

TRAINING UPDATE

Lab Location:SGAH & WAHDepartment:Specimen Processing

 Date Distributed:
 10/1/2012

 Due Date:
 10/31/2012

DESCRIPTION OF PROCEDURE REVISION

Name of procedure:		
FES, Processing Microbiology Orders SGAH.S25, WAH.S23 v001		
Description of change(s):		
Section 4:	Add Maximum batch size, revise courier list retention time, add SOP to FES access code	
Section 5:	Clarification of placing FES Batch end label on ROB Batch list and verifying specimens processed, changes to Print courier packing list	
Section 6:	Update document titles	
Changes are shown in yellow highlight in attached SOP.		

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

Approved draft for training all sites (version 001)

Title	FES, Processing Microbiology Orders	
Prepared by	Leslie Barrett	Date: 10/2/2009
Owner	Samson Khandagale	Date: 10/2/2009

Non-Technical SOP

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:		

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

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1. PURPOSE

To describe the steps to electronically submitted Microbiology orders to Quest/Chantilly and print the required labels.

2. SCOPE

This procedure applies to Microbiology orders and specimens submitted to Quest/Chantilly for testing.

3. **RESPONSIBILITY**

It is the responsibility of Specimen Processing staff, or Group Lead and staff technologists to utilize FES appropriately for Microbiology specimens to Quest/Chantilly.

4. **DEFINITIONS**

FES: Front End System refers to the software system used to process order/receipt information into the Quest Diagnostics Nichols Institute-Chantilly Laboratory Information System (LIS) from a remote site (SGAH/WAH).

OSA: Off site accessioning

Tandem: Name of Quest Diagnostics Nichols Institute, Chantilly, VA. LIS

Sunquest: Laboratory Information System (LIS) at SGAH and WAH.

FES Access	A user must be assigned a TECH ID and PASSWORD for FES
code	remote order entry. Refer to procedure 'FES Password' for process
	to request ID and password, and how to re-set a password when it
	expires.

Specimen	Specimen is defined as the type of specimen as such as BL (Blood	
	Culture), CS (CSF), SW (Swab), MI (Miscellaneous for any	
	specimen, which is not found in the drop menu). TIS (Tissue) UA	
	(Urine), UC (Urine Cup).	
Condition	Condition is used to define the source of the culture, such as SP	
0011111011	(Sputum) when MI is used for specimen. Please refer to attachment	
	at the end of this procedure. For most orders, you will leave	
	condition blank.	
Master Label	The first time you log in to accession the specimens, you will have a	
	Master Label with a number zero out the number. You will have to	
	do this only for the first accession number.	
"P" label	If you have a P label you need to review your specimen from the	
i iuoti	previous Specimen screen to make sure you have entered the correct	
	specimen	
"A" label	If you have an A label, you need to review your specimen from the	
	previous Specimen screen to make sure you have entered the correct	
	specimen	
Evtra Labal	Zero out the extra labels	
Extra Laber Enclose in Bag	Zero out this label (Do NOT use this for ANA bags)	
Blood Culture	1 Enter BL as the specimen but you will only be sending plates	
Dioou Culture	2. Tandem will split Culture into 2 Tandem Accession Numbers for	
	2. Tandem will spin Culture into 2 Tandem Accession Numbers for the Acro and Angerebia cultures	
	3 If you have more than 5 plates for any single accession, there is	
	an error. Stop and correct the problem	
One specimen	You must have a specimen for every order. If ONS to split call	
multinle	nurse or physician cancel test	
orders	nuise of physician cancel lest.	
Biohazard Bag	One patient specimen or plates from one specimen/accession per	
Dioliazara Dag	Riohazard Bag Do NOT put plates from multiple patients or	
	multiple accessions in a single Biohazard Bag. If extra labels were	
	printed, place in the outside pouch.	
Plates	Check to be sure all plates are taped closed. If lids are not taped to	
	plates, add tape before proceeding.	
Batch Size	Maximum batch size is limited to 15 accessions	
ROB	ROB is the Reference Batch List created by the Lab's LIS	
Roz	(Sunquest) You can place the Batch Start and Batch End on this	
	document	
Courier List	List to be included in every yellow has being sent to Chantilly	
	Generate as many copies as you need by changing the # of copies	
	when printing the courier list	
	Site keeps the courier list for 1 month	
Green screen	If you do not enter a specimen or plates at the Specimen Screen, you	
Green sereen	will get a Green Screen. The only way to exit is to CTL /ALT/DEL to	
	log off EFS	
Problems	If are having problems trying to accession in a specimen. See notes	
1 1 00101115	section in "Scanning in Missis accession number"	
	If FES is not working contact the Chantilly IT Haln Dask	
1	THE LES IS NOT WORKING, CONTACT THE CHAITING IT HEID DESK.	
	If you are experiencing problems with your Tech ID or Deserverd	

then call:
Mon – Fri 0800 : 703 802 6900 Ext 7146
After hours: 1 877 537 8378 option 5
Make sure you let them know that you are having problems with
FES.

