WAH	12/19/1980	F	ACT	10/23/2015	WLAB			
4			10							•
Spacify rastri	ictions	Restrictions -	Days prior to last a	ctivity						ור
on time	CUOIS	Ester the desire	d sumber of days up t	in and includ	ing the lag	t day of activity				
Davs prior to	last activity	Enter the desire	a number of days up o	o anu inciuu	ing the las	t day of activity.				
O Date range		Last activity wa	s on 10/23/2015							
O Episode or ev	rent	Number of days	- (1.0000) 1 1	0/23/2015 (Friday)					
O Purged episod	des	Number of days	3 (1-9999) 1	0/23/2013 (riuay)					
0										
	L									
Code/View re	estrictions									
Code		Add	Code D	escription		Туре				
O Test codes						\mathbf{N}				
O Department o	odes	Remove	9							
View Suppresse	ed 🖌	Remove All)							
(
					Reprin	t Reg. Get Resu	lts <u>C</u> lear	Exit	<u>H</u> elp	

6. The Laboratory Inquiry displays the patient lab history for the current day including Accession number of Lab Add on order and test to be added (see below).

inquest Laborato	ory Inqui	ry									
	TE	ST,MA	RIE			Evnt Type	OP				
12/19/1980	(34Y)	Sex	F	SSN	Att phys 1	Dx (<u>0</u>)					
oital ID WAH		Location	WLAB		Att phys 2	Evnt Cmnt (<u>6</u>	D				
			\sim	1 day(s) prior to last activity:	(10/23/2015 - 10/23/201	5)			All tests	All de
All Orders 🚫 La	bo <u>r</u> atory	O Microl	biology 🔿	<u>B</u> lood Bank							
		_	M B	esults						Query performed at	0/23/2015 :
Vie Order Detail			Audi	t Trail 🗌 Se	lec <u>t</u>					Use	er <u>D</u> efined Fi
W19127	Collect	t D/T: 10	/23/2015 1	500		R Order account #: 9	eceive D/T: 999999	Order locatio	n: WLAB		
Order physician	:		CACCIAB	EVE MD, NI	COLLIS GEORGE						
Test Requested	d				Ma				(3096)	{w}	
Status					PENDING						
F400	Collect	D/T 10	/23/2015 1	430		D	eceive D/T: 10/2	3/2015 1500			
1455	conect		25/2015 1	450		Order account #: 9	999999	Order locatio	n: WLAB		
Order physician Basic Metabolic	1: Profile		CACCIAB	EVE MD, NI	COLAS GEORGE						
Dable Hetabolie					1 Enormo						
Liver Panel	•				PENDING						
CBC					PENDING						
Differential					PENDING						
					PENDING			CB			
PTT											

7. Screen also displays the previous orders that Add on test could be added to. In this example Mg could be added to BMP (see above).

- 8. Check in Spec Track or pertinent department to determine if you have a specimen to perform the testing.
- 9. If both specimen quantity and integrity are adequate to perform the requested test proceed as follows:

Notes:

- BNP CANNOT be added to sample already in the lab
- Coag tests cannot be added if samples are greater than 2 hours old
- Chemistry tests can be performed if samples are 4 hours old or less
- Add on testing pertains to serum/plasma and urine samples ONLY.
- Do NOT add on to microbiology cultures
- a. Receive LABADD (lab add on test) using Sunquest GUI General Laboratory function. (Refer to Order Receipt/Modify SOP for detail information) Sunquest GUI → General Laboratory → Orders → Order Receipt/Modify.

