

**TRAINING UPDATE**

**Lab Location:** SGMC and WAH      **Date Implemented:** 2.14.2017  
**Department:** Phlebotomy      **Due Date:** 2.28.2017

**DESCRIPTION OF PROCEDURE REVISION**

**Name of procedure:**

Unreceived Specimen List for Phlebotomist Collections

**Description of change(s):**

1. Format and wording of procedure were updated for clarity.
2. Night shift will now be required to pull and resolve the unreceived collection list for the previous day after midnight. Previously, this was not pulled until 7am. We will pull after midnight and at 7am.

## Electronic Document Control System



**Document No.:** SGAH.P897[1]

**Title:** Unreceived Specimen List for Phlebotomist Collections

**Owner:** LESLIE BARRETT

**Status:** INWORKS

**Effective Date:** 15-Mar-2017

**Next Review Date:**

Non-Technical SOP

<b>Title</b>	<b>Unreceived Specimen List for Phlebotomist Collections</b>	
<b>Prepared by</b>	Samson M. Khandagale	Date: 12.19.2014
<b>Owner</b>	Samson M. Khandagale	Date: 12.19.2014

<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>		
<b>Local Issue Date:</b>		<b>Local Effective Date:</b>

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

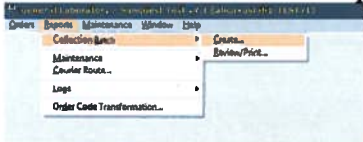
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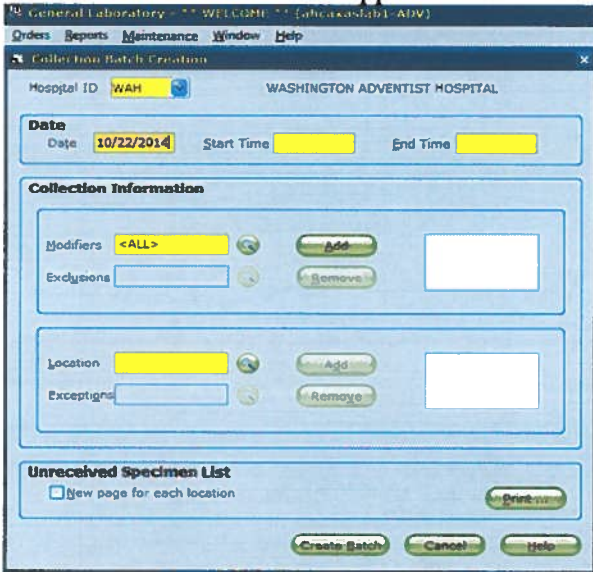
- 1. PURPOSE**  
 This procedure describes the steps to print an un-received specimen list and resolve any uncollected phlebotomy specimens.
- 2. SCOPE**  
 This procedure applies to lab-collect specimen. Nurse-collect specimens are excluded from this procedure.
- 3. RESPONSIBILITY**  
 Phlebotomy staff must understand and adhere to this procedure.  
 Field Operations manager / supervisor are responsible for the content and review of this procedure.
- 4. DEFINITIONS**  
 N/A
- 5. PROCEDURE**

Step	Action
1	The unreceived specimen list will be printed at the intervals listed in appendix A. The Charge Rep must review and clear each list, then initial that the report was printed at the designated time.
2	Access Sunquest GUI function “General Laboratory.”
3	Click “Reports.” <ul style="list-style-type: none"> <li>• Select “Collection Batch” from the dropdown menu.</li> <li>• Select “Create” from the dropdown menu.</li> </ul> 

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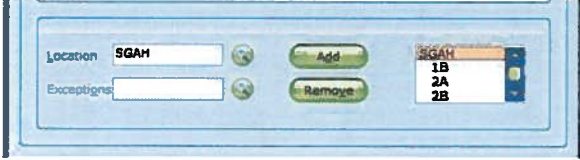

