

TRAINING UPDATE

Lab Location: SGMC and WAH **Date Implemented:** 6.18.2018
Department: Processing **Due Date:** 6.30.2018

DESCRIPTION OF PROCEDURE REVISION

Name of procedure:	
Miscellaneous Test Ordering	
Description of change(s):	
<ol style="list-style-type: none">1. Original procedure was broken into 2 separate procedures; the billing process was removed from the processing SOP.2. Approval can now be obtained from any member of the TECHNICAL management team (Dr. Cacciabeve, Rob, Stephanie, Zanetta, or Hollie). Previously, only Dr. Cacciabeve, Rob, and Stephanie could approve.	

Electronic Document Control System



Document No.: SGAH.S16[4]

Title: Miscellaneous Test Ordering

Owner: LESLIE BARRETT

Status: INWORKS

Doc Effective Date: 13-Jul-2018

Next Review Date:

Non-Technical SOP

Title	Miscellaneous Test Ordering		
Prepared by	Leslie Barrett	Date:	7/22/2009
Owner	Stephane Codina	Date:	5/30/2018

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: INWSM 3.31/09

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1. PURPOSE
 This procedure outlines the process for ordering a miscellaneous test that is not defined in Sunquest.

2. SCOPE
 This procedure applies to any test that is not defined in Sunquest.

3. RESPONSIBILITY
 All processing staff members must understand and adhere to this procedure when processing miscellaneous test orders.

4. DEFINITIONS
 None

5. PROCEDURE

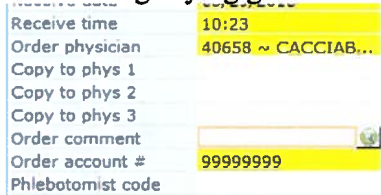
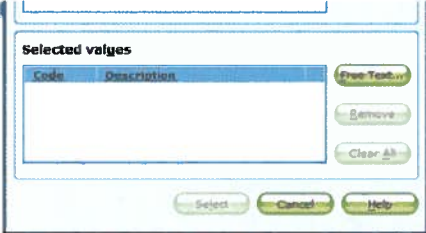
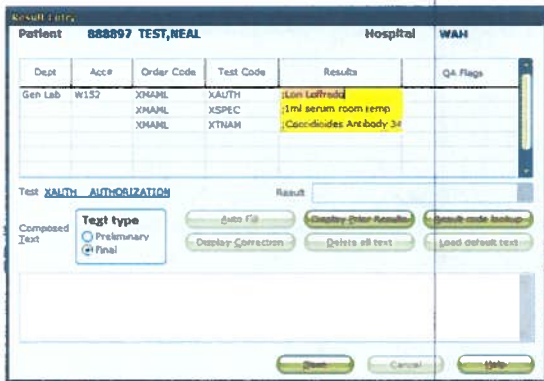
Order Test

Step	Action
1	All miscellaneous tests MUST be approved by the Administration Laboratory Director/Manager or the Medical Director before the order is placed. <ul style="list-style-type: none"> A. Contact Quest Diagnostics to determine the following: <ul style="list-style-type: none"> a. Test code b. Sample specifications/requirements c. Test price B. Contact a member of the technical laboratory management team for approval.

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Step	Action
2	<p>Place an order in Sunquest.</p> <p>A. Order test code “XMAML.”</p> <p>B. Enter the specimen tube type and special collection requirements in the “Order Comment Field.” This information will print on the collection list.</p> <p>a. Click the magnifying glass.</p>  <p>b. Click the “Free text” button.</p>  <p>c. Enter the specimen collection requirements in the box and click, “save.”</p> <p>C. A popup message will appear reminding you that approval is needed for miscellaneous tests. Click “OK” to clear the message.</p> <p>D. When you click save, a number of result entry boxes will appear:</p> <p>a. At the “XAUTH” prompt, type a semi-colon “;” followed by the name of the person who approved testing. For example, ;Dr. Cacciabeve</p> <p>b. At the “XSPEC” prompt, type a semi-colon “;” followed by the specimen requirements. For example, ;2 mL urine refrigerated.</p> <p>c. At the “XNAM” prompt, type a semi-colon “;” followed by the Quest code and test name. For example, ;18886 Rohypnol.</p>  <p>d. Click “Save.”</p>

Form revised 3/31/09

6. **RELATED DOCUMENTS**
 SOP: Miscellaneous Test Billing
 SOP: Specimen Receipt and Processing

7. **REFERENCES**
 None

8. **REVISION HISTORY**

Version	Date	Reason for Revision	Revised By	Approved By
		Supersedes SOP S024.001		
000	9/30/2014	Section 4: replace REI with Order Entry Section 5: add approval process and screen shots, update LIS prompts Footer: version # leading zero's dropped due to new EDCS in use as of 10/7/13	L. Loffredo L. Barrett	S. Khandagale
1	6/30/2015	Section 5: add billing process	L. Barrett	S. Khandagale
2	4/5/2016	Section 5: specify item C as patient billing, add AHC billing and annual review Section 9: add examples and form	L. Loffredo L. Barrett	S. Khandagale
3	5/30/18	Updated owner Header: Added other sites Section 5: Removed billing information; moved to separate procedure. Updated format and wording for clarity. Section 6: Added SOPs Section 9: Deleted report and billing form examples	SCodina	NCacciabeve

9. **ADDENDA AND APPENDICES**
 None

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