



Origination: N/A
Effective: N/A
Final Approved: N/A
Last Revised: N/A
Next Review: N/A
Owner: Alex Alba: Spvr, Laboratory
Policy Area: Lab - Hematology
References:
Applicability: Sutter Roseville Medical Center

Processing the Pathologist review Order, HC.POST02.06-/-RV.xx

Purpose

This procedure describes how to process pathology review orders

Policy

- Refer to Path review criteria to determine if Path review order is required
- Hematology CLS on each shift 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)
- Dayshift Hematology CLS is assigned to print the Path review pending log to ensure all path review orders have been reported

Procedure A

Procedure A describes how to print the Path Review worksheet

Step	Action
1	Log into Sunquest Laboratory GUI <ul style="list-style-type: none"> • 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) <ul style="list-style-type: none"> • 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 accessing the Laboratory Inquiry folder or log into Sunquest ALAB to use function IRA						
8	Obtain patient report from printer and place patient report and corresponding smear (blood or body fluid) in Path review tray						
9	<p>Towards the end of each shift, the hematology CLS will print the Path review worksheet:</p> <ul style="list-style-type: none"> • In Sunquest ALAB, Use 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	<p>Hematology CLS will ensure all path review orders on the worksheet have the corresponding patient report and smear</p> <table border="1"> <thead> <tr> <th>If</th> <th>Then</th> </tr> </thead> <tbody> <tr> <td>All Path review orders on worksheet have corresponding patient report and smear</td> <td> <ul style="list-style-type: none"> • keep the worksheet and patient reports together and in order • Place in tray for each shift • Proceed to step 11 </td> </tr> <tr> <td>Path review orders on worksheet have missing patient report and smear</td> <td> <ul style="list-style-type: none"> • Print new patient report and make smear • Keep the worksheet and patient reports together • Place in tray for each shift • Proceed to step 11 </td> </tr> </tbody> </table>	If	Then	All Path review orders on worksheet have corresponding patient report and smear	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Print new patient report and make smear • Keep the worksheet and patient reports together • Place in tray for each shift • Proceed to step 11
If	Then						
All Path review orders on worksheet have corresponding patient report and smear	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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						

Procedure B

Procedure B describes how to print the Path Review pending log

Step	Action										
1	Log into Sunquest Laboratory ALAB										
	<table border="1"> <thead> <tr> <th>Prompt</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Function</td> <td>Enter PL</td> </tr> <tr> <td>Printer</td> <td>Enter SQ printer number to print report</td> </tr> <tr> <td>Start Date</td> <td>Enter T-7</td> </tr> <tr> <td>Start Time</td> <td>Press Enter</td> </tr> </tbody> </table>	Prompt	Action	Function	Enter PL	Printer	Enter SQ printer number to print report	Start Date	Enter T-7	Start Time	Press Enter
Prompt	Action										
Function	Enter PL										
Printer	Enter SQ printer number to print report										
Start Date	Enter T-7										
Start Time	Press Enter										

	Cut off date	Press Enter
	Cut off time	Press Enter
	Include preliminary results	Press Enter
	Include AD comment	Press Enter
	Print rack numbers	Press Enter
	Print expanded comment	Press Enter
	Include CID number	Press Enter
	Include Queue data	Press Enter
	All, Received, Unreceived specimens	Enter (R) for received specimens
	Hospital ID	Enter RV and SS
	Worksheet	Enter RVPATH
	Lab Location	Press Enter
	Accept, Modify, Reject	Select Accept
2	Retrieve RVPATH pending list report and check for pending Path review orders	
	If	Then
	There are no pending Path Review orders	Proceed to step 3
	There are pending Path Review orders	<ul style="list-style-type: none"> • Check the path review return bin and enter results for the path review order • If from from the previous business day, check with Pathology assistant to determine if Pathologist is still reviewing blood or body fluid smear • Check Path Review cabinet for pending order and result if necessary • Check the previous dates blood smear box to obtain blood or body fluid smear and resubmit Path Review to Pathologist if necessary • Cancel Path Review order with appropriate comment and notify Supervisor
3	After review, initial and date the Path Review pending list	
4	File the Path Review pending list in the shelf above the Hematology diff station in the shelf for completed pending lists	

Related Documents

- Appendix A: Pathologist Review Criteria
- Appendix B: Pathologist Review- Group ETC for interpretive comments
- Resulting Path Review orders

All revision dates:

Attachments

No Attachments

DRAFT