N. Order Recei	ot/Modification						
55 TEST.N	ARIE					Hospital ID	WAH Age 34Y Sex F
00 1001,0						Batch #	
Accession	Collected	Accn Received	STYP	Priority	Accession L Order Code	HIS Number	Cancel Reason (Tech)
110121	10/23/2015 1500				CHONOLO I	0714240	
4 💼	-			-	-		
				240.000			
W19127 /	Accession Level	Information		Search	Ey Accession	Number 🛃	Segrah
W19127	Accession Level	Information		Search	By Accession	Number M	Segrch
W19127 /	Accession Level	Information		Search Order	By Accession	Number 😿	Search
General I	Accession Level	Information		Search Order	Ey Accession Code(s) der Code H	Number 😿	sis Code
W19127 / General I 1 Collection D	Accession Level	Information		Search Order	By Accession Code(s) der Code H BADD	Number 💉	sis Code
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General I 1 Collection D Collection T Receive Tim Order Work Number of C	Accession Level nformation Nate 10/23/27 ime 1430 te 10/23/27 Data Code EDC~CC collections 1	Information	miggyar)	Search	By Accession Code(s) der Code H ADD	Number Diagno (H15-Humb	sis Code
General I 1 Collection D Collection T Receive Dia Receive Tim Order Work Number of C	Accession Level Information inte 10/23/20 inte 10/23/20 te 10/23/2	Information		Search	EV Accession Code(s) der Code H AADD	Number Diagno	sis Code
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W19127 J General I Collection T Collection T Receive Gar Receive Tir Order Work Number of t	Accession Level Information 10/22/27 10/23/2 10/23/2 10/23/2 10/23/2 10/23/2 10/23/2 10/23/2 10/23/2 10/23/2 10/23/2 10/23/2 10/23/2 10/23/2 10/23/2 10/23/2 10/23/2 10/23/2 10/23/2 10/23/2 10/23/2 10/23/2 10/23/2 10/23/2 10/23/2 10/23/2 10/23/2 10/23/2 10/23/2 10/23/2 10/23/2 10/23/2 10/23/2 10/23/2 10/23/2 10/23/2 10/23/2 10/23/2 10/23/2 10/23/2 10/23/2 10/23/2 10/23/2 10/23/2 10/23/2 10/23/2 10/23/2 10/23/2 10/23/2 10/23/2 10/23/2 10/23/2 10/23/2 10/23/2 10/23/2 10/23/2 10/23/2 10/23/2 10/23/2 10/23/2 10/23/2 10/23/2 10/23/2 10/23/2 10/23/2 10/23/2 10/23/2 10/23/2 10/23/2 10/23/2 10/23/2 10/23/2 10/23/2 10/23/2 10/23/2 10/23/2 10/23/2 10/23/2 10/23/2 10/23/2 10/23/2 10/23/2 10/23/2 10/23/2 10/23/2 10/23/2 10/23/2 10/23/2 10/23/2 10/23/2 10/23/2 10/23/2 10/23/2 10/23/2 10/23/2 10/23/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2 10/2	Information		Search	Ev Accession Code(s) der Code H AND H	Number S	sis Code

- b. After clicking on the save button the result window displays (See below). The Order Code LABADD displays along with the two test codes associated with the LABADD Order Code.
 - AOTR (Add On Test Requested) is highlighted in yellow. This is the test that the provider is requesting be added to the specimen already in the lab.
 - AOST (Add On Status of Test).
 - Type ILAB for Sample in Lab or NSO (New Sample Ordered)

5 TEST,I	MARIE					Hospital ID WAH Age	34Y Sex F
-	Result Entr	v					
ccession 19127	Patient	55 TE	ST, MARIE		Hosp	ital WAH	ech)
	Dept	Acc#	Order Code	Test Code	Results	QA Flags	8
_	Gen Lab	W19127	LABADD	AOST	ILAB		
			LABADD	AOTR	;Mg		
	-		-				
	-						Search
V19127							-
	Test AOST	Status			Result	<u> </u>	
eneral						_	
	Composed	Text ty	pe 📒	Auto Fill	Display Prior Resu	its Result code lookup	
	Iext	O Prelim	inary 🕞	isplay <u>Correct</u> i	on Delete all text	Load default text	
Collection		Pinai					
Collection							
Receive T							
Order Wo							
Number o							
					Save	ancel Help	Reschedule
			6				

c. Using the Sunquest GUI General Laboratory function, place a new order for the requested test. The **Collect date/time** will be the collect date /time of the original order. The **Receive date/time** will be the current date/time.

In the example below, you see Accession number W19221 is the original order. A MG add-on has been requested. Note the collect date/time is 04/08/2015 0900.