5. **PROCEDURE**

Process Description

• The Front End System (FES) with Off Site Accessioning (OSA) extensions allows electronic orders to be processed and associated specimens labeled before the specimens are delivered to Chantilly. The LIS (Sunquest) function ROB must be performed prior to FES as this electronically transmits orders to the Quest Chantilly FES system.

The basic steps involved in the use of FES-OSA with a hospital system are:

- Test ordered in HIS and transmitted to hospital's LIS or ordered in LIS.
- Specimen(s) collected
- Specimen(s) arrive at hospital's lab, logged into hospital's LIS, and labeled.
- Hospital's pending orders for Chantilly are added to a batch for transmission to the Chantilly Lab.
- Electronic orders are processed by FES with the user logged in using a facility code other than 0. Facility Codes WAH Microbiology is 23494, SGAH Microbiology is 23495.
- FES labels are applied to specimens and associated plates/broth.
- Prior to arrival of the courier, FES-OSA is used to create batches of specimens based on groupings of specimens. It is expected that there will be a batch for Micro (Yellow Bag) incubator, ambient specimens, and refrigerated specimens.
- The Chantilly courier signs courier log sheet and indicates the number and types of bags picked up. Processor verifies by also signing log.
- If the Hospital cannot access FES due a down at time, the specimens will remain stored in the hospital's incubator. If downtime is to exceed 8 hrs, than notify Lead Tech/Supervisor on site, Administrator On Call, LIS On Call and Chantilly Micro who will determine if specimens are to be sent without accessioning in FES.

STEP 1:	Check ROB list. Verify number of specimens in the FES box is the	
	same as number of specimens/plates on ROB list.	
STEP 2:	Click on Desktop icon "FES".	
FES Order	Enter in the following info.	
Entry	Tech Name: This is your Tandem tech code.	
Processing	Password: Enter in password associated with your tech code	
	Facility ID: Enter one of the following-	
	Shady Grove Adventist facility ID is 42.	
	Washington Adventist facility ID is 43.	

Tech Name:	425
Password:	******
Facility:	43
🗖 Overri	de oldest session
Login	E <u>x</u> it FES

	Click on Login or press the ENTER key to enter the application.		
FES Select	Click on OK. Do not change the defaults of BEIJING and FES_PRD.		
Server			

🐂 FES Select Server	×
Application The application server selection is used to determine the mode of execution. For FES, the production server is 'Beijing/Kyoto'. The other servers listed are for User Testing, Application Development, and Application Design.	BENING KYOTO CHYWD3EMVW
Data Base For applications that have direct access to the database, the DB Name selection is used to determine what information is accessed. Generally the last three characters of the name determine NON-PRODUCTION usage (UAT:User App Test, DEV:Development, TEST:Scratch	FES_PRD FES_PRD2 ,FES_UAT
	<u>0</u> K

	Client Info Screen	Enter on SGAH: WAH:	Enter one of the following client numbers: SGAH : 23495/0 SGAH microbiology account number WAH : 23494/0 WAH microbiology account number					
	Clight Inform	ation		Form Information		Batch Information		
lient ID:	25224/0	alidate	O <u>E</u> Phase :	Phase I	•	Batch ID: PDH1502 Batch Out		
ient Nam	e:			General Request Form - 167026	•	Items In Current Batch: 0		

	After entering "23494/0 or 23495/0" for the client number, pressing
	the ENTER key will validate the client number and move the cursor
	to the OE Phase field. The "/0" will NOT be displayed after
	validation.
	Press ENTER key again, the Patient Demographic screen will be
	displayed. The barcode printer will print two "Batch Start" labels.
	The batch number consists of your tech code and the current time.
	Place one on the Sunquest ROB batch list and one on the FES
	courier list.
Scan in Misys	Use the bar code scanner to scan in the LIS-generated label on the
accession	specimen.
number	The LIS accession will populate the Req (requisition) Label field.
	The order demographic information display on the remainder of the
	form.

