



TRAINING UPDATE

Lab Location: All Sites
Department: Core Lab Technical and non-technical

Date Distributed: 9/16/25
Due Date: ASAP
9/30/25
Implementation: **SOP is effective**

DESCRIPTION OF PROCEDURE

Name of procedure:
Finalizing Blood & Urine Cultures on Expired Patients (AHC.LIS946)
Description of change(s):
New SOP Read the attached SOP and take the quiz.

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

AHC.LIS 946 Finalizing Blood & Urine Cultures on Expired Patients

Copy of version 1.0 (approved and current)

Last Approval or
Periodic Review Completed 7/13/2025

Next Periodic Review
Needed On or Before 7/13/2027

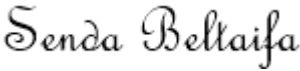
Effective Date 7/13/2025

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Printed By Demetra Collier (110199)

Organization Adventist HealthCare

Approval and Periodic Review Signatures

Type	Description	Date	Version	Performed By	Notes
Approval	Lab Director	7/13/2025	1.0		
				Senda Beltaifa MD	
Approval	IT manager	7/7/2025	1.0	Marie Sabonis (104884)	

Version History

Version	Status	Type	Date Added	Date Effective	Date Retired
1.0	Approved and Current	Initial version	6/27/2025	7/13/2025	Indefinite

Adventist HealthCare

Title: Finalizing Blood & Urine Cultures on Expired Patients

Non-Technical SOP

Title	Finalizing Blood & Urine Cultures on Expired Patients	
Prepared by	Marie Sabonis	Date: 04/07/25
Owner	Marie Sabonis	Date: 04/07/25

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

To automate notification to lab that a patient has expired, and no further workups are necessary for “Collected” Blood Cultures and/or Urine Cultures.

2. SCOPE

A Rule on Cerner, based on the following criteria triggers a notification requisition to lab. (Order code CPMBU)

- Age 18 or older
- Central line and/or indwelling catheter
- Not an organ donor

This requisition prints in accessioning to the Lab Add-On orders printer. The lab utilizes the requisition to review in Sunquest for any blood cultures, blood culture work ups or urine cultures that are in preliminary status. A comment is added and culture finalized. Result order CPMBU with DONE. This provides Cerner with acknowledgement of receipt of request. In addition, a daily Crystal report goes to Dr Ponraj. The report includes any Blood Culture work ups sent to Quest. Dr Ponraj will then have Quest d/c any further work up on the cultures.

3. RESPONSIBILITY

- Accessioning and Microbiology

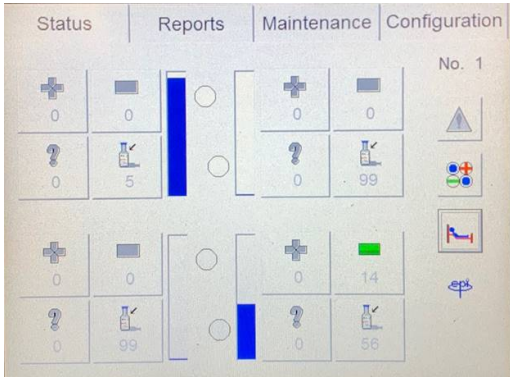
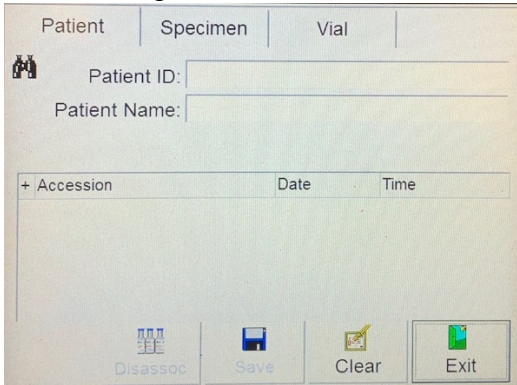
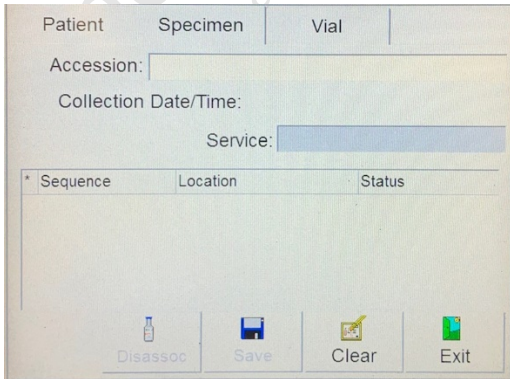
4. DEFINITIONS

