

TRAINING UPDATE

Lab Location: SGAH and WAH
Department: Field Operations

Date Implemented: 7/15/2016
Due Date: 7/31/2016

DESCRIPTION OF PROCEDURE REVISION

Name of procedure:
Rescheduling Draws
Description of change(s):
<ol style="list-style-type: none">1. If a patient refuses a blood draw, the laboratory will CANCEL the draw. We will not reschedule. A new order is required if the RN or MD speaks to the patient and the patient later consents.2. STAT, ASAP, and TIMED draws should not normally rescheduled.3. Orders for lactate (LACT), Troponin (TROP1 or CIEP4), or aPTT (PTT1) should not be rescheduled whenever possible. The turn-around-time of these tests is monitored for accreditation.4. You must enter the name of the person you notified of the reschedule in the modifier area of the reschedule screen (see attached instructions).

Electronic Document Control System



Document No.: SGAH.P14[3]

Title: Rescheduling Draws

Owner: LESLIE BARRETT

Status INWORKS

Effective Date: 10-Aug-2016

Next Review Date:

Non-Technical SOP

Title	Rescheduling Draws	
Prepared by	Leslie Barrett	Date: 5/22/2009
Owner	Samson Khandagale	Date: 5/22/2009

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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Form revised 3/3/00

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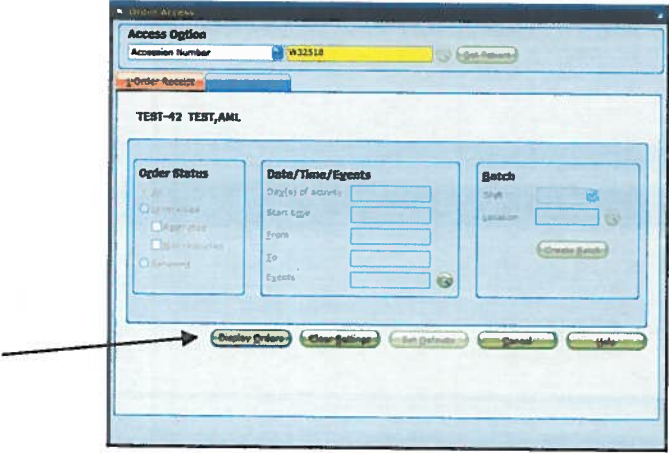
1. **PURPOSE**
 To define the process for rescheduling blood draws in the laboratory computer system if they are unable to be collected as requested.
2. **SCOPE**
 All phlebotomy staff must understand and adhere to this procedure for rescheduling blood draws.
3. **RESPONSIBILITY**
 All phlebotomy staff must understand and adhere to this procedure for rescheduling blood draws.
4. **DEFINITIONS**
 N/A
5. **PROCEDURE**

Step	Action
1	Specimens may be rescheduled for the following reasons: A. The patient was not fasting and the test requires a fasting specimen. B. The patient is a difficult venipuncture or the lab is unable to collect the specimen (refer to procedure, "Unobtainable Specimens). C. The physician will collect the specimen. D. The patient is receiving radioisotopes or blood transfusion. E. The nurse will collect from an IV line or indwelling catheter. F. The patient is not wearing a hospital wristband. G. The patient is not available for specimen collection or is in a procedure. H. The patient is on dialysis.

