□ SAFH □ SAH □ SDH □ SMCS ■ SRMC □ SMF □ SSMC	SHSSR Laboratory Service Procedure	Section/#: Processing CL.PRE02.06-/-RV.01
	Title: **Checking Quest Unqueued Batch Lists**	Initiated/Owned by: Lab Supervisor
	Effective Date: 11/30/17	Next Review Date: 11/2019

Purpose   This procedure describes how to check unqueued batch lists daily on each shift.

Policy   Unqueued Quest batch lists are checked each shift to ensure that samples are sent out to Quest within the stability timeframe and prevent testing delays.

Procedure   Follow the steps below to print an unqueued batch list.

Prompt	Action	Response
1. Function	Type "ROB"	\<Enter> \<Enter>
2. Interface Number	Type Interface Number "601"	\<Enter> \<Enter>
3. Select Option	Select 3 – Queue Batch	\<Enter>
4. Batch Date \<T>	Enter "T" for today	\<Enter>
5. Batch Number	Type "??"	\<Enter>
6. Queue Order Batch	Determine batch list numbers for RV only. If there are no batch numbers listed for RV, no further action is needed.	\<Enter>

Follow the steps below to research samples on an unqueued batch list.

1	Reprint the batch lists for RV
2	Research all samples on the list to determine if they have been sent out for testing.
3	If the sample was already sent out for testing at Quest, Final Queue Batch. Stamp the paperwork with "Link Specimen Do Not Accession" stamp and fax to Quest.
4	If the sample has not been sent to Quest, locate the sample in Freezerworks, extra bins, or pathology.
5	Once the sample is located, Final Queue Batch, stamp the paperwork with "Link Specimen Do Not Accession" stamp and send the sample to Quest along with the paperwork at the correct temperature.

End