					Accession L	ist					
ccession	Collected	Accn Received	STYP	Priority	Order Code	HIS Number	Cance	el Reas	on (Te	ch)	
					BMP	C51229-0					
					CBCND (CBC)	C51228-0					
/19221	04/08/2015 0900	04/08/2015 0915			DIFF (CBC)	C51228-0					
					LIVP DTT1	C51230-0					
/10127	04/08/2015 0930					C51231-0					
1712/	04/00/2013 0930				CADADO	001190-0					
W19221 A General I	Accession Level	Information	/	Search <u>O</u> rder	By Accession	Number 🗸				Se <u>a</u>	rch
W19221 A General In 04/08/2015	Accession Level	Information	/	Search	By Accession	Number 💌				Se <u>a</u>	rch
W19221 General II 04/08/2015	Accession Level	Information		Search	By Accession	Number <table-cell></table-cell>	osis Cod	e		Se <u>a</u>	rch
W19221 F General II 04/08/2015 Collection D	Accession Level	Information		Search	By Accession Code(s) der Code M	Number <table-cell></table-cell>	sis Cod	e		Se <u>a</u>	rch
W19221 A General I 04/08/2015 Collection D Collection T	Accession Level	Information	/	Search	By Accession Code(s)	Number 🕑	osis Cod	e		Sea	rch
W19221 A General I 04/08/2015 Collection D Collection T Receive Dat	Accession Level nformation late 04/08/20 ime 0900 i.e 04/08/20	Information	í í	Search	By Accession Code(s) der Code M IP IC IC IP	Number v	sis Cod	e		Sea	rch
W19221 A General I 04/08/2015 Collection D Collection T Receive Dat Receive Tim	Accession Level Information Inte 04/08/20 Inte 0900 Inte 0900 Inte 0910 Inte 0915	Information	Î	Search	Ey Accession Code(s) der Code P CC P T1	Number 🕑	osis Cod	e		Se <u>a</u>	rch
W19221 A General In 04/08/2015 Collection D Collection T Receive Dat Receive Tim Phebotomis	Accession Level nformation wate 04/08/20 ime 0900 re 04/08/20 re 0915 t Code	Information		Search	By Accession Code(s) der Code M IP M SC P T1 T1	Number 🕑	sis Cod	e		Se <u>a</u>	rch
W19221 A General II D4/08/2015 Collection T Receive Dat Receive Tim Phlebotomis Order Work	Accession Level nformation inte 04/08/20 ime 0900 ime 0915 it Code load Code	Information		Search	By Accession Code(s) Code(s) P CC VP T1	Number v	osis Cod	le		Sea	rch

Old Order:

New Order: Note the new order (new accession #) has the original collect Date/Time of 04/08/2015 0900 **but** the received date/time is the current date/time and not the original received date/time.

Order Entry						
TEST-55 TES Date of birth 01/02/1 Hospital ID WAH	T,MARIE 980 (35Y) Sex F	Rule Messages				
Att Phys 1		Order Codes	Schedule Orders			
Att Phys 2						
		Order entry	/			
Patient Select Vi	ew Blood Bank Data (1)	Order Code	Order Description	Modifier		DX Code
General information		MG	Magnesium			
General Information						
	¥					
Collect date	04/08/2015					
Collect time	09:00					
Receive date	04/22/2015					
Receive time	11:47					
Order physician	40658 ~ CACCIAB					
Copy to phys 1						
Copy to phys 2						
Copy to phys 3						
Order comment	1 - 1					
Order account #	99999999					
Phlebotomist code					New Acc	assion
Workload code					New Acc	
Order location	TEST ~ TESTING				numb	or
Community Med Red	C				numu	
		Accession assignm	ent		•	
		Dept Sp	ecimen Comment		Acc #	HIS Order # Order Code
		GenLab			W25334	MG

d. In Sunquest GUI Order Entry, result AOST (Status) with **ILAB** (Sample in Lab) and then click on **Save**.

te of birth 01/03/10	180 (35V) Sev F						
te or birth 01/02/19	NOU (DOT) DEX F						18
spital ID WAR							1
Phys I		Order Codes	principal and a state of the st				
Phys 2		R.o. court	and the second sec				_
		Order gntry	Lab Add On		/		
tient Select) (Vie	w Blood Bank Data (1)	Order Code	Order Description	Modifier		DX Code	
neral information	(Order Modification)						
lect date	04/08/2015						
lect time.	09:30						
ceive date							
ceive time		Daniel Barris					
der physician	40658 ~ CACCIAB	Result Entry			and the second se		
ov to phys 1		Patient	TEST-55 TEST, MARI	E	Hospital WAH		
py to phys 2		CONTRACTOR NO					
py to phys 3		1.000					
der comment	Commence and the second	Dept	Acc# Order Code	Test Code Result	QA Flags		
der account #	99999999	Geo Lab. Hit	9127 LABADD	AOST ILAB			
ebotomist code		Gen Lab Wa	7127 UNBADD	ACTO IDAD			
rkload code			LABADD	AOTR :MG			
der location	TEST ~ TESTING						
mmunity Med Rec							
		2					
						100	
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		A Composed	ext type 📃 📒	Auto Pin Display 2	nor Results Besult code lo	okup	
		Text C	Preliminary	aniau Commiting	all text [tout default]	test in the second s	
			Final	obuly Foundation - Figure	Can revi A C Fran nermon	S Orde Order Code	
						L193-0 LABADD	
				X			
				Save	Cancel Hel	lp	
		-					
					_		
						And a standard from the standard of the standa	

- 10. If specimen quantity and/or integrity is **not** adequate to perform the requested test, proceed as follows:
 - a. In Sunquest GUI Order Entry for the LABADD order, result AOST (Status) with **NSO** (New Sample Ordered) then click on **Save**.

