

Status Pending PolicyStat ID 13304013



Origination	11/20/2019	Owner	Lindsey Westerbeck: Executive, Lab Services
Final Approved	N/A		
Effective	Upon Approval	Policy Area	Lab - Client Services
Last Revised	4/28/2023		
Next Review	2 years after approval	Applicability	Sutter Roseville Medical Center

Processing Reflexed Urine Cultures

PURPOSE

This procedure describes how to process reflexed urine cultures. This process helps to ensure all samples are accounted for, cultures are ordered and tracked appropriately to Sutter Health Shared Lab Microbiology.

POLICY

- Urine culture worksheets will be generated each shift by the Senior Laboratory Assistant (inpatient/ED samples) and Outpatient Processor (outpatient samples).
- Worksheets will be generated at the times and frequencies outlined in the table below for both inpatients/ED and outpatients to ensure batches can be generated before the next courier pickup.

Shift	SLA	Outpatient Processor
Day	0900, 1100, 1300	0445, 0700, 1100
Evening	1500, 1700, 1930, 2100	1300, 1730, 1930
Night	2330, 0130, 0430	2130, 2330

- Tracking lists will be created at least 30 minutes prior to the courier pickup time.
- Daily crystal report, SQRVN043WD, is automatically printed and is to be reviewed by the Day Outpatient Processor by 0800 to ensure **all** reflex cultures have been ordered.

- If a culture order has been missed, the Day Outpatient Processor is responsible for retrieving the sample and placing the order at that time.

SPECIMEN REQUIREMENTS

Urinalysis specimens which have met the criteria for reflexing to urine culture.

PROCEDURE A - GENERATING A URINE CULTURE WORKSHEET

Step	Action																						
1	In Sunquest Roll & Scroll (ALAB), generate urine culture worksheet.																						
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2	Retrieve the urine specimens listed on the inpatient/ED or outpatient worksheet. • NOTE: Inpatient/ED urine specimens are normally stored in urinalysis fridge and outpatient urine specimens are commonly gray tops stored on the outpatient processing bench																						

PROCEDURE B - ORDERING INPATIENT/ED REFLEX URINE CULTURES

Step	Action
1	Log into Sunquest laboratory using lab location code RVML

2	In Sunquest Order Entry (using the patient's MR #) order the test code URC on each of the urine specimens under the original encounter/account and enter the following, matching urinalysis order: <ul style="list-style-type: none"> • Ordering physician code • Correct collection date and time
3	File completed urine culture worksheet in designated binder.

PROCEDURE C - ORDERING OUTPATIENT REFLEX URINE CULTURES

Step	Action
1	Log into Sunquest laboratory using lab location code SSR07
2	In Sunquest Order Entry, use the ACC# on the patient's ordered urine to look up and document on the urine worksheet the following info for each specimen: <ul style="list-style-type: none"> • Ordering physician code • Supervising MD code if Nurse Practitioner is the ordering physician • ICD10 diagnosis code
3	In Sunquest Order Entry (using the patient's MR #) order the test code URC on each of the urine specimens and enter the following info: <ul style="list-style-type: none"> • Ordering physician code • Supervising MD code if Nurse Practitioner is the ordering physician • ICD10 diagnosis code • Correct collection date and time
4	Verify no URC orders were missed: <ul style="list-style-type: none"> • Open Laboratory Inquiry • Select Accession Number from drop down options for "Lookup by" field • Retrieve gray top tubes stored in the OP urine culture rack • Scan each gray top tube • Select [Enter] key twice • Review urinalysis results under Urine Comments <ul style="list-style-type: none"> ◦ If comment is "Culture not done, not Indicated", no further action needed ◦ If comment is "Culture ordered", verify URC ordered. Repeat steps 1 to 3 if URC was not ordered.
5	Once all steps are complete, log out of Sunquest laboratory and log back in using lab location code RVML.

	<ul style="list-style-type: none"> This is necessary to prevent other work from being performed under the SSR07 lab location in error.
6	File completed urine culture worksheet in designated binder.

PROCEDURE D - BUILDING A BATCH AND CREATING A TRACKING LIST

Step	Action																
1	In Sunquest Roll & Scroll (ALAB), build a batch to send to the Sutter Health Shared Lab Microbiology:																
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2	Prepare the specimens and tracking list to be picked up by the courier. Ensure all specimens on the tracking list are accounted for.																
3	Make a copy of the tracking list.																
4	Place the original copy of the tracking list with the specimens and place the copy of the tracking list in the file cabinet by Outpatient processing.																

All Revision Dates

4/28/2023, 4/1/2022, 11/20/2019

Approval Signatures

Step Description

Approver

Date

Medical Director

Lindsey Westerbeck: Executive,
Lab Services

Pending

Laboratory Director

Lindsey Westerbeck: Executive,
Lab Services

4/28/2023

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