

## Ordering a Miscellaneous Test

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### Policy

SRMC Department of Laboratory Medicine utilizes only contracted reference laboratories that have been approved by the Medical Director.

When tests are not pre-defined with an ordering mnemonic test code in Sunquest, the test must be referred to an outside reference lab.

SRMC Laboratory staff will utilize this Miscellaneous send-out test procedure.

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### Purpose

To provide appropriate ordering and processing of tests not previously defined in the Sunquest LIS for reference laboratory testing.

Sunquest Miscellaneous battery codes (MISC01, MISC02, etc.) have been defined to facilitate clarity throughout the process of miscellaneous test management.

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### Procedure: Orders

Orders for Miscellaneous Tests:

Step	Action
1	Physicians place the order for tests. The order may be placed a variety of ways: Nursing unit staff will place orders in the HIS or on downtime forms for Inpatients or hand-written on requisitions.
2	Laboratory staff compares the Test Name ordered by the physician to the order placed.  NOTE: Various resources (Sunquest, Lexicomp, Shared lab test directory, and Quest) <b>must be checked</b> carefully to make sure any synonyms or cross-references have been researched – <b>before using the Miscellaneous test code.</b>
3	Ensure that the Test Name and ordered test are matched. Any unclear orders must be clarified with the Physician or nursing unit.
4	Any tests that do not have a unique Sunquest test code defined will be ordered in Sunquest as a MISC test.
5	Continue with the Sunquest LIS Entry instructions in the next table.

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## Ordering a Miscellaneous Test, Continued

**Orders:** Refer to the “Order Entry” procedure for detailed steps on how to enter the order into Sunquest LIS.  
**Sunquest Entry**

Note:

- Miscellaneous test codes must be used one test order per one MISC code.
- Staff may enter up to five miscellaneous tests on the same accession number.

Step	Action						
1	<i>First Miscellaneous Test Order:</i> At the test code field: Enter the code <b>MISC01</b>						
2	<TAB> to the modifier field						
3	Enter the modifier with the following convention: <b>;Name of test (Capital letters), Specimen requirements, Testing Lab and test #(Ref Lab Test Code Number)</b> <i>Example of above is:</i> <b>;KRYPTONITE, 5 ml LAV RT, Quest, #15037x</b>						
5	<table border="1"> <thead> <tr> <th>If</th> <th>Then*</th> </tr> </thead> <tbody> <tr> <td><b>More than one miscellaneous test is ordered:</b></td> <td>Use the following Codes on the same accession number for the corresponding MISC test:  ➤ <b>MISC02</b> ➤ <b>MISC03</b> ➤ <b>MISC04</b> ➤ <b>MISC05</b></td> </tr> <tr> <td><b>More than 5 miscellaneous codes are ordered:</b></td> <td>Create a NEW accession number and start with MISC01 for the 6<sup>th</sup> MISC test.</td> </tr> </tbody> </table> <p>*Ensure Step 3 is adhered to when ordering the MISC test code.</p>	If	Then*	<b>More than one miscellaneous test is ordered:</b>	Use the following Codes on the same accession number for the corresponding MISC test:  ➤ <b>MISC02</b> ➤ <b>MISC03</b> ➤ <b>MISC04</b> ➤ <b>MISC05</b>	<b>More than 5 miscellaneous codes are ordered:</b>	Create a NEW accession number and start with MISC01 for the 6 <sup>th</sup> MISC test.
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<b>More than 5 miscellaneous codes are ordered:</b>	Create a NEW accession number and start with MISC01 for the 6 <sup>th</sup> MISC test.						
Note	Order modifiers will appear internally ONLY on collection lists, result entry screens, and not on inquiry screens or patient reports.						

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## Ordering a Miscellaneous Test, Continued

### Specimen Collection

For specimens not collected, MISC codes will appear on the Collection List and labels.

Step	Action
1	<b>Do NOT collect samples until specimen requirements are determined.</b>
2	Collect specimen as designated on the collection label or as specially instructed by the Specimen Processor.  Additional information may be obtained by: <ul style="list-style-type: none"> <li>➤ Order Inquiry on the Accession number in Sunquest.</li> <li>➤ Order requisition.</li> <li>➤ Reference lab test directory.</li> </ul>
3	Return specimen to laboratory for receiving and processing.
4	When receiving the sample, result the test name field with the test name and sample type in the name field.

### Reminders

- If a proper test code exists, add the correct test code to the accession number and cancel the MISC order with code CRNEW.
- Any MISC orders going to **Quest** manually should be sent via CARE360. CARE360 is to be accessed by trained users.
  - *In the event you cannot use CARE360, you must use a paper Quest requisition and write the Quest test code, test description, and tech code on it.*
- Any MISC order going to **other Reference Laboratories** manually should be sent using their paper lab requisition.
  - *You must include the test code, test description, and your tech code written on it.*
- **All MISC samples must be tracked and logged in the “Miscellaneous Test Log Book”. Document the following in the Miscellaneous Test Log Book:**
  - **Name of the test**
  - **Specimen requirements**
  - **Testing Lab**
  - **Reference lab test code number**

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## Ordering a Miscellaneous Test, Continued

### Specimen Processing

Step	Action
1	Aliquot the sample according to instructions in the reference lab. (For processing questions – contact the Customer/Client Services department of the reference laboratory.)
2	Label the aliquot tube with: <ul style="list-style-type: none"><li>➤ Correct <b>bar code label</b>,</li><li>➤ Your <b>Tech Code</b>,</li><li>➤ <b>Source:</b> (ex: <i>Serum, EDTA Plasma, NP Wash</i>)</li></ul> <p>Follow <u>Specimen Labeling</u> procedure carefully!</p>
3	Pour off enough specimen for the send-out test, and leave 0.5 ml to 1.0 ml in the original container, if quantity is sufficient.
4	Store the original tubes in Freezerworks.
5	Pack the specimens and prepare for transport according to the reference lab procedures.
6	Place the top copy of the manual requisition into an outer transport bag. Place the specimen securely inside the specimen transport bag.
7	Place the transport bag in the designated storage bin or courier pick-up location.
8	Log all MISC tests in the “Miscellaneous Test Log Book”
9	Place lab copy of all reference lab requisitions in the miscellaneous order file cabinet under the patients last name.

End