Saratoga Hospital Laboratory

211 Church Street, Saratoga Springs, NY 12866

**Procedure for Filling Outpatient Laboratory Supply Requests**

**Purpose:**

The purpose of this procedure is to standardize the handling of outpatient laboratory supply requests, as well as track supplies distributed by the Saratoga Hospital Laboratory.

**Scope:**

This procedure applies to all laboratory employees involved with filling outpatient laboratory supply requests.

**Materials:**

* Meditech Terminal
* Phlebotomy Supplies
* Microbiology Specimen Collection Supplies
* Fax Machine
* Telephone
* Office Supplies

**Filling Outpatient Laboratory Supply Requests Procedure:**

***Note: Form#SUPPLY1.0 is received into the Saratoga Hospital Laboratory by fax, interoffice mail, or courier.***

***Note: If the supply requisition has Pathology/Cytology listed, make a copy of the requisition and place the copy in the bin outside the Cytology door as soon as the requisition is received in the laboratory.***

***Note: For requests submitted on a form other than Form#SUPPLY1.0 use fill the order and use Form#SUPPLY1.0 to enter the supply order into Meditech.***

1. Fill request. When filling request, quantify the total number filled based on the unit listed on Attachment 1: Outpatient Laboratory Supply Requisition Form. Write the total number in the Quantity Filled column.
2. Sign into Meditech.
3. Under the **Laboratory Module**, select **36. OUTREACH**.
4. Select **40. Customer Service**.
5. Select **50. Enter/Edit Containers Distributed**.
6. In the **Outreach Client** field type **N\*first three letters of the provider*** then the **F9** key to look up the ordering provider of the order with the issue. Select the provider.
7. In the **Distributed #** field type **N** for new.
8. In the **Date Distributed** field enter the date that the supply requisition was filled.
9. In the **Container** field enter the mnemonic from the supply requisition of the first item filled on the list.
10. In the **Amount** field enter the amount calculated of that item from the supply requisition.
11. Enter the remaining containers and amounts from the supply requisition.
12. In the **Requester** fieldenter the name of the requester if specified on the supply requisition. If there is no name specified, proceed to the **Comment?** field.
13. Enter **Y** in the **Comment?** field if a comment is required.
14. Type **Y** to file the entries for the supple request.
15. File the filled supply request by month in the phlebotomy filing cabinet.

**Container Distribution Report:**

The Container Distribution Report combines the container data entered during Outreach Requisition Entry and Enter/Edit Containers Distributed into a usage report. The report is compiled and reviewed monthly by the Supply CLA.

1. Sign into Meditech.
2. Under the **Laboratory Module**, select **36. OUTREACH**.
3. Select **40. Customer Service**.
4. Select **53. Container Distribution Report**.
5. In the **From Date** field enter the first date of the previous month.
6. In the **Thru Date** enter the last date of the previous month.
7. Select the **F12** key, and print the report.

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| Date of Origin: | 04/15/15 |  | Prepared By: | Teri Baldwin |
| **Date Placed in Service:** |  |  |

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| Approved by: |  |  |  |  |  |  |  |
|  | Phlebotomy SupervisorTeri Baldwin |  | Date |  | Saratoga Hospital Laboratory Medical DirectorWilliam E. Field II, MD  |  | Date |
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|  |  |  |  |  |  |  |  |
|  | Laboratory Administrative DirectorRichard Vandell |  | Date |  |  |  |  |