

TRAINING UPDATE

Lab Location: SGMC and WOMC **Date Implemented:** 3.10.20
Department: Phlebotomy **Due Date:** 3.31.20

DESCRIPTION OF PROCEDURE REVISION

Name of procedure:

Unreceived Specimen List for Phlebotomist Collections

Description of change(s):

1. Unreceived logs must be pulled by the Rep in Charge.
2. Unreceived logs are pulled at the following times (NOTE THAT THESE TIMES CHANGED).

DAYSHIFT

- a. After morning run (SGAH/WAH, ABH, ARH)
- b. 1230 (SGAH/WAH)

EVENING SHIFT

- a. 1730 (ABH/ARH) prior to evening run to these locations, so we collect all pending labs
- b. 2100 (SGAH/WAH)

NIGHT SHIFT

Immediately after midnight—pull for the day before (at midnight on 3/3, you pull for 3/2 from 0000 to 2400 for all locations—SGAH/WAH, ABH, ARH)

SGAH.P897 Unreceived Specimen List for Phlebotomist Collections

Copy of version 2.0 (in review)

Effective Date 3/5/2020

Uncontrolled Copy printed on 2/24/2020 7:06 AM

Printed By Stephanie Codina

Organization Adventist HealthCare

Approval and Periodic Review Signatures

Type	Description	Date	Version	Performed By	Notes
Approval	QA approval	2/21/2020	2.0	Leslie Barrett	
Periodic review	FO approval	1/16/2019	1.0	Stephanie Codina	
Approval	Lab Director	2/17/2017	1.0	Nicolas Cacciabeve	Recorded when document uploaded to MediaLab
Periodic review	Designated Reviewer	2/17/2017	1.0	Nicolas Cacciabeve	Recorded when document uploaded to MediaLab

Approvals and periodic reviews that occurred before this document was added to the MediaLab Document Control system may not be listed.

Version History

Version	Status	Type	Date Added	Date Effective	Date Retired
1.0	Approved and Current	First version in Document Control	11/28/2018	3/1/2017	Indefinite

Retired or Not Yet Effective
Uncontrolled Copy

Adventist HealthCare
 Site: Shady Grove Medical Center, White Oak Medical Center

Title: Unreceived Specimen List for
 Phlebotomist Collections

Non-Technical SOP

Title	Unreceived Specimen List for Phlebotomist Collections	
Prepared by	Samson M. Khandagale	Date: 12.19.2014
Owner	Stephanie Codina	Date: 2.20.2020

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:

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1. PURPOSE

This procedure describes the steps to print an unreceived 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.


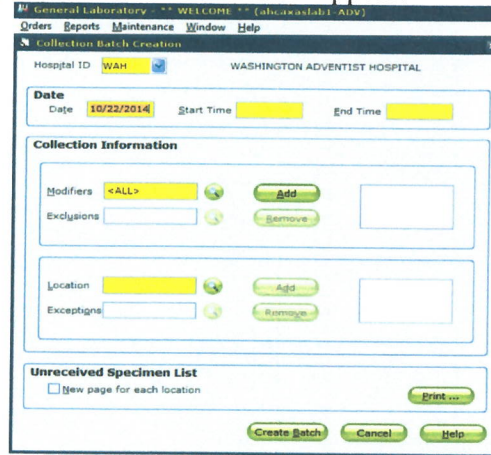
3. RESPONSIBILITY

Phlebotomy staff must understand and adhere to this procedure.
 Field Operations manager / supervisor are responsible for the content and review of this procedure.

