

TRAINING UPDATE

Lab Location: GEC, SGMC & WAH
Department: All staff

Date Distributed: 8/17/2016
Due Date: 9/18/2016
Implementation: 9/19/2016

DESCRIPTION OF PROCEDURE REVISION

Name of procedure:
Cancelling Tests or Orders SGAH.L39 v1 Note: this has been converted to a system SOP
Description of change(s):
<p>Section 5: Updated format and wording for clarity. Removed references to Sunquest function CR and Crediting. Added requirement to reorder testing when the order is cancelled due to specimen labeling or integrity issues and to write a PI/Variance when cancelled due to labeling issues. Added GUI instructions.</p> <p>Section 6: remove retired SOP Section 9: move form to section 6</p> <p>This revised SOP will be implemented on September 19, 2016</p>

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

Non-Technical SOP

Title	Cancelling Tests or Orders	
Prepared by	Leslie Barrett, Marie Sabonis	Date: 2/17/2012
Owner	Robert SanLuis	Date: 2/17/2012

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

To define the processes to cancel a laboratory order or test.

2. SCOPE

This procedure applies to all laboratory orders and tests. Physician or nurse authorization is required to cancel any order with the exception of a duplicate order.

3. RESPONSIBILITY

All Laboratory staff must understand and adhere to this procedure for cancelling specimens.

4. DEFINITIONS

- A. Duplicate order – the same test(s) ordered for same date/time or test(s) included in a battery ordered for same date/time.
- B. HIS – Hospital Information System (AKA Cerner)

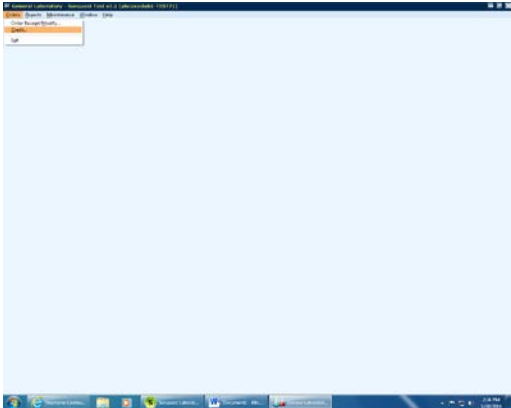
5. PROCEDURE

General Process

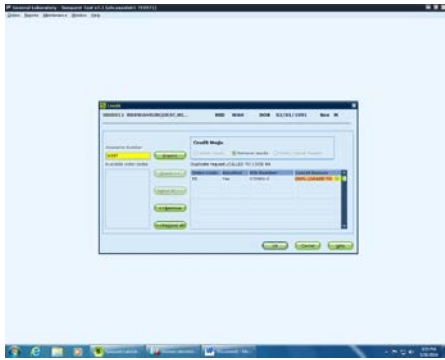
Step	Action
1	Do not use this function if testing has been resulted. Refer to procedure, “Credit without removing results.”

Step	Action
2	Request that the nurse or provider cancel test orders that have not yet been collected in the HIS if the testing is no longer needed/requested. <ul style="list-style-type: none"> A. Nurse-to-collect orders that have not been received in the laboratory will automatically cancel after 7 days. B. Orders cannot be cancelled in the HIS if they have been electronically received in the laboratory system.
3	If a nurse or physician requests that the laboratory cancel a specimen that has been electronically received in the laboratory but not tested, obtain the following information: <ul style="list-style-type: none"> A. Patient name B. Patient medical record number C. Test(s) to be cancelled D. Date and time of the order E. Reason for cancelling F. First and last name of the requestor
4	Follow one of the procedures below to cancel. <ul style="list-style-type: none"> A. Use GUI instructions to cancel in Sunquest GUI. B. Use SmarTerm instructions to cancel in Sunquest SmarTerm.

GUI Instructions

Step	Action
1	Access Sunquest GUI function, “General Laboratory.”
2	Select the “Orders” box and select “Credit” from the dropdown menu. 
3	A credit screen will appear. Type the specimen accession number in the yellow box then click on the “inquiry” button.

