REPORTING RESULTS FROM STATE LAB SENDOUT SPECIMENS

PRINCIPLE / PURPOSE: Specimens may require testing performed at or require processing by the State Laboratory of Public Health. These tests are ordered in LIS as MISCSO (miscellaneous send out). Once complete, the results are scanned to HIS and documentation is made in LIS.

SCOPE: This procedure explains how to obtain and report results from patient specimens sent to the N.C. State Laboratory of Public Health.

PROCEDURE:

1. Log into the N.C. State Lab of Public Health website “slph.state.nc.us”.
2. Then double - click on “Lab Test Results” from the left side of the website and click “Login”.
3. Then scroll down to Clinical Lab Results - Login
4. At EIN number: type in 560529994
5. Skip the Suffix box
6. At username: type in dwaller in lowercase letters with no spaces
7. At password: type in the password which is located behind the STATE LAB tab in the Culture In Progress notebook.
8. Then move the mouse to the heading “Lab Tests” and under it choose “Results”
9. At the “SelectTab” box use the drop down arrow to choose where the specimen is located. The choices include: Enterics and Viral Cultures
10. Then type in the last name of the patient you are looking for.
11. Type in the birthdate of the patient’s specimen. This information can be obtained from the patient’s worksheet that was placed behind the State Lab tab in the Cultures In Progress notebook or from the Microbiology Send out Log where the name, birthdate, and type of test was documented.
12. Then click “Search”
13. Then click on the patient’s name. If the patient’s results are not ready it will say testing in progress otherwise double-click on the number under “Folder Number” and print the results.
14. If testing is still in progress then you can check at a later date for results or wait until the results are mailed to the lab.

INTERPRETATION & REPORTING RESULTS:

Reporting Format: The report issued by the State Lab is available on-line at their

website. A hard copy is subsequently mailed to the laboratory.

Scan the report into epic. Result the MISCSO test with the free text comment “See scanned Results in CHL”.

REFERENCES:

State Laboratory of Public Health, Raleigh, N.

HISTORY PAGE

SOP Number: MICRO-306-CH

SOP Title: Reporting Results From State Lab Sendout Specimens

Written By: Jacee Farmer

Manual in which Hard Copy of this SOP is located: Microbiology Procedure Manual

Distribution: Sharepoint

Supersedes Procedure: n/a

SOP CHANGE CONTROL

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|  | Approvals | |  | Action | In |
| Mgmt. | Date | Director | Date |  | Effect |
| Jacee Farmer | 3/31/17 |  |  | Updated list of results. | 5/1/17 |
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| Jacee Farmer | 11/12/2021 |  |  | Updated purpose. Report GIPCR specifics. | 11/12/21 |
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