

<input type="checkbox"/> SAFH <input type="checkbox"/> SAH <input type="checkbox"/> SDH <input type="checkbox"/> SMCS <input checked="" type="checkbox"/> SRMC <input type="checkbox"/> SMF <input type="checkbox"/> SSMC	SHSSR Laboratory Service Procedure	Section/#: Processing
	Title: Generating a Miscellaneous Pending Test Log	Initiated/Owned by: Lab Supervisor
	Effective Date: 2/28/18	Next Review Date: 2/2020

Purpose To provide instructions for laboratory personnel for printing a miscellaneous pending test log from the Misys Laboratory information system in order to audit workload for completion.

- Policy**
- Any laboratory employee that has been trained may generate a pending log using the function PL.
 - A miscellaneous pending log will be printed every Sunday at 1000.

Procedure Follow the steps below to perform testing.

Prompt	Action	Response
1. Function	Type "PL"	<Enter>
2. Printer	Type the three digit code for the printer in which you intend the report to print. (e.g. 902)	<Enter>
3. Start Date	Type "T-7" for the last 7 days	<Enter>
4. Start Time	Accept the default of "0000". No action is necessary.	<Enter>
5. Cut-off date	Accept the default of today "T". No action is necessary.	<Enter>
6. Cut-off time	Type "2359"	<Enter>
7. Include preliminary results	Accept the default of "No". No action is necessary.	<Enter>
8. Include AD comment	Accept the default of "Yes". No action is necessary.	<Enter>
9. Print rack numbers	Accept the default of "No". No action is necessary.	<Enter>
10. Print Expanded Comments	Accept the default of "No". No action is necessary.	<Enter>
11. Include CID Data	Accept the default of CIDs only	<Enter>
12. (A)ll (R)eceived (U)nreceived	Accept the default of (A) All.	<Enter>
13. Hospital ID(s)	Type "RV"	<Enter>

14. Worksheet(s)	Type "RVMIS"	<Enter>
15. Worksheet(s)	Type "RVLNIS"	<Enter>
16. Worksheet(s)	Type "RVJUNK"	<Enter>
17. Worksheet(s)	Type "RVPROB"	<Enter> <Enter>
18. Exceptions	Accept default blank field.	<Enter>
19. Lab location(s)	Accept default of "All Lab Locations".	<Enter> <Enter>
20. Accept/Modify/Reject	Select Accept	<Enter>

- Look up the Accession Numbers in Sunquest.
- Write miscellaneous on the pending log and the location where the sample was sent.
- If the sample is pending results, call the facility and obtain results.
- Document on the pending log with initials and place in the pending log binder so that the next processor does not duplicate efforts.

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