LIS Acc#		
III TTC - Durch Text Contract		
File DB Inguiry Reset Bar Code Select		
Constitution of the second sec	Logout	
Quent Information Patient Demographics Specimens Beceived Tests Qidered Tests Additional Info	Labels Io Be Printed	
BatchID:DLP1246 Items in Batch: 0		
Client ID: 23495 Req Label: H4878 Accession # 54 Patient ID: 7152144 ^{mo}	nfo	
SHADY GROVE MICROBIOLOGY OE Phase II		
Contrast Nerve Contrast Contra		_
Testern value (cast, inst, installe initial)	Detient	
Patient Address City Specimen Type/Source	1 attent	
	demographics.	
State Zip Code County		
Patient Home Rome, Patient Work Rome, Dave Collection Pate (Time (opp)/d//www.kb/mm/cc)	collection	
	data/tima	
Patient Social Security # Patient ID Requesting Physician (Full Name) Room / Bed #		
111111111 7152144^^2 Unknown Physician 20NC/2B0101^	- natient location	n l
Report Information (Will print on report) Special Instructions for QUEST		
	and ordering	
Additional Diagnosis Information (Please enter ICD-9 code next to test below) Bill Code	n hysisian	
STAT Contact Name		
	display here	
Dr. Name: Unknown Physician	anspiay nere:	
History #: /7152144 ²⁰⁰²		
Hoom/Hear 2010/C 20101		
SSN : [11111111		
Previous Next		
Electronic Data Transfer		
資和start] ① @ ⑥	12:46 PM	
Document 1 - Microsoft W HIIFES - Front End System	🔁 🖓 🤣 🥔 🖾	

Note:
If you see the following message display on the bottom left hand
corner of the screen "No Order On File",
1. Check to confirm that the ROB batch has been queued.
2. If not, queue the ROB batch
3. Try queuing the batch again
4. If still a problem contact LIS support.
If a message containing the phrase "Object or With Block Not Set" is
displayed, contact Chantilly Operations at 703-802-7600 ext. 7129.
Double-check the Patient Name and the Patient ID to ensure they
match the information on the specimen in hand. If they match then
press ENTER.
You will need the Sunquest ROB Batch List to determine the source.
Refer to appendix for Specimen (drop down menu) and Condition
(drop down menu or free text)

System will pause until you enter a Specimen from the drop down menu.

FES - Front End Sy	/stem										_ 8 ×
File DB Inquiry Rese	et Bar Code	Select									
Quest Diagnostics	FES	OE	7.12.10	UAT	Accession Req Label	: 54 : H4878	Pat Name Logged In	e : TES User:	TMMM, ADMIT POULIN,DORIS	L	Logout
Client Informatio	on	Patient I	Demographics	<u>S</u> pecimens	Received	T	ests <u>O</u> rdered		Test Additional Info	Lat	oels <u>T</u> o Be Printed
Be	atchID:DI 23495:S⊢	. P1246 IADY GR(DVE MICROBIOLC	IGY			ltı	ems in t	the Batch: 0		
	TY Spec	cimen				Cond	ition		Add		
l l	QTY Spec	imen		Condition				_			
				[<u>P</u> revious	Next				_	
Start	o ment1 - Micro	osoft W	HIFES - Front End Sy	/stem	5 - Front End Sy	stem					12:47 PM

Enter from the drop down menu or type in a couple of letters for the specimen, such as SW for Swab, press Enter. You must have specimen in the Specimen Field; otherwise you will get a GREEN Screen.

FES - Front End	System eset Bar Code	a Select				X
Quest Diagnostics	FES	OE 7.12.10	OUAT Accession Req Label	: 54 Pat Name I : H4878 Logged In <u>L</u>	: TESTMMM, ADMIT Jser: POULIN,DORIS L	Logout
Client Inform	ation	Patient Demographics	Specimens Received	Tests Ordered	Test Additional Info	Labels <u>T</u> o Be Printed
ļ	BatchID: DI 23495: SH	LP1246 HADY GROVE MICROBIOL	.0GY	Iter	ms in the Batch: 0	
	QTY Spec	cimen		Condition		
		Saliva Saliva Serum Side Stool Stool Tesue			Add	
i∰start] ₫ ∉ j jj⊉Do	Contraction	osoft W IIIIFES - Front End	Previous System	ystem		12:50 PM ℃€ 2 ³ V #

The following screen will display the Quest Tandem Order Code, Test Description and source of the culture. Press Enter.