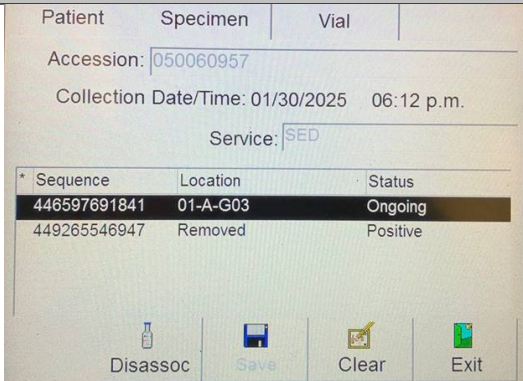
None

5. PROCEDURE

Step	Action
1	Lab to cancel pending cultures (patient expired) requisition will print in Accessioning to the same printer that the Add-on requests print to. The Sunquest order code is CPMBU.
2	a. Accessioning receives order in Sunquest and place Sunquest collection label on requisition. b. Deliver requisition to Microbiology.
Step	Action
1	The top portion of the requisition contains the patient information. The FIN# (Billing / Account #) is in the upper right corner.
2	Micro tech will need to add English Text code DNWI to the Blood cultures (XBLC), Blood culture workup codes (XIDS, XIDSN) and Urine culture (XURNC) that are pending and finalize them. *** DO NOT CANCEL THE CULTURES ***
3	Log into Sunquest GUI and go to MICROBIOLOGY RESULT ENTRY

Step	Action
4	In the Data Search window, change the Lookup by mode from Patient Name to Billing Account Number. • In the Value field type in the patient FIN#. • This displays all the microbiology cultures. • Look for the XBLC, XIDS, XIDSN and XURNC, that the Report Status is PENDING
5	You need to add the following English text code DNWI (Patient expired, no further workup is needed) and FINAL the cultures. You do NOT have to call these to the floor or physician. - XBLC- FOR THE NO GROWTH ones [positive blood cultures have been previously finalized] - Add DNWI onto the same observation line as the NBOY.... Click on observation line #1. - DO NOT REMOVE NBOY... Press TAB Press ; Type DNWI Press TAB four times. - On second observation line hit the FINAL KEY (/), click on OK then SAVE twice. - XIDS, XIDSN, XURNC - Add English text code DNWI to next empty observation line # and then finalize the culture.

Step	Action
6	For Blood cultures, XBLC remove any bottles from the Bactec that has not come up positive yet. See below or refer to Bactec FX SOP. - From LED screen on Bactec FX incubator. Select the Patient in Bed icon.  - Select the Specimen Tab  - Enter the numeric accession number. Bactec will provide the location of the bottles. 

Step	Action
	 4. Open the drawer and remove the bottle from that location. 5. Press Disassoc to disassociate the bottle from the accession number. 6. Press SAVE 7. Repeat, if you have any other accession numbers
7	Another option to search for these cultures: A. You can also first go into LABORATORY INQUIRY and look up by FIN#. B. Select Episode or event from the Specify restrictions on time section. Then select the correct FIN#. C. In the Code/View restrictions window, select Department codes and type in MC in the Code field. Then click on Get Results. D. Jot down the Sunquest Accession #s that are still pending for XBLC, XIDS, XIDSN and XURN. E. Proceed to Microbiology Result Entry and proceed to step #6.
8	A. When finalized, result the CPMBU order in Sunquest in SmarTerm with DONE. Note: The Sunquest accession number for the CPMBU is located on the requisition that accessioning dropped off in Microbiology. B. Place requisition in box with other positive blood culture documentation in Microbiology.
Step	Action
1	A scheduled daily Crystal report goes to Dr Ponraj. The report includes the XIDS, XIDSN that Quest will cancel on their end. <i>We do not have to call Quest and cancel them. Dr Ponraj will notify Quest Microbiology department to cancel on their end.</i>