In this example an Alk Phos was requested. Lab was unable to perform.

ST-55 TEST.MARIE	Rule Messages					
of birth 01/02/1980 (35Y) Sev E	itale riccogeo					
aital ID WAH						· · · · · · · · · · · · · · · · · · ·
Phys I	Order Codes	Schedule Orders			1	
Phys 2	Orden entry					
	Order entry			/		
tient Select View Blood Bank Data (1)	Order Code	Order Description	Modifi	er		DX Code
eral information	LABADD	Lab Add On				
star jinormadon						
ect date 04/08/2015						
ect time 10:45						
eive date						
	Result Entry					
v to physician 40050 ~ CACCIAB	Patient	TEST-55 TEST,MAR	IE	Hospita	HAW I	
/ to phys 2				- F		
to phys 3						
r comment	Dept	Acc# Order Code	Test Code	Results	QA Flags	
r account # 99999999	GenLab W1	9266 LABADD	AOST NS	0		
ootomist code		LABADD	AOTR ;al	k phos		
munity Med Rec						
					-	
					-	
	Test AUST S	tatus	Res			
	Т	avt type	Auto Fill	Display Prior Results	Result code lookup	
	A Composed	Broliminany				
	<u>l</u> ext	Final	Display <u>C</u> orrection	Delete all text	Load default text	Order # Order Code
						LABADD
			$\mathbf{\cdot}$		4	210/02
					1	
				Save Car	cel <u>H</u> elp	
					Review	Assign Acc Assign HIS Reassign Acc(2)
					(Coric <u>iii</u>	Cumplifier (The Cumplifier of The

- b. Place a new order in Sunquest, call the ED and inform them we are tubing labels for them to collect sample for add on test. Tube label(s) to the ED and document date/time/name of person taking the call in the LIS.
- 11. The OL Monitor application WILL need to be recycled if it is not updating (i.e., receive date/times are not displaying any current date/times) or one of the following messages are displaying:
 - If message window displays "Sync with SmarTerm server failed check setting and restart program."
 - If message window displays "out of string space"

To recycle the OL Monitor application:

a. First shut down SmarTerm. From the top of the screen, use your mouse to click on **Action** and then click on **Shutdown SmarTerm OLE Server**

- OL Monitor	and the second								
File Options [Action Help Pause		/						
Priority	Start	Status	Cell Date	Coll Time	Location	Test	Name	Proc Time	
R	Stop	U	06/15	0820	TEST	LABADD	DO NOT, REMOVE	3 hrs	
11 C	Reprocess								
C	Shutdown Smarterm OLE Server								
		1							

SmarTerm will slowly start to shut down. You can see that it is closing down by looking at the message on the bottom of the screen and the blue square will count down. The SmarTerm icon on the task bar will close when shutdown request is completed.



b. Next, close the OL Monitor application by clicking on **FILE** in upper left hand corner of application and select **Exit**. It will take a couple minutes for the application to shut down.



c. Once application closes, click on the smiley face ⁽ⁱ⁾ on the desktop to start it back up. It will take a couple minutes for the application to load and for the software to run the Overdue Log behind the scenes.



d. Finally, re-start SmarTerm. From the top of the screen, use your mouse to click on **Action** then click on **Start.**

OL Monitor									
File Options	Action He Pause								
Priority	Start	Status	Coll Date	Coll Time	Location	Test	Name	Proc Time	
R	Stop	U	06/15	0820	TEST	LABADD	DO NOT, REMOVE	3 hrs	
	Reprocess								
	Shutdown Smarterm OLE Server								
		1							

Note: If you are having issues with SmarTerm you make have to click on the "SmarTermFix" icon located on the desktop. Double click and it will blink.

6. RELATED DOCUMENTS

Order Entry, LIS procedure Specimen Storage via Spec Track, Specimen Processing procedure

7. **REFERENCES**

N/A

8. **REVISION HISTORY**

Version	Date	Reason for Revision	Revised By	Approved By

9. ADDENDA AND APPENDICES None