FES - Front End System					
File DB Inquiry Reset Bar Cod	le Select				
Diagnostics FES	OE 7.12.10	UAT Accession Beg Label	:54 Pat Name :H4878 Logged In L	: TESTMMM, ADMIT	Logout
Client Information	Patient Demographics	Specimens Received	Tests <u>O</u> rdered	Test <u>A</u> dditional Info	Labels <u>T</u> o Be Printed
BatchID: DLI 23495:SHA	P 1246 DY GROVE MICROBIOLOGY	,	ltems	; in the Batch: 0	
Entry Mode Test Code Stat/Call Delayed AML Note RPT Note	Stat Call	_			
Test Code Test 76950 Eyet	Description Culture	S C P Dyd Comments		Sic/Vol Parts SRC-EYE	2
Special Instr	uctions for this test	Previous	Next		<u>_</u>
Start	rosoft W	stem	ystem		12:54 PM ひ�⊱゚ ♥ 🔮

Screen will show the number of labels that will print when you Press Enter.

FES - Front End System								
File DB Inquiry Reset Bar	Code Select							
^{Quest} Diagnostics FE	S OE 7.12. ⁴	10 L	JAT 🕯	Accession : 5 Req Label : H	4 F 4878 Lo	at Name : T gged In <u>U</u> s	ESTMMM, ADMIT er: POULIN,DORI	SL
Client Information	Patient Demographic	s	<u>S</u> pecimens R	eceived	Tests <u>O</u> rde	red	Test <u>A</u> dditional Info	Labels <u>T</u> o Be Printed
BatchID	: DLP1246					ltem	s in the Batch: 0	
23495	: SHADY GROVE MICROE	BIOLOGY	,					
		Count	Container	Aliquot	Sort	Department	I	
		3	MasterLabel	54	-ML-	-ML-		
		1	ALL	RESP BROTH	J6	BACT		
			ALL	RESP PLATE	J6	BACT		
		1	ALL	RESP PLATE	J6	BACT		
		1	ALL	RESP PLATE	J6	BACT		
			<u>E</u> xtra Maste	er Labels : 🚺	_			
Previous <u>Fi</u> le								
🏦 Start 🛛 🚮 🙈 🔟								12:55 PM
	Microsoft W	End System	FES -	Front End Syste	m			 () € € €

Master Label, change to 0

If you see A or P, go back to previous screen. You entered the incorrect source or condition for the order.

File Accession	Pressing ENTER, label screen will display. You can REPRINT or
and Print Labels	press ENTER for DONE.

			Q	uest Ta	indem A	.cc#	
			Ĺ				
File DB Inquiry Reset Bar C	ode Select						
Ouest							
Diagnostics FES	S OE 7.12.10	Ο ΠΑΤ Ι	Accession : 4205 Reg Label : 9900	9476 P 9712 Lo	gged in <u>U</u> se	es i mmm, admiti er: POULIN,DORIS L	Logout
Client Information	Patient Demographics	Specimens P	eceived	Tests <u>O</u> rde	red	Test <u>A</u> dditional Info	Labels <u>T</u> o Be Printed
BatchiD: 23495	SHADY GROVE MICBOBIOI				items	in the Batch: U	
20100.							
		<u>×</u>					
	Accession #: 4205947	6					
f f f f f f f f f f f f f f f f f f f	Accession #: 4200347	0					
		ount Container	Aliquot	Sort	Department		
		0 MasterLabel	54	-ML-	-ML-		
		1 ALL	RESP BROTH	J6	BACT		
		1 ALL	RESP PLATE	J6	BACT		
		1 ALL	RESP PLATE	J6	BACT		
		1 ALL	RESP PLATE	J6	BACT		
		L ["Prob"	PIOD" PLAT	-Prop.			
		<u>E</u> xtra Maste	r Labels : 0				
		_					
			Re <u>p</u> rint <u>D</u>	one			
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FES - Front En	d System	d System 🔄 Docur	ment1 - Microsoft W				🔨 🌾 🄑 🕲 🚇 🏈

The Accession Screen will display for the next LIS Accession to be scanned in.

