#### 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   |  |  | | --- | --- | | 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   |  |  |  |  |  | | --- | --- | --- | --- | --- | | 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 | | | | |  |  | | | | |  | **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 | |  | | | | | 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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