

TRAINING UPDATE

Lab Location: All Sites **Date Implemented:** 6/10/22
Department: Field Ops **Due Date:** 6/30/22

DESCRIPTION OF PROCEDURE REVISION

Name of procedure:
Canceling Blood Draws
Description of change(s):
When cancelling blood draws the following apply: <ol style="list-style-type: none">1. You must document the reason for cancellation.2. You must document the name of the person notified of the cancellation. At a minimum, this must include the first initial and full last name.3. NEW REQUIREMENT: You must document the date and time of notification. Example: PNOT-;notified J. Doe on 061022 at 0525

Non-Technical SOP

Title	Canceling Blood Draws	
Prepared by	Stephanie Codina	Date: 6.28.2016
Owner	Stephanie Codina	Date: 6.28.2016

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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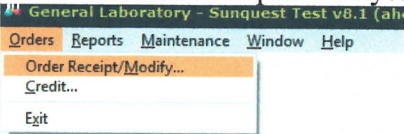
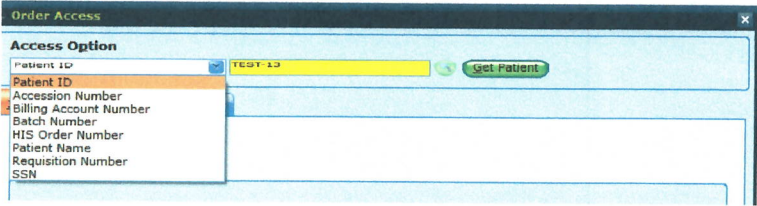
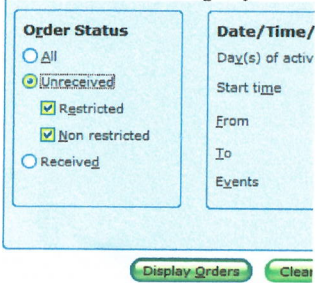
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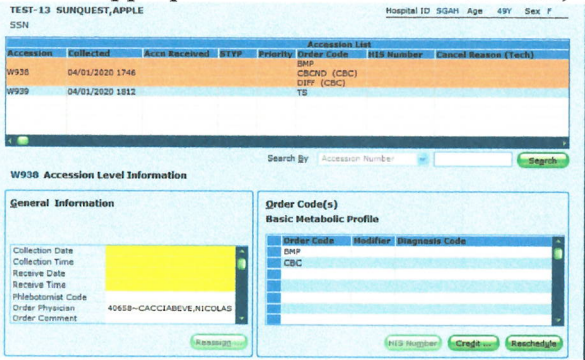
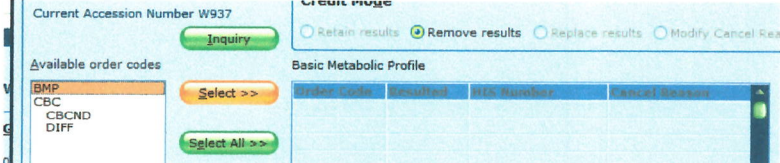
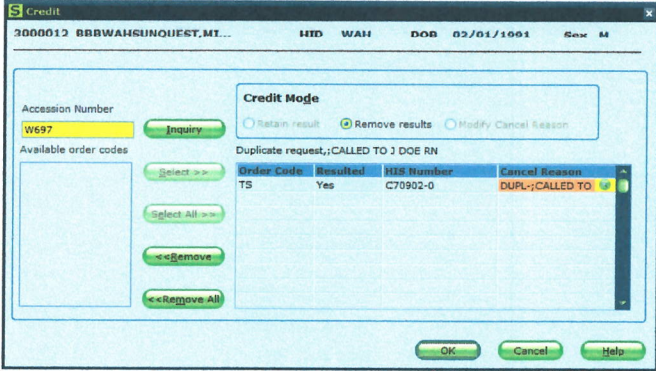
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1. **PURPOSE**
To define the process for canceling laboratory orders in the laboratory computer system.
 2. **SCOPE**
This procedure applies to any uncollected laboratory order that is no longer needed.
 3. **RESPONSIBILITY**
All phlebotomy staff must understand and adhere to this procedure for canceling blood draws.
 4. **DEFINITIONS**
N/A