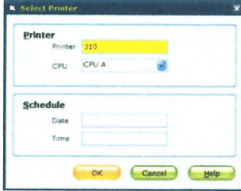
4. DEFINITIONS

N/A

5. PROCEDURE

Step	Action																						
1	<p>The unreceived specimen list will be printed at the following intervals by the Rep In Charge:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #e6f2ff;">Shift</th> <th style="background-color: #e6f2ff;">Print Time</th> <th style="background-color: #e6f2ff;">List Start and End Time</th> <th style="background-color: #e6f2ff;">Hospital ID</th> </tr> </thead> <tbody> <tr> <td rowspan="2" style="text-align: center;">Day</td> <td style="text-align: center;">After am run</td> <td style="text-align: center;">0000 to current time</td> <td style="text-align: center;">SGAH/WAH ABH ARH</td> </tr> <tr> <td style="text-align: center;">1230</td> <td style="text-align: center;">0000 to 1330</td> <td style="text-align: center;">SGAH/WAH</td> </tr> <tr> <td rowspan="2" style="text-align: center;">Evening</td> <td style="text-align: center;">1730</td> <td style="text-align: center;">0000 to 1900</td> <td style="text-align: center;">ABH ARH</td> </tr> <tr> <td style="text-align: center;">2100</td> <td style="text-align: center;">0000 to 2130</td> <td style="text-align: center;">SGAH/WAH</td> </tr> <tr> <td style="text-align: center;">Night</td> <td style="text-align: center;">0000</td> <td style="text-align: center;">0000 to 2400 for the previous day</td> <td style="text-align: center;">SGAH/WAH ABH ARH</td> </tr> </tbody> </table>	Shift	Print Time	List Start and End Time	Hospital ID	Day	After am run	0000 to current time	SGAH/WAH ABH ARH	1230	0000 to 1330	SGAH/WAH	Evening	1730	0000 to 1900	ABH ARH	2100	0000 to 2130	SGAH/WAH	Night	0000	0000 to 2400 for the previous day	SGAH/WAH ABH ARH
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2	Access Sunquest GUI function “General Laboratory.”																						
3	<p>Click “Reports.”</p> <ul style="list-style-type: none"> Select “Collection Batch” from the dropdown menu. Select “Create” from the dropdown menu. 																						
4	<p>A “Collection Bath Creation” window will appear.</p> 																						

Step	Action
5	At the "Hospital ID" prompt, select the hospital for which you are creating the batch. A. SGAH = Shady Grove Medical Center B. WAH = White Oak Medical Center C. ABH = Behavioral Health D. ARH = Rehabilitation
6	At the "Date" prompt, current date defaults. A. Press the "tab" key to default the current date and move to the next field. 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.
7	At the "Start Time" prompt, press the "tab" key to default a time of "0000."
8	At the "End Time" prompt, type the end time for the report then press the tab key.
9	In the "Collection Information" box, the word "<ALL>" will appear in the modifier box. Click the "Add" button to move this to the right column.
10	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. A. For hospital ID "SGAH", type "SGAH." B. For hospital ID "WAH", type "WAH." C. For hospital ID "ABH", type "ABH." D. For hospital ID "ARH", type one of the following. a. Type "ARHR" for the Rockville site. b. Type "ARHT" for the Takoma Park site. <div data-bbox="511 1270 1096 1417" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> </div>
11	In the "Unreceived Specimen List" section, make sure the "New page for each location" is <u>not</u> checked. <div data-bbox="414 1522 1015 1722" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> </div>
12	Click the "Print" button.

Step	Action
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> <ol style="list-style-type: none"> A. Review all orders and print labels as needed to complete the blood collections. <ol style="list-style-type: none"> a. Distribute labels to phlebotomy staff for collection. b. All collections that fall within the current shift or a previous shift must be addressed. c. ABH and ARH samples will be collected during the daily am or pm runs. B. Identify any specimens that have been collected and receive in Sunquest. C. Document resolution on the unreceived log. D. Reschedule draws as applicable. E. Attach the completed logs to the Daily Duties Log.

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
1	2.20.20	Header: Changed WAH to WOMC Section 5: Updated hospital names; updated times to print log; made this a rep in charge responsibility Section 9: deleted App A unreceive list schedule (added to section 5)	SCodina	NCacciabeve

9. ADDENDA AND APPENDICES

NA