TRAINING UPDATE

| Lab Location: | All | Date Distributed: | 9/8/2022 |
| Department: | Core lab | Due Date: | 9/30/2022 |

DESCRIPTION OF PROCEDURE REVISION

Name of procedure:
PL - Core Lab Pending Logs (AHC.LIS39)
Description of change(s):
We must resolve the issue of "in house" pending tests on the overdue log. Review procedure and take the quiz. This SOP review was assigned September 8th of, 2022

Document your compliance with this training update by taking the quiz in the MTS system.

AHC.LIS39 PL - Core Lab Pending Logs

Copy of version 4.0 (approved and current)

Last Approval or Periodic Review Completed	12/10/2021	**Uncontrolled Copy** printed on 9/8/2022 12:10 PM	
Next Periodic Review Needed On or Before	12/10/2023	**Organization**	Adventist HealthCare
Effective Date	12/10/2021		

Approval and Periodic Review Signatures

Type	Description	Date	Version	Performed By	Notes
Approval	Lab Director	12/10/2021	4.0	Nicolas Cacciabeve	
Approval	IT manager	12/10/2021	4.0	Marie Sabonis (104884)	
Approval	QA approval	12/6/2021	4.0	Leslie Barrett (104977)	
Approval	Lab Director	7/2/2020	3.0	Nicolas Cacciabeve	
Approval	IT manager	7/2/2020	3.0	Marie Sabonis	
Approval	QA approval	7/1/2020	3.0	Leslie Barrett	
Periodic review Captured outside MediaLab	Designated Reviewer	8/27/2018	2.0	Marie Sabonis	Recorded on 6/14/2019 by Leslie Barrett (104977) when document added to MediaLab
Approval Captured outside MediaLab	Lab Director	10/4/2016	2.0	Nicolas Cacciabeve	Recorded on 6/14/2019 by Leslie Barrett (104977) when document added to MediaLab

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

Prior History

Prefix updated 12/12/21

Version History

Version	Status	Type	Date Added	Date Effective	Date Retired
4.0	Approved and Current	Major revision	12/6/2021	12/10/2021	Indefinite
3.0	Retired	Major revision	7/1/2020	7/8/2020	12/10/2021
2.0	Retired	First version in Document Control	6/14/2019	10/10/2016	7/8/2020

Non-Technical SOP

Title	**PL - Core Lab Pending Logs**
Prepared by	Leslie Barrett Date: 6/25/2009
Owner	Marie Sabonis Date: 6/25/2009

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:

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1.   PURPOSE

This procedure describes printing, review and investigation of pending logs.

2.   SCOPE

Pending logs will be printed from the Sunquest Laboratory System to assist in the completion of required testing.

3.   RESPONSIBILITY

This function is performed by all Laboratory technical staff.

4.   DEFINITIONS

PL – Pending Log function of the Sunquest system

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5. PROCEDURE

A. Printing Pending Test Log

   1. **FUNCTION**: **PL** - Type in **PL** and press *enter*

 The following displays:

GENERAL LAB REPORTS   Pending Test Log   11/12/2001

Start Date: (default is today)   Include preliminary results? Y/N: **No**
Use a Start Date of **T-7**   Preliminary results: use default

Start Time: (default is 0000)   Include AD comment? Y/N: **Yes**
Use a Start time of 0000   AD comment: use default

Print Rack Numbers? Y/N: **No**
Rack numbers: **use default**
Cut-Off Date: (default is today)
Cut-Off Date: **use default**

Cut-Off Time: (default is current time)
Cut-Off Time: **use default**

 (A)ll (R)eceived (U)nreceived specimens: **Received**

Hospital ID(s)   1:   ALL HOSPITALS   (**Use this default**)*
                    2:

 Worksheet(s)   1:   ALL WORKSHEETS (**key appropriate worksheet code**)
                    2:

 Exception(s)   1:

 Lab location(s)   1:   ALL LAB LOCATIONS   (**Use this default**)
                    2:      N/A

[F11]=Escape [Do]=Accept [Find]=List [PF3]=Erase [HELP]=Help

Accept, Modify, Reject

   2. After all fields have been filled, Accept, Modify, Reject prompt will display with
      Accept highlighted.
   3. Review your entries and press *enter* if all the fields are correct.
   4. If any entries need to be changed, use the arrow keys to move the blinking cursor
      to MODIFY and change the appropriate fields.
   5. If you want to cancel the log, move the cursor to REJECT and press *enter*.

   * Notes:
      Do NOT type in a Hospital ID. Tests qualify to worksheets based on the
       "DEVICE LOC." where they were received. *Examples:*

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- If specimens for ARH Rockville and SG are received at DEVICE LOC: SP1, then the tests will qualify to the SG worksheets.
- If specimens for ARH Takoma Park and WOMC are received at DEVICE LOC: WP1, then the tests will qualify to the WAH worksheets (the hospital ID WAH is based on prior facility name).
- If specimens for GEC are received a DEVICE LOC: GL1, then the tests will qualify to the GEC worksheets.

Also, any tests that are routinely routed to another site for testing will display to the appropriate worksheet. Entering a specific Hospital ID will cause test orders for other Hospital IDs to NOT appear on the pending log.

B. Investigation of Tests on the Pending Log

Technologists must verify the status of each sample printed on the pending log using the following guidelines:

1. Stat and timed specimens collected at your site:
   a. Specimens **not** requiring processing should be delivered to the testing bench within 5 minutes of receipt in the lab. If the specimen is not delivered within this time frame, check with specimen processing.
   b. Specimens requiring processing should be delivered to the testing bench within 15 minutes of receipt in the lab. If the specimen is not delivered in this time frame, check with specimen processing.

2. Routine specimens collected at your site
   a. Specimens **not** requiring processing should be delivered to the testing bench within 15 minutes of receipt in the lab. If the specimen is not delivered within this time frame, check with specimen processing.
   b. Specimen requiring processing should be delivered to the testing bench within 30 minutes of receipt in the lab. If the specimen is not delivered in this time frame, check with specimen processing.

3. Specimens **not** collected at your site
   a. Stat orders should arrive on the next courier run. Outside of normal business hours and on weekends, STAT specimens should be sent via STAT courier.
   b. Routine orders should arrive on the next courier run.
   c. Refer to policy Courier Schedule and Communication for times.
   d. If a specimen does not arrive at the anticipated time, contact the collecting laboratory site to determine status. Note findings on log. If a specimen does not arrive by the end of your shift, record actions on the daily Bench Pass Down Log.

C. Disposition of Pending Logs

1. The pending log that is printed at the end of the shift is attached to the Bench Pass Down Log.
2. Pending logs that are printed throughout the shift are discarded.

6.   RELATED DOCUMENTS
Courier Schedule and Communication, Laboratory policy
Inter-Shift Communication, Laboratory policy

7.   REFERENCES
SunQuest Systems Functions Training Manual, 7/30/01

8.   REVISION HISTORY

Version	Date	Reason for Revision	Revised By	Approved By
		Supersedes SOP LIS022.001		
000	9/26/2014	Section 5: remove entering HID when requesting report, add HID default, note, and log disposition Footer: version # leading zeros dropped due to new EDCS in use as of 10/7/13	L Barrett M Sabonis	M Sabonis
1	9/29/2016	Header: add other sites	L Barrett	M Sabonis
2	6/30/2020	Header: changed WAH to WOMC Section 5A: Removed ABH reference	M Sabonis	M Sabonis
3	12/6/21	Header: deleted site names, added All Labs Footer: updated prefix to AHC	L Barrett	M Sabonis

9.   ADDENDA AND APPENDICES
None