ES - Front End Sys	stem			_ 8
Quest		LIAT		1
Diagnostics	-ES OE 7.12.10	UAT	Logged in <u>U</u> ser: POULIN,DORIS L	
Client Information	n Patient Demographics	Specimens Received	Tests <u>O</u> rdered Test <u>A</u> dditional Info	Labels <u>T</u> o Be Printe
B	atchID:DLP1246		Items in Batch: 1	
CI	lient ID: 23495 🔤 Req Label: 📗	Accession #:	Patient ID:	y Info
S⊢	HADY GROVE MICROBIOLOGY		O <u>E</u> Phase: Phase I	-
	General Request Fo	rm - 167026	Label: Accession#:	
	atient Name (Last, First, Middle Initial)		Gender Birthdate / Age	
P	atient Address	City	Specimen Type/Source	
S	itate Zip Code	County		
	▼			
P	atient Home Phone Patient Wor	k Phone Race	Collection Date/Time (mm/dd/yyyy_hh:mm:ss)	
1	J	<u> </u>		
P:	atient Social Security # Patient ID	Requesting F	hysician (Full Name) Room / Bed #	
	eport Information (A/ill print on report)		ecial Instructions for OUEST	
	coold internation (vviii print on report)			
A	dditional Diagnosis Information (Please	enter ICD-9 code next to test t	pelow) Bill Code	
				_
S	TAT Contact Name:	S	TAT Phone Number:	
	Dr. Name:			
	History #:			
	Room/Bed:			
		Previous	Nevt	
		Lievious	12.074	
- 111				
art 📔 🙆 🖉		([1:00 PM
Docum	hent1 - Microsoft W IIII FES - Front End Sys	tem	tem	

	Before proceeding to scan the next LIS Accession number, label
	your specificit and plates and retain them to the biohazard bag.
	Work with only one specimen at a time. Do NOT take all the
	specimens and plates from their individual bags at the same time and
	line them across the table.
	1. Verify the patient name on both the Ouest Tandem Labels and the
	LIS labels.
	2. Place the first label on the specimen. The specimen label has the
	specimen source on it, i.e., SRC=EYE AND RESP BROTH.
	Label is placed with tube top facing your right.
	3. Next place PLATE labels on the plates/broth.
	4. Place that patient's specimen/plates in a Biohazard bag. If you
	accidentally printed extra labels, place in the outside of the pouch
	of Biohazard bag.
	5. Continue to scan the next LIS Accession #.
	6. Place the "BATCH END" label on the Sunquest ROB packing list
	which will give you a total number of specimens processed and
	the FES Courier List.
	7. Verify the number of specimens processed is the same as the
	number of specimens on the ROB list.
	Note: The number of specimens processed on the ROB list may
	be different than the number of accessions on the ROB list since a
	blood culture with both XIDS and XIDSN will have the same LIS
	accession but 2 different Tandem accessions.
	8. Each ROB batch should correspond to an FES batch. Do not
	combine several ROB batches to make one large FES batch. The
	maximum number of specimens on a batch is 15.
	At this point, the Previous / File buttons at the bottom of the screen
	will change to Reprint / Done.
	Note: In the event the printer jammed or not enough labels were
	produced, the labels can be printed again by selecting the Reprint
	option.
	Press the ENTER key or click on the Done button to return to the
	Patient Demographics screen.
STEP II:	Next step is to add the FES accessions to a Batch list.
Creating Batch	From the File option select the – OSA Batch option. See below.
list	OR use the FES Offsite icon



The following login screen displays.
Enter the facility ID.
WAH: 43
SGAH: 42
Then click on LogOn

🖷 Front End Syste	em User Validation 🛛 🗶
Eile	
User Information —	
<u>U</u> ser ID :	425
Password :	########
Facility <u>I</u> D :	41
Logon <u>S</u> erver :	FES_PRD
Log On	Cancel
	1.

Once successfully logged into the system, the initial OSA screen will display.

🖹 RM - FES - Off-Site Accession Batch [4.7.21] PDH on CHYWL78X350X						
Eile						
Pend	ling	<u>C</u> reate Batch	Courier Pick- <u>u</u> p	p <u>M</u> icro Accept		
Pending Batch						
Accession	Patient Nar	ne	Transaction #	Created		
41000000	POWELL, .	JAMES A	45231	07/21 08:47 am		
41000001	41000001 WASHINGTON, NATHAN		46356	07/21 01:37 pm		
41000002	THREATT,	JOSEPH E	46369	07/21 01:42 pm		
41000003	GONZALES	S, DILICIA M	46351	07/21 01:48 pm		
4100004	CARTER F	FILA O	46367	07/21 01·49 nm		