6. RELATED DOCUMENTS
None

7. REFERENCES
None

8. REVISION HISTORY

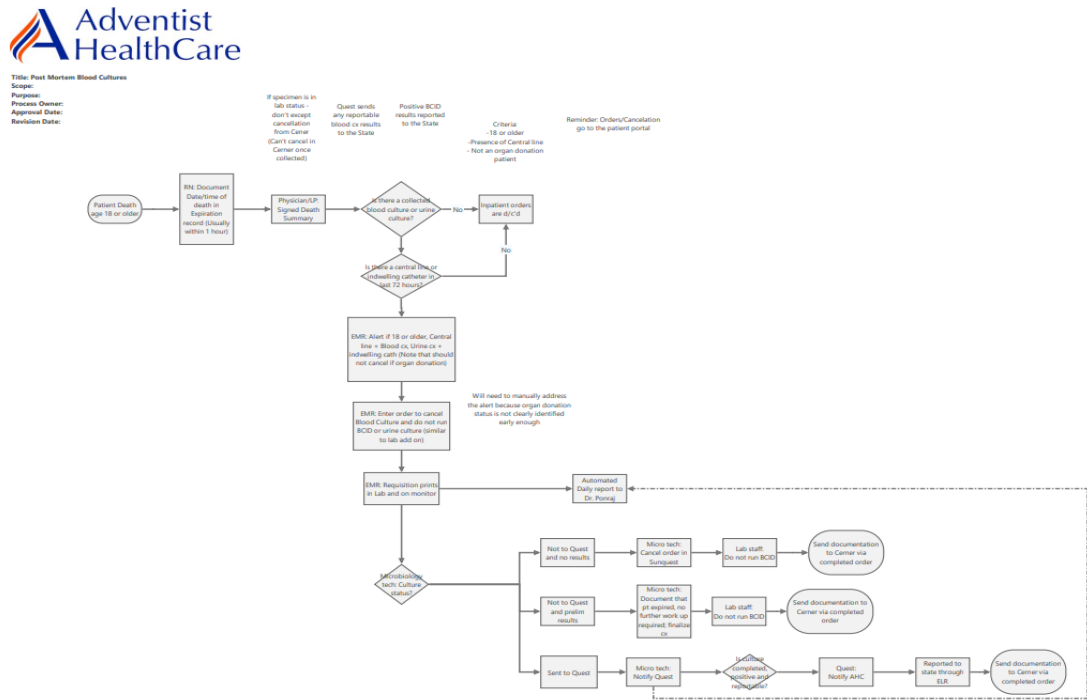
Version	Date	Reason for Revision	Revised By	Approved By

9. ADDENDA AND APPENDICES

Appendix A: Process Map
Appendix B: Cerner Notification Requisition

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Process map:



Adventist HealthCare

Title: Finalizing Blood & Urine Cultures on Expired Patients

Cerner notification requisition:

MEDICAL RECORD NUMBER
(sg)20423374

PATIENT ACCOUNT NUMBER
47621222

Shady Grove Adventist Hospital

PATIENT NAME: **ZZZSGLFROG , ONE**
ADMIT DX: Cirrhosis of Liver

DOB: 01/01/81
AGE: 44 Years

ADMIT DATE: 05/07/24
NURSING UNIT: **4H Test**
ROOM/BED: 4H01BB

HGT: (155 cm) (61.024 in)

WT: (70 kg) (154.324 lb)
SEX: Male

ALLERGIES: **aspirin, shellfish**

ORDER: LAB TO CANCEL PENDING CULTURES (PATIENT EXPIRED)

ORDER DATE/TIME: 04/07/25 14:20 EDT
ORDERING MD: SYSTEM , SYSTEM
ORDER ENTERED BY: SYSTEM , SYSTEM
ORDER NUMBER: 4544246851

Specimen type	Blood
Collection priority	ASAP
Collected	Collected
Requested Start Date/Time	04/07/25 14:20 EDT
Override Share Y/N	Override Share Y/N

Comment

Check for blood cultures,XIDS,XIDSN,BCID and urine cultures for finalization. Refer to SOP