Lab Location: SGMC and WAH   **Date Implemented:** 1/19/2018
Department: Processing   **Due Date:** 2/5/2018

DESCRIPTION OF PROCEDURE REVISION

Name of procedure:

Pending Log for Nurse Collected Specimens

Description of change(s):

1. Pending logs will be printed at the following times:
    a. SGMC and WAH: 4:30 am, 1:00 pm, and 9:30 pm
    b. ARH and ABH: After morning run processing and prior to evening collections

2. Follow up on ALL body fluid orders pending more than 2 hours.

3. Follow up on pending nurse-collect specimens:
    a. ED collections more than 2 hours old
    b. STAT/ASAP collections more than 4 hours old
    c. Routine orders more than 8 hours old

4. Follow up on any missing phlebotomist-collected specimens that are overdue.

5. Attach a copy of the log to the daily duties checklist for each shift.

Electronic Document Control System

Quest Diagnostics

Document No.: SGAH.S914[2]

Title: Pending Log for Nurse Collected Specimens

Owner: LESLIE BARRETT

Status INWORKS

Effective Date: 11-Feb-2018

Next Review Date:

Non-Technical SOP

Title	Pending Log for Nurse Collected Specimens	
Prepared by	Samson M. Khandagale	Date: 5.7.2015
Owner	Stephanie Codina	Date: 1.12.2018

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

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1. PURPOSE

This procedure describes the steps to print and resolve Pending Logs for nurse collected specimens.

2. SCOPE

This procedure applies to unreceived, nurse-collect specimens that appear on the pending log.

3. RESPONSIBILITY

Processing staff members must understand and adhere to this procedure for printing and resolving pending logs.

4. DEFINITIONS

NA

5. PROCEDURE

Printing Pending Logs

Step	Action
1	Pending logs should be printed using the following schedule: A. WAH and SGMC = prior to the end of each shift (4:30am, 1pm, and 9:30pm). B. ARH and ABH = after morning run processing and prior to the evening collection
2	Access Sunquest SmarTerm function "PL" for pending logs.
3	At the "Printer" prompt, enter the number of a valid printer and press "enter."
4	At the "Use Host <A>: A" prompt, press "return."

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Step	Action
5	At the "Start Date" prompt, type "T-3" and enter to default the previous 3 days.
6	Press "return" at the following prompts to accept the default entries. A. Start Time: 0000 B. Cut-Off Date: Current date C. Cut-Off Time: Current time D. Include preliminary results?: No E. Include AD comment?: Yes F. Print rack numbers?: No
7	At the "Print expanding comments?" prompt, type "Y" and press "return" for yes.
8	At the "(A)ll (R)eceived (U)nreceived specimens:" prompt, type "U" and press enter for unreceived specimens.
9	At the "Hospital ID(s)" prompt, type the ID of the hospital(s) for which you want a pending log and then press "enter." A. SGAH = Shady Grove Medical Center B. WAH = Washington Adventist Hospital C. ARH = Adventist Rehabilitation Hospital D. ABH = Adventist Behavioral Health Hospital
10	At the "Worksheet(s)" prompt, press "enter" to default "all worksheets."
11	At the "Lab Locations" prompt, A. For SGAH, WAH, and ABH, press "enter." B. Type "ARHR" and "enter" to pull for Adventist Rehabilitation Hospital, Rockville. C. Type "ARHT" and "enter" to pull for Adventist Rehabilitation Hospital, Takoma Park.
12	At the "Accept Modify Reject" prompt, type "A" for accept and press "enter."
13	The report will print on the designated printer.

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Review the Report

Step	Action
1	Check all pending body fluid, culture, and urine orders. A. Verify that the orders do not represent add on orders for a received specimen. Receive orders if applicable. B. Verify that the specimen is not in the "specimens without orders" bin. Receive the order if applicable. C. Notify the patient care area when body fluid orders are pending for more than 2 hours. Document the name of the person notified and the time on the log. D. If the specimen will not be sent, instruct the nursing unit to cancel the order.
2	Using the priority code, check any nurse-collect specimen (this is any priority associated with the letters "RN"). A. Notify the nursing unit for any STAT, ASAP, or TIMED specimen that is more than 4 hours past the intended collect time. B. Notify the nursing unit for any routine specimen that is more than 8 hours past the order time. C. Document the name of the person notified and the time called on the log.
3	Check for any ED specimen that has been pending for more than 2 hours. A. Verify that the specimen is not in the "specimens without orders" bin. Receive the order if applicable. B. Notify the ED of any pending specimens or duplicate orders. C. Document the name of the person you spoke with and the time called on the log.
4	Check the log for any overdue lab collect orders. Notify phlebotomy when the following occur: A. Timed specimens that exceed the intended collect time by 30 minutes or more. B. STAT or ASAP specimens that have been pending more than 60 minutes from the order time. C. Routine specimens that have been pending more than 4 hours from the order time.

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Step	Action
5	Attach the completed log to the daily duties checklist.

6. RELATED DOCUMENTS
Specimen Processing Daily Duties Checklist (AG.F334)

7. REFERENCE
N/A

8. REVISION HISTORY

Version	Date	Reason for Revision	Revised By	Approved By
0	10/8/15	Section 5: specify WAH only for part D, remove non-nurse collection instructions Section 6: update form number	L Barrett	S Khandagale
1	1/12/18	Updated owner Header: Added WAH Section 5: Changed frequency and times at which to pull reports. Changed report parameters to include the preceding 2 days and add comments to report. Updated requirements for review.	SCodina	NCacciabeve

9. ADDENDA AND APPENDICES
None

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