TRAINING UPDATE

Lab Location:	SGAH & WAH	Date Distributed:	8/22/2012
Department:	Phlebotomy	Due Date:	9/20/2012

DESCRIPTION OF PROCEDURE REVISION

Name of procedure:
Rescheduling Draws SGAH.P14, WAH.P12   v001 **Sunquest Cancellation / Reschedule Reasons   FORM AG.F164.000**
Description of change(s):
Section 5: Remove list from Part A, add attachment Section 9: attachment added

EMPLOYEE SIGNATURES

I have read and understand the procedure described above:

Name	Signature	Date

Employee signatures are not necessary. Document your compliance with this training update by taking the quiz in the MTS system.

Approved draft for training all sites (version 001)

Non-Technical SOP

	Title	**Rescheduling Draws**	
	Prepared by	Leslie Barrett	Date: 5/22/2009
	Owner	Samson Khandagale	Date: 5/22/2009

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:	

12 month (or new) management review and approval: **Signature acknowledges SOP version remains in effect with NO revisions.**		
Print Name	**Signature**	**Date**

Form revised 3/31/00

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1.   **PURPOSE**

To define the process to reschedule draws in the LIS if they cannot be collected as requested.

2.   **SCOPE**

This procedure applies to all staff performing phlebotomy procedures.

3.   **RESPONSIBILITY**

All staff performing phlebotomy procedures must comply with this procedure.
The Client Services Supervisor is responsible for the content and annual review of the procedure.

4.   **DEFINITIONS**

PNOT - LIS code for "patient is not available". Use this code to reschedule when patient is in x-ray, sent to Nuclear Medicine or in the bathroom.

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5.   **PROCEDURE**

A. Reasons to reschedule a draw:
Refer to attachment for list of reasons and corresponding code.

B. Process:

1.   Routine draws are rescheduled for the next hour.
Example: If the routine test is ordered for 0900 and cannot be obtained, the test will be rescheduled for 1000.

2.   Timed tests are rescheduled for the next hour, unless otherwise specified by patient's nurse.

3.   Stat orders are not rescheduled, unless specifically requested by patient's nurse.

4.   Always notify patient's nurse when rescheduling a collection. Document the nurse's name using free text as an "order comment" under function REI.

6.   **RELATED DOCUMENTS**
None

7.   **REFERENCES**
N/A

8.   **REVISION HISTORY**

Version	Date	Reason for Revision	Revised By	Approved By
		Supersedes SOP P020.001		
000	6/10/2012	Section 5: Remove list from Part A, add attachment Section 9: attachment added	S Khandagale	S Khandagale

9.   **ADDENDA AND APPENDICES**
Sunquest Cancellation / Reschedule Reasons (see Attachment tab of Infocard)

SQ Code	SQ Translation	SQ Code	SQ Translation
ATE	Patient not fasting	MSRN	Difficult draw. Notified
BAD	Clin lab notified by nursing unit that patient id on specimen was incorrect.	NBAND	No arm band
BROK	Broken/spilled in transit	NCAL	Not calculated
CANC	Cancelled by MD/RN	DIVL	Specimen drawn above IV
CANH	Cancelled by HIS	NOTP	Test not performed
CANL	Autocancelled by lab	NREQ	No request for serum creatinine
CANP	Cancelled by pathologist	NSR	No sample received
CANR	Cancel for reorder purpose.	NSWT	Qns/please reschedule
CHCT	Unable to obtain RBC, Hct and RBC Indices result due to a very strong cold agglutinin.	OLD	Transport time exceeds recommended acceptability
CLT	Specimen is clotted; unable to perform test	PBLD	Unable to collect/patient receiving transfusion
CR	Request credited	PDIS	Patient discharged
DIFP	Difficult venipuncture	PEXP	Patient expired
DRD	Rescheduled, MD will draw	PNOT	Patient not available
DUPL	Duplicate request	PROCED	Rescheduled, patient in procedure
ERR	Wrong test ordered	PTD	Dialysis Patient
HIR	Unable to analyze due to specimen hemolysis	QNS	Quantity not sufficient to perform test. Notified
HLK	Unable to analyze due to hemolysis	REFU	Patient refused. Notified
HOT	Patient receiving radioisotopes	RNWC	RN will call
ICE	Not rec'd on ice	SHRT	Blood/anticoag ratio in tube unsatisfactory
IMPR	Improper preservative	SMR	Blood films unsatisfactory
IMSP	Wrong tube/specimen type	SNON	Specimen received in non-sterile container
IVT	IV line Nurse to draw	UNAC	Specimen unacceptable/recollect requested
LAB	Lab unable to collect. Notified	WPT	Wrong patient, please disregard results.
MISS	Rescheduled, difficult draw	WTP	Wrong time

Note:
- **PBLD replaces PTR**
- **REFU replaces PREF & REFU**
- **If description ends with "Notified" this means that you MUST include who you notified** ←
- **This can be done by adding a "-;" after the English text code.**
- **Example: QNS-;Harriet Larson RN on 1/1/11 at 1200**