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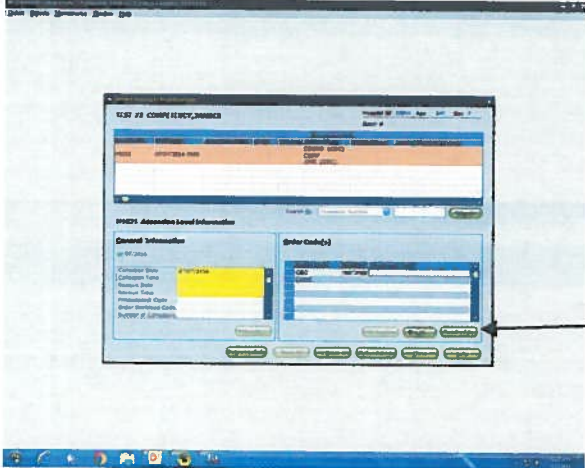
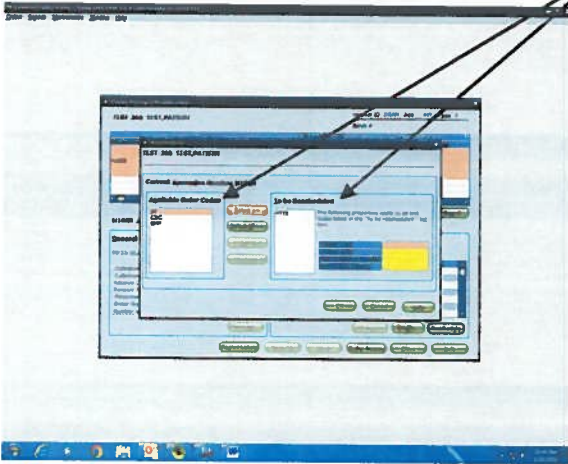
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Step	Action
2	<p>A. Routine draws are rescheduled for the next hour if they cannot be obtained. For example, if a test ordered for 0900 cannot be obtained, it will be rescheduled for 1000.</p> <p>B. STAT, ASAP, and TIMED draws will not be rescheduled unless specifically requested by a nurse or provider.</p> <p>C. Whenever possible, do not reschedule the following tests. They are used for accreditation metrics.</p> <ul style="list-style-type: none"> a. Lactate (LACT) b. Troponin (TROPI1 or CIEP4) c. aPTT (PTT1)
3	<p>Notify the patient's nurse whenever rescheduling a collection. Document the nurse's first initial and full last name in the laboratory computer system.</p>
4	<p>Access Sunquest function "Order Receipt Modify."</p> <ul style="list-style-type: none"> A. From the Sunquest main menu, select "General Lab." B. Click on "Orders." C. Select "Order Receipt Modify" from the dropdown menu. 
5	<p>Select the accession number.</p> <ul style="list-style-type: none"> A. Open the "Access Option" dropdown menu and select "Accession Number." B. Enter the accession number of the specimen to be cancelled in the open field then click "Get Patient." C. Click the "Display Orders" button. 

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Step	Action
6	<p>From the “Order Receipt/Modification” window,</p> <p>A. Type the name of the person notified in the modifier area. Note: You must type a semi-colon “;” first.</p> <p>B. Click “Reschedule.”</p> 
7	<p>The tests on the accession you selected will appear on a “Reschedule” window. Complete one of the following:</p> <p>A. Click the “Select All >>” button if all tests are to be rescheduled.</p> <p>B. Select the tests to be rescheduled if only part of the tests will be rescheduled.</p> <p style="padding-left: 40px;">a. Highlight the test to be rescheduled.</p> <p style="padding-left: 40px;">b. Click the “Select>>” button.</p> <p>The selected tests will move from the left column to the right column on the screen.</p>  <p>Verify that all tests to be rescheduled appear in the “To Be Rescheduled” field on the right of the screen.</p>

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Step	Action
8	Complete the following fields: A. Collect Date = the new date on which the sample should be drawn B. Collect Time = the new time on which the sample should be drawn C. New Accession Number = Click in this box to assign a new accession number. Note: This field will only appear when not all tests on the accession are being rescheduled. D. Reschedule Reason = the English text code that corresponds to the reason for reschedule (Refer to the Sunquest Cancellation/Reschedule Reasons for a list of English text codes, AG.F164).
9	Verify all information is correct and press the "OK" button. An "R" will display to the left of each test that was rescheduled.
10	Click the "Save" button.

6. RELATED DOCUMENTS

Sunquest Cancellation/Reschedule Reasons (AG.F164)

7. REFERENCES

None

8. REVISION HISTORY

Version	Date	Reason for Revision	Revised By	Approved By
		Supersedes SOP P020.001		
000	6/10/12	Section 5: Remove list from part A, add attachment Section 9: Attachment added	S. Khandagale	S. Khandagale
001	8/4/14	Section 4: Remove code for PNOT Section 5: Remove REI, add reference to addenda Section 6: Move attachment from section 6 Section 9: Add LIS process Footer: Version # leading zeroes dropped due to new EDCS in use as of 10.7.13	S. Khandagale	S. Khandagale
2	7/6/16	Header: Added other site Section 5: Updated format and wording for clarity. Added reasons for reschedule. Added restrictions to rescheduling based on priority and sample type. Updated LIS process and documentation Section 9: Removed appendix (added to section 5)	S Codina	N Cacciabeve

9. ADDENDA AND APPENDICES

None

Form rev/ed 3/3/1/00