Note: OSA will automatically set your CAPS LOCK and NUMBER
LOCK status. Also, the OSA will automatically log the user off
after a period of inactivity.
Unlike FES/UI, OSA will warn the user starting approximately three
(3) minutes before the program actually terminates.
Pending Tab (Informational): This tab shows information about
pending actions for OSA. There are three (3) actions that can be pending:
<u>Pending Batch</u> : This is a list of accessions that have been entered in FES but have not yet been assigned to a [Courier] Pick-Up batch.
You must always go back to the Pending Tab after you have
created a batch. The Pending Tab should NOT have any orders
pending once you have created a batch.
If you have patients in the Pending Tab which are greater than
one day:
1. Check in Sunquest, if canceled, notify a lead tech or
supervisor.
2. IF NOT CANCELED IN SUNQUEST, YOU MUST
TROUBLESHOOT THE PROBLEM.
<u>Pending Pick-Up</u> : This is a list of batches created that have not yet been picked-up by the courier. This will generally have only one entry. If there are batches older than 24 hours, you need to contact Quest Chantilly Micro to resolve pending
<u>Pending Accept:</u> This is a list of batches that have been picked-up by the courier but not yet accepted by the Chantilly Lab. This will have multiple entries only if multiple batches are created for courier pick-up. If there are batches older than 24 hours, you need to contact Quest Chantilly Micro to resolve pending.

	Select the "Create batch" Tab.		
Create Batch	(The Batch ID will default in. It is a combination of the current		
Tab	user's three-character initials followed by the last digit of the day-of-		
	month and then the hour and minute component of the current time.		
	For example, if the option was accessed at 12:34 on the 10th day of		
	the month by Alice B. Cooper, the batch ID displayed would be		
	"ABC01234.")		

🖹 RM - FES - Off-Site Accession Batch [4.7.21] PDH on CHYWL78X350X				
<u>File</u>				
Pending Crea	te Batch 📋	Courier Pick- <u>u</u> p	Micro Accept	
Batch ID : PDH21606	•	<u>C</u> reate Batch	<u>M</u> odify Batch	
EES Accession :		<u>A</u> dd Accessio	n	
Accession Patient Name	Transaction #	Created	Batch On Batch By	
■ Double Click on a grid row to rem	nove that access	ion from the batch.	► <u>U</u> pdate Batch	

Click on the Create Batch button
* Batches should not contain more than 15 microbiology specimens
each. If there are more than 15 specimens, smaller batches
should be prepared more frequently.
1. Add accessions to the batch by scanning in the FES barcode
accession number (Not the LIS Accession number).
2. Once scanned in, the "Add Accession" button becomes active and
defaults.

3. Press ENTER. The accession number will now be placed on the
batch list (grid row).
**You should have a one-to-one match for every item being
sent to Chantilly.**
4. Once you have completed adding Accessions to the Batch then
click on the "Batch Update" button.
You must go back to the PENDING Tab to see if there are any
orders pending. If orders are present from your batch, modify the
batch you created. The PENDING Tab must be empty until the next
ROB is queued from the LIS (Sunquest).
Note:
If the accession is already on the packing list, a message box is
displayed noting the position of the accession on the list.
If the accession is not pending for the packing list (i.e. the accession
is not on the list of pending accession from the first tab), an error
message is displayed.
An accession can be removed from a batch by double-clicking on the
accession in the list of accessions on the batch.
No changes are made to the batch until the Update Batch button is
selected. If changes are made to the batch and the user attempts to
leave the screen before saving them, a message box is displayed
allowing the user to save the batch before losing the changes made.
1



Print Courier Packing List	1. 2.	Once a batch is created go to the "Courier Pick Up" tab and print sufficient number of copies of the batch report in order to place one in each Micro bag by clicking on the PRINT button. Verify that specimen/plates and orders match. Log out of FES. When you log out the "BATCH END" label will print. Place this label on the Sunquest packing list and Courier List.	
	<mark>3.</mark>	Highlight the number of specimens processed from the FES	
		batch label	
	<mark>4.</mark>	Verify that the numbers match the number of specimens on the	
		ROB batch. Note: The number of specimens on the ROB list	
		ROB list since an XIDS and XIDSN may have the same	
		accession number. If there are AFR and ANA blood cultures	
		with the same accession number on the ROB list, verify they	
		have separate FES numbers. You should never have more than 5	
		plates with the same FES number.	
	5.	Place one copy of the FES/Courier packing list in each	
		microbiology biohazard bag (bag with wide yellow stripe).	
	<mark>6.</mark>	Staple the following documents together to file and maintain on	
		site for one month: ROB batch list on top, followed by the ROB	
	7	packing list, and then the FES packing list.	
	7.	when the courier arrives you will need to mark the batch as	
		picked up. Proceed to Step III.	

