**Read the following instructions below and print pending list from the Test side of the LIS for samples from 12.14.15 , order numbers T7140000-T7149999. Print the pending list as if you were working in Chemistry,Urines, and Hematology. Document your findings on printed pending for each area. Staple all papers together and be sure to put your name on them. Turn these into the appropriate person’s mailbox for your shift:Deanna-Days, Cheryl-second shift and Shelly for third shift. These must be completed by January 6, 2016.**

**These will be reviewed and extra instruction given if items are missed. The review will be completed by January 13.**

**Subject: Instructions for Departmental Pending List**

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| **1. PRINCIPLE: To avoid missing tests performed in the department and delays to patient care.** |

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| **2. Procedure:** 1. **How to review pending lists**
2. **In the LIS (Laboratory Information System) go to Results and choose resulting worklist.**
3. **Under the heading TEMPLATE, type in or choose appropriate code from the drop down list.**
4. **For example H or COAG for Hematology; URINA and UCHEM for urines; CLINK for chemistry.**
5. **Go to STATUS: pending and non- verified should be selected**
6. **Enter the dates to reflect 6 days prior and the current date.**
7. **DESELECT the box, Received only**
8. **Print the PENDING LOG REPORT- write the date range you selected at the top of the report.**
9. **With the report still on the screen use the Tools tab/Order Entry to investigate each sample.**
10. **Use the History of Ordering icon at the top of the screen to see if the test appears to be a duplicate. You must clarify with Nurse prior to cancel and be sure to document who you spoke with and what time when you cancel the test.**
11. **Check to see if this test could be added on by calling the floor and verifying with nurse or pharmacist. Document who you spoke with as well as date and time. If so find the previously run specimen, collect and receive using time given and perform the test.**
12. **Check to see if other tube types were received. If so why wasn’t item being investigated received? Check specimen comments to see if anyone left a message.**
13. **Has the patient been discharged? If so check to see if they were admitted to 7E, if so call floor to see if test is still needed. Otherwise cancel test noting patient discharged.**
14. **Did the order originate in ED and the patient was admitted? Check with floor to see if test is still needed.**
15. **Is the patient refusing to have lab work drawn? Notify nurse taking care of patient that you will cancel order if sample will not be collected same day or if sufficient information to cancel. Document nurse’s name in cancel comments.**
16. **Samples not received from outlying locations such as Urgent Care, JTSM, VWCH or outpatient.**
17. **Any sample not received in lab should be investigated. Check the collection times and with location sending the sample to see if items are in route. If there is no one at location check courier delivery schedule to see when item should arrive. Look thru specimen “Done bags” to ensure samples needing testing are not misplaced.**
18. **For missing outpatient samples check with staff working in OP location. If staff are gone for the day check the tube system and all carriers. Notify maintenance to determine if the line had a problem. Check OP location to see if samples can be located.**
19. **Check the instrument interface to ensure sample has not been run without receipt of sample in LIS. Results will be held up if this occurs. Look for results that are posted but not verified.**
20. **Each test on the pending log should be commented on so only those that truly need follow up are known to everyone. Use the canned messages :NR(not received),BC(being collected),DUP(duplicate),X(Cancelled), NV(need verified), IT(In transport)**
21. **Initial the pending log with date and time then file in the appropriate area.**
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