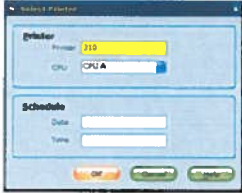
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Step	Action
4	<p>A "Collection Bath Creation" window will appear.</p> 
5	<p>At the "Hospital ID" prompt, select the hospital for which you are creating the batch.</p> <ul style="list-style-type: none"> <li>A. SGAH = Shady Grove Medical Center</li> <li>B. WAH = Washington Adventist Hospital</li> <li>C. ABH = Adventist Behavioral Health</li> <li>D. ARH = Physical Health and Rehabilitation (previously Adventist Rehabilitation Hospital)</li> </ul>
6	<p>At the "Date" prompt, current date defaults.</p> <ul style="list-style-type: none"> <li>A. Press the "tab" key to default the current date and move to the next field.</li> <li>B. On nightshift, it is necessary to ensure all collections were completed before midnight. Type the previous date in the field and press the "tab" key.</li> </ul>
7	<p>At the "Start Time" prompt, press the "tab" key to default a time of "0000."</p>
8	<p>At the "End Time" prompt, type the end time for the report then press the tab key. Refer to appendix A.</p>
9	<p>In the "Collection Information" box, the word "&lt;ALL&gt;" will appear in the modifier box. Click the "Add" button to move this to the right column.</p>

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Step	Action
10	<p>At the “Location” prompt, type the location that corresponds to the list you wish to pull then click the “Add” button. The location will copy to the box on the right side of the screen. Refer to the hospital ID in step 4 above.</p> <ul style="list-style-type: none"> <li>A. For hospital ID “SGAH”, type “SGAH.”</li> <li>B. For hospital ID “WAH”, type “WAH.”</li> <li>C. For hospital ID “ABH”, type “ABH.”</li> <li>D. For hospital ID “ARH”, type one of the following.                             <ul style="list-style-type: none"> <li>a. Type “ARHR” for the Rockville site.</li> <li>b. Type “ARHT” for the Takoma Park site.</li> </ul> </li> </ul> 
11	<p>In the “Unreceived Specimen List” section, make sure the “New page for each location” is <u>not</u> checked.</p> 
12	<p>Click the “Print” button.</p>
13	<p>A “Select Printer” box will appear. At the “Printer” prompt, type the printer on which the report should be printed then click “OK.”</p> 
14	<p>The Charge Rep or designee will perform the following:</p> <ul style="list-style-type: none"> <li>A. Review all orders and print labels as needed to complete the blood collections. All collections that fall within the current shift or a previous shift must be addressed.</li> <li>B. Identify any specimens that have been collected but have not been received in Sunquest.</li> <li>C. Distribute labels to phlebotomy staff for collection.</li> <li>D. Document resolution on the unreceived log.</li> <li>E. Reschedule draws as applicable.</li> <li>F. Attach the completed logs to the Daily Duties Pass Down Checklists/Logs.</li> </ul>

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**6. RELATED DOCUMENTS**  
NA

**7. REFERENCE**  
*Laboratory for Windows User's Guide* for Sunquest Laboratory, Software Version 7.1

**8. REVISION HISTORY**

Version	Date	Reason for Revision	Revised By	Approved By
0	2.3.17	Header: Added WAH Section 5: Updated format and wording for clarity. Section 9: Updated appendix A.	SCodina	NCacciabeve

**9. ADDENDA AND APPENDICES**  
Appendix A: Unreceived Specimen List Schedule

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**Appendix A**  
**Unreceived Specimen List Schedule**

Shift	Print Time	List Start and End Time	Hospital ID
First	0700	0000 to 0700	SGAH or WAH
	0700	0000 to 2400 for the prior day	All HIDs
	0800	0000 to 2400	ARH
	0900	0000 to 1330	SGAH or WAH
	0900	0000 to 2400	ABH
	1130	0000 to 1330	SGAH or WAH
	1300	0000 to 1330	SGAH or WAH
Second	1330	0000 to 2200	SGAH or WAH
	1500	0000 to 2200	SGAH or WAH
	1500	0000 to 2400	ABH
	1700	0000 to 2400	ARH
	1830	0000 to 2200	SGAH or WAH
	2100	0000 to 2400	SGAH or WAH
	2100	0000 to 2400	ARH (SGAH Only)
Third	2200	0000 to 2400	SGAH or WAH
	0000	0000 to 2400 for the prior day	All HIDs
	0100	0000 to 0400	SGAH or WAH
	0230	0000 to 0400	SGAH or WAH

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