🖺 RM - FES - Off-Site Accession Batch [4.7.21] PDH on CHYWL78X350X					
<u>F</u> ile					
Pending <u>C</u> reate Batch Courier Pick-up <u>M</u> icro Accept					
Batch ID Created On Cre By Updated On Upd By Acc Cr PU By Pick-U	p On				
PDH21606 07/22 04:07 PM 425 07/22 04:07 PM 425 1					
Print Courier's Name :					

Example of batch list:

```
Quest Diagnostics Nichols Institute-CHA
01/30/08 20:42:16 Accession Off-Site 1
                        Accession Off-Site List
Batch: Theorem
                                                                                            Page:
User: DPOULIN / 42
                                                                                      CHYWDGG9C111
                                                                                                .
Created on 1/30/2008 7:41:20 PM by JAS
Last modified on 1/30/2008 7:41:20 PM by JAS
15 entries on batch.
                                  14
Courier: TESTING
                                                           Pick-Up Time: 01/ 30/ 2008 19:4
                                                          Drop-Off Time: _/_/_
                                                                                             _ _____
  1 Accession: 42059514 FES, TEST
                                                                               OE Batch: JAS1911
 Client#:23495 Order#:X1010 LabelText:UR-RD SortCode:J6 RouteCode:BACT
2 Accession: 42059514 FES, TEST OE Batch: JJ
Client#:23495 Order#:X1010 LabelText:UR-RD SortCode:J6 RouteCode:BACT
                                                                               OE Batch: JAS1911
3 Accession: 42059514 FES, TEST OE Batch: JJ
Client#:23495 Order#:X1010 LabelText:UR-RD SortCode:J6 RouteCode:BACT
                                                                               OE Batch: JAS1911
4 Accession: 42059514 FES, TEST OE Batch: JJ
Client#:23495 Order#:X1010 LabelText:UR-RD SortCode:J6 RouteCode:BACT
                                                                              OE Batch: JAS1911
5 Accession: 42059514 FES, TEST OE Batch: J.
Client#:23495 Order#:X1010 LabelText:UR-RD SortCode:J6 RouteCode:BACT
                                                                               OE Batch: JAS1911
  6 Accession + 42059515 FPS TEST
                                                                              OF Batch . TASISII
```

STEP III:	When the courier arrives, access the OSA application and select the			
Marking	"Pick-Up" tab. Select the batch and enter in the couriers name in the			
Courier	"Courier Name's: "field (at least 5 characters) once you enter in the			
Packing list as	Courier the "Pick-Up Sample" button displays.			
picked up	Click on the "Pick-up Sample button. This will cause the batch to be			
	marked as Picked-Up and the samples each marked In Transit.			
	Note: The last 14 couriers associated with a pick-up of specimens is			
	included in the drop-down box for the Courier Name:			
	Rather than entering the name, a previous name from the list can be			
	selected.			
Micro Accept	When the courier arrives at the Chantilly laboratory, the OSA			
	specimens are delivered directly to the department (microbiology).			
	At this time, a user in the department must access the OSA options			
	and select the Micro Accept tab. **Note, this is a Chantilly function			
	to perform.**			

6. **RELATED DOCUMENTS**

ROB - Creating Batch for Microbiology Sendouts, Microbiology procedure FES Password, Specimen Processing procedure

7. **REFERENCES**

None

8. **REVISION HISTORY**

Version	Date	Reason for Revision	Revised By	Approved By
		Supersedes SOP S006.006		
001	8/14/12	Section 4: Add Maximum batch size, revise courier list retention time, add SOP to FES access code Section 5: Clarification of placing FES Batch end label on ROB Batch list and verifying specimens processed, changes to Print courier packing list	R. Master	S. Khandagale
		Section 6: Update document titles	L. Barrett	

9. ADDENDA AND APPENDICES

LIS Micro Orders and Quest Tandem Order Number.