5. PROCEDURE

Step	Action
1	Specimens may be canceled for the following reasons: A. The patient refused blood collection. B. The specimen was cancelled by the provider, nurse, or pathologist. C. The patient has been discharged. D. The patient has expired.
2	Notify the patient’s nurse whenever canceling or rescheduling a collection. At a minimum, document the nurse’s first initial and full last name in the laboratory computer system as well as the date and time of notification.
3	Never cancel a specimen that has been resulted. Notify technical staff if indicated.
4	Access Sunquest function “Order Receipt Modify.” A. From the Sunquest main menu, select “General Lab.” B. Click on “Orders.” C. Select “Order Receipt/Modify…” from the dropdown menu. 
5	Select the patient or order. A. An “Order Access” screen will appear. B. Select the search method from the dropdown menu (Patient ID, Accession Number, or Billing Account Number). C. Type the corresponding patient identifier in the yellow box. D. Click, “Get Patient.” 
6	The patient will appear on the screen. In the “Order Status” area, click on the “Unreceived” radial button then click “Display Orders.” 

Step	Action
7	<p>The next screen will display all orders that have not been received in the computer. Click on the appropriate accession and then click, "Credit."</p> 
8	<p>The tests associated with the accession number you entered will appear in the "Available order codes" box. Highlight the test to be canceled and click the "select" button. This will move the selected test to the right-hand side of the screen.</p> 
9	<p>In the "Cancel reason" box, enter the reason for cancellation and the name of the person that was notified.</p> <ol style="list-style-type: none"> Enter the English text code that corresponds to the reason the test is being canceled. Do not place a semi-colon (;) before the code. Enter a hyphen and semi-colon "-;" after the English text code. Enter a comment, "Notified NAME, date and time." Press the "tab" key. Example: DUPL-;Notified J.Doe, RN on 060722 at 0530." 
10	Click the "OK" button.
11	If the warning box, "The following orders have been resulted: Crediting the orders will remove the results. Do you wish to continue?" will appear. Click "No." Refer to the sample to technical staff.

6. RELATED DOCUMENTS

None

7. REFERENCES

None

8. REVISION HISTORY

Version	Date	Reason for Revision	Revised By	Approved By
0	4/1/20	Header: Changed WAH to WOMC Section 2: Reworded for clarity Section 5: Updated process to use Order Receipt/Modify to select patient or order	SCodina	NCacciabeve
1	6/7/22	Added requirement to document date and time of notification	SCodina	NCacciabeve
1	6/7/22	Added FWMC to Header. Changed SOP prefix to AHC.	D Collier	NCacciabeve

9. ADDENDA AND APPENDICES

Appendix A: Cancel and Reschedule Codes

Appendix A

Cancel and Reschedule Codes

Sunquest Code	Translation
ATE	Patient not fasting
CANC	Canceled by MD/RN
CANP	Canceled by pathologist
CANR	Cancel for reorder purpose
DIFP	Difficult venipuncture
DRD	Rescheduled, MD will draw
DUPL	Duplicate request
ERR	Wrong test ordered
HOT	Patient receiving radioisotopes
IVT	IV line nurse to draw
LAB	Lab unable to collect. Notified
MISS	Rescheduled, difficult draw
MSRN	Difficult draw. Notified
NBAND	No armband
DIVL	Specimen drawn above IV
PBLD	Unable to collect/patient receiving transfusion
PDIS	Patient discharged
PEXP	Patient expired
PNOT	Patient not available
PROCED	Rescheduled, patient in procedure
PTD	Dialysis patient
REFU	Patient refused. Notified
RNWC	RN will call
WTP	Wrong time