Form revised 3/31/00

Step	Action
4	The tests associated with the accession number you entered will appear in the “Available order codes” box. Highlight the test to be cancelled and click the “select” button. This will move the selected test to the right-hand side of the screen.
5	In the “credit mode” box, click the radial button to highlight “Remove results.”
6	<p>In the “Cancel reason” box, enter the reason for cancellation and who was notified.</p> <ul style="list-style-type: none"> A. Enter the mnemonic for the reason code that corresponds to why you are cancelling the test. Refer to the “Sunquest Cancellation / Reschedule Reasons” addendum. B. Enter a hyphen and semi-colon “-;” after the mnemonic. C. Enter a comment, “Notified NAME.” D. Press the “tab” key. E. Example: DUPL-;Notified J.Doe, RN 
7	Click the “OK” button.
8	<p>If the warning box, “The following orders have been resulted: Crediting the orders will remove the results. Do you wish to continue?” appears,</p> <ul style="list-style-type: none"> A. For laboratory specimens, click “No” and use the procedure, “Credit without removing results.” Never cancel a test that has been resulted. B. For microbiology specimens, verify that the only result entered is the source and click “Yes” to continue. C. For blood bank specimens, verify that the only result entered is the T&S expiration date and click “Yes” to continue.
9	If the test or order was cancelled due to a specimen labeling or integrity problem, reorder the testing using procedure, “REI - Ordering Tests, Receiving Specimens, Reprinting Labels” (for SmarTerm) or “Order Entry” (for GUI).
10	Write a PI/Variance form and attach a copy of the specimen label for any specimen that is cancelled due to incorrect labeling.

SmarTerm Instructions

Step	Action
1	Access Sunquest SmarTerm function “OER.”
2	At the “Lookup Mode: Hosp No” prompt, type the patient’s medical record number and press “enter.”
3	Select the correct patient from the list of patient’s that appears.
4	At the “Date/Days/Events” prompt, type the date the specimen was cancelled. Alternatively, you can press return to autofill with the current date.
5	At the “Start time” prompt, type the time the specimen was cancelled. Alternatively, you can press return to autofill with the current time.
6	At the “Quit <Q> Cancel (C) Acc (#)” prompt, type C- followed by the specimen accession number and press enter. For example, C-F12345.
7	At the “Test-1” prompt, type mnemonic of the test to be cancelled.
8	<p>At the “Reason” prompt,</p> <ul style="list-style-type: none"> A. Type the English text code reason that corresponds to why the specimen is being cancelled. Refer to the “Sunquest Cancellation/Reschedule Reasons” addendum. <ul style="list-style-type: none"> a. Do not type a semi-colon “;” before the code. b. Do not freetext a reason. B. The ETC will be followed by a dash and semi-colon “-;” C. Follow the -; with the first and last name of the person notified as well as the date and time of notification. D. Do not use commas “,” or special characters. E. For example: QNS-;Jane Doe 7/29/16 1351
9	If additional tests need to be cancelled, enter them at the “TEST-2” and subsequent prompts. Press “enter” at this field to move to the next prompt.
10	At “Accept (A), Modify (M), Reject (R)” prompt, type “A” for accept then press the “return” key.
11	If the "RESULTS FILED. DELETE?" message displays, stop and do not cancel the order. Bring this order to the attention of the supervisor or group lead for resolution.
12	If the test or order was cancelled due to a specimen labeling or integrity problem, reorder the testing using procedure, “REI - Ordering Tests, Receiving Specimens, Reprinting Labels” (for SmarTerm) or “Order Entry” (for GUI).
13	Write a PI/Variance form and attach a copy of the specimen label for any specimen that is cancelled due to incorrect labeling.

Orders that are cancelled by a reference laboratory

Step	Action
1	Document the cancellation on the reference test log.
2	Determine if we have an acceptable sample for testing and resubmit as indicated.
3	If we do not have an acceptable sample, notify the provider's office or nursing unit and cancel the testing per instructions above.

6. RELATED DOCUMENTS

Credit Without Removing Results, LIS procedure
 REI - Ordering Tests, Receiving Specimens, Reprinting Labels
 Order Entry
 Sunquest Cancellation / Reschedule Reasons (AG.F164)

7. REFERENCES

None

8. REVISION HISTORY

Version	Date	Reason for Revision	Revised By	Approved By
		Supersedes SOP L054.000		
000	8/9/16	Header: add other sites Section 5: Updated format and wording for clarity. Removed references to Sunquest function CR and Crediting. Added requirement to reorder testing when the order is cancelled due to specimen labeling or integrity issues and to write a PI/Variance when cancelled due to labeling issues. Added GUI instructions. Section 6: remove retired SOP Section 9: move form to section 6 Footer: version # leading zero's dropped due to new EDCS in use as of 10/7/13	L Barrett S Codina	RSanLuis

9. ADDENDA AND APPENDICES

None