Culture	Quest Order Code	LIS Code	Misys Source(SDES)	Specimen	Condition (Free Text)	Plates	Broth	SGAH/WAH Default # Plates
AFB Culture and Smear	5202	XAFBC1	Fluid	FL	Source of Fluid	0	0	0
AFB Culture and Smear	5202	XAFBC1	Urine	UC	Leave it blank	0	0	0
AFB Culture and Smear	5202	XAFBC1	Tissue	TIS	Container	0	0	0
AFB Culture and Smear	5202	XAFBC1	Sputum	MI	SP	0	0	0
AFB Culture and Smear	5202	XAFBC1	Bronch Wash	MI	BRON	0	0	0
AFB Culture and Smear	5202	XAFBC1	Aspirate Tube	MI	Aspirate Tube	0	0	0
AFB Blood Cutlure	8518	XAFBL1	Blood	BL	Leave it blank	0	0	1 bottle
AFB Smear	268	XAFSM1	Fluid	FL or SW	Source of Fluid	0	0	0
AFB Smear	268	XAFSM1	Urine	UC	Leave it blank	0	0	0
AFB Smear	268	XAFSM1	Tissue	TIS	Leave it blank	0	0	0
AFB Smear	268	XAFSM1	Sputum	MI	Leave it blank	0	0	0
AFB Smear	268	XAFSM1	Bronch Wash	MI	BRON	0	0	0
AFB Smear	268	XAFSM1	Aspirate Tube	MI	Aspirate Tube	0	0	0
AFB Blood Cutlure	8518	XAFBL1	BL	BL	Leave it blank	0	0	1 bottle
Anaerobic Culture	15871	XANAC	any source	FL or SW	Source of Fluid	5		3
Blood Culture / Aer	18100	XIDS	BL	BL	Leave it blank	4		4
Blood Culture / Anaerobe	18101	XIDSN	BL	BL	Leave it blank	5		5
Fungus Blood Culture	14701	XBLF1	BL	BL	Leave it blank	0	0	1 bottle
CSF Culture (and Gm Stain)	127350	XCSFC	CSF	CS	Leave it blank	4	1	5
Cath Tip Culture	78352	XCTIP	Cath	MI SW or	Leave it blank	1		1
Ear Culture	76951	XEAR	Ear	EAR	Leave it blank	4		4
E Coli O157	4221	XECOL	Stool	ST	Leave it blank Source of	1		1
Environmental Culture	6320	XENVR	any source	WATER	culture	1		1
Eye Culture	76950	XEYE	Eye	EYE	Leave it blank Hair, Skin, or	4		4
Fungus Culture (hair,skin, nail)	7998	XFHSN	Hair, Skin, Nail	MI	Nail	0	0	0
Fluid Culture	1273	XFLC	any source	FL	Source of Fluid	4	1	5
Fungus Smear	270	XFSMR1	any source	MI or SW	Leave it blank	0	0	0
Fungus Culture	105	XFUNC1	any source	MI or SW	Leave it blank	0	0	0
Group B Strep Cult Screen	14537	XGBSC	source	SW	Leave it blank	0	1	1
GC Culture Screen	657	XGCS	source	SW	Leave it blank	2		1
Genital Culture	778	XGENC	source	SW	Leave it blank	4		4
Millipore Water	4120	XH20	source	WA	Leave it blank	1		1
MRSA Screen	752	XMRSA	source	any source	Leave it blank	1		1
MRSA PCR	17656	XMRSAP	Nose	SW	Leave it blank	0		0
Respiratory Culture	769	XRESP	source	MI	SP	4		4
Stool Culture	15292	XSTLC	Stool	ST	Swab/Container	0	1	6
Group A Strep Cult Screen	6470	XSTPAS	Throat	SW	Leave it blank	1		1
Surgical Culture	78353	XSURG	any source	TIS	Leave it blank	5		5
MTB Complex TMA Non Resp	18006	XTBNR	any source	MI	Leave it blank	0		0
MTB Complex TMA Resp	6931	XTBRP	any source	MI	Leave it blank	0		0
Throat Culture	5870	XTC	Throat	SW	Leave it blank	2		2
Tissue Culture (and GS)	78350	XTISC	any source	TIS	Leave it blank	5		5
Urine Culture Urine Culture (Sterile, bladder,	URINEX URINEX	XURNC XURNC	Urine	UC	Leave it blank	2		2
		N/ (D =	Urine		Source of Urine	4		4
VRE Culture	8557	XVKE	any source	SI	Leave it blank	1		1
	78351	XVVDAC	any source	500		4		4
would Culture (with Gm Stain)	783	XWDCG	any source	SW	Leave it blank	4		4