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Owner: Alex Alba: Spvr, Laboratory
Policy Area: Lab - Client Services
References:
Applicability: Sutter Roseville Medical Center

Creating Collection Batch Labels Using Sunquest Laboratory Information System, CL.NON02.05-/-RV.xx

Purpose:

- A. This procedure describes how to create collection batch labels using the Sunquest Laboratory Information System

Policy:

- A. Collection batch labels will be generated by the Specimen Processor if required to complete patient rounds due to Sunquest Lab downtime and/or Clinical Collect downtime:
 1. Create collection batch labels when there is a scheduled Sunquest Lab downtime which will cause Clinical Collect to become not operational
 2. Create collection batch labels when Sunquest Lab is functioning but the Clinical Collect is not operational
 3. Do not generate collection batch labels when Sunquest Clinical Collect is operational to avoid patient safety risks and to avoid the duplication of labels which can create internal accessioning issues within Sunquest

Scope:

- A. All Clinical Laboratory Staff

Definitions:

- A. None

Procedure A: Creating Collection Batch for Routine Orders

- A. Sign on to General Laboratory application in Misys GUI
- B. Select "Reports"

- C. Select "Collection Batch"
- D. Select "Create"
- E. The date will be highlighted and you may change the date or tab through the date field.
- F. Enter the Start time and <tab>.
- G. Enter end time and <tab>
- H. <Tab> through until you get to the location field.
 - I. At "location" field enter the mnemonic "RVALL" and <tab>.
- J. Then click "Create Batch".
- K. A batch number will be assigned and you may click "OK".
- L. Click "Cancel" to close the batch collection window
- M. Select "Reports" once again
- N. Select "Collection Batch"
- O. Select "Review/Print"
- P. The "date" field will be highlighted and you may change the date here or leave it defaulted to the current date.
- Q. When the correct date displays <tab> through to the next field.
- R. All of the qualifying collection batches will be displayed. Highlight the collection batch you wish to print.
- S. Select "Collection Labels" at the bottom of the screen.
- T. Input the printer number that you wish to print your batch on and click "OK".
- U. Labels will print out in order by floor and will be separated by a few blank labels in between patients

Procedure B: Creating Collection Batch for Stat, ASAP, Timed Orders

- A. Sign on to General Laboratory application in Misys GUI
- B. Select "Reports"
- C. Select "Collection Batch"
- D. Select "Create"
- E. The date will be highlighted and you may change the date or tab through the date field
- F. Enter the Start time and <tab>.
- G. Enter end time and <tab>.
- H. <Tab> through until you get to the modifier field
 - I. At the modifier field enter the following modifiers
 1. "S" for Stat then click the "Add Button"
 2. "ASAP" for Asap then click the "Add Button"
 3. "T" for Timed then click the "Add Button"

- J. <Tab> through until you get to the location field.
- K. At "location" field enter the mnemonic "RVALL" and <tab>.
- L. Then click "Create Batch".
- M. A batch number will be assigned and you may click "OK".
- N. Click "Cancel" to close the batch collection window
- O. Select "Reports" once again
- P. Select "Collection Batch"
- Q. Select "Review/Print"
- R. The "date" field will be highlighted and you may change the date here or leave it defaulted to the current date
- S. When the correct date displays <tab> through to the next field
- T. All of the qualifying collection batches will be displayed. Highlight the collection batch you wish to print.
- U. Select "Collection Labels" at the bottom of the screen
- V. Input the printer number that you wish to print your batch on and click "OK".
- W. Labels will print out in order by floor and will be separated by a few blank labels in between patients

Related Documents:

- A. None

References:

- A. Sunquest Laboratory Information System User's manual

Attachments:

- A. None

All revision dates:

Attachments

No Attachments

Approval Signatures

Step Description	Approver	Date
Laboratory Director	Lindsey Westerbeck: Dir, Lab	pending