#### Processing the Pathologist Review order

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| Background | This procedure describes how to process pathology review orders |

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| Policy | * Refer to Path review criteria to determine if Path review order is required
* Hematology CLS is assigned the task of printing and ensuring completion of Path review worksheet
* All Path Review orders must have a corresponding CBC order (patients with a CBC order the same day can be used)
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| Procedure | Follow the steps below to process path review orders

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| Step | Action |
| 1 | Log into Sunquest Laboratory GUI* If inpatient order use lab location code RVML to order and to report test
* If OP order use lab location code SSR07 to both order and report test
 |
| 2 | On the main screen, open the Order Entry folder |
| 3 | Change the look up prompt to ACC number and enter the ACC number at the value prompt of the specimen requiring path review |
| 4 | Click select button  |
| 5 | At the order comment prompt, enter the reason for ordering the path review (enter semicolon prior to free text)* If existing comment present, click the order box and click the search icon. At the search order comment box, click the free text button to add additional comments
 |
| 6 | At the next available order code prompt, enter order code PRHM then click the Save button  |
| 7 |  Print the patient report by* Return to the main screen in Sunquest Laboratory GUI and open the laboratory inquiry folder or
* Log into Sunquest ALAB and use function IRA
 |
| 8 | Obtain patient report from printer and place patient report and corresponding smear ( blood or body fluid) in Path review tray |

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#### Processing the Pathologist Review order, continued

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| Procedure | Follow the steps below to process path review orders

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| Step | Action |
| 9 | **Towards the end of each shift, the hematology CLS will print the Path review worksheet** (**may delegate to MLT or SLA**):* Function WO
* Enter desired printer number
* Select option Incomplete
* **Select Both hospital ID RV and SS**
* Select New
* Cut off date – press enter for current date
* Cut off time – press enter for current time
* Press enter through all other prompts
* Worksheet code is RVPATH
 |
| 10 | Hematology CLS will ensure all path review orders on the worksheet have the corresponding patient report and smear |
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|  | **If** | **Then** |  |
| All Path review orders on worksheet have corresponding patient report and smear | * keep the worksheet and patient reports together and in order
* Place in tray for each shift
* Proceed to step 11
 |
| Path review orders on worksheet have missing patient report and smear | * Print new patient report and make smear
* Keep the worksheet and patient reports together
* Place in tray for each shift
* Proceed to step 11
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| 11 | Take tray back to Pathology for each shift |

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####  Processing the Pathologist Review order, continued

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| **Related Documents** | * Appendix A: Pathologist Review Criteria
* Appendix B: Pathologist Review – Group ETC for Interpretive Comments
* Resulting Path Review Orders
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