**Purpose**

To describe the process for sending patient testing to the Puget Sound Reference Laboratory

**Process**

|  |  |  |
| --- | --- | --- |
| **Step** | **Action** | **Related Documents**  |
|  | **SENDING OUT** |  |
| **1** | * Most often, samples are referred to PSBC IRL for further antibody identification testing after HMC TSL has performed preliminary testing.
* Order is entered in Order Entry.
	+ TS Medical Director is the ordering physician for send out orders.
* Testing is done in BOP, but further testing is required at PSBC.
 |  |
| **2** | * If ABID results were completed at HMC TSL, result as usual.
* Tab down and add SOREF to the ABID results.
* If no results were finalized by HMC, result ABID as SOREF.
* This will signify that the sample has been sent to PSBC IRL.
 | Blood Order Processing TSCR |
| **3** | * Complete PSBC testing form and IRL Consultation forms and arrange transport by calling appropriate transportation.
* Call PSBC reference lab to alert them to expect the sample.
 |  |
| **4** | * Send copies of preliminary testing (panel sheets, AG typing, etc.)
 |  |
|  | **MONITORING RESOLUTION PROGRESS** |  |
| **5** | * Place TSL copy of the PSBC testing form in the hanging file on the TANGO table.
* Every shift should check the fax machine and/or call PSBC asking for progress on the workup
 |  |
|  | **RESULTING** |  |
| 6 | **Preliminary Report*** PSBC IRL will fax the preliminary report when completed.
* Enter the results directly into the BAD file:
* Antigen typings
* Antibody Identification results
* Comments, if indicated
* Review the BAD file entry:
* Print BAD file report
* 2nd CT Tech compares entry to preliminary report
* 2nd corrects any entry errors, signs, dates and staples the BAD file print out to the preliminary report
* Distribute the preliminary report:
* Patient’s antibody folder (Review BAD file report attached)
* Medical Director’s mailbox
 |  |
| **Step** | **Action** | **Related Documents**  |
|  | * Document receipt on the Antibody Identification Worksheet and on the PSBC testing form.
 |  |
| 7 | **Final Report** * PSBC IRL will fax the final report when it has been reviewed by a supervisor.
* Compare to the patient’s BAD file:
	+ Review antigen typing and antibody identification entry
	+ Correct any entry errors made by TSL or changed results from PSBC. *An amended report may be required from PSBC.*
	+ Document any corrections with a BAD file printout and a QIM.
* Distribute the final report:
	+ Patient’s antibody chart (include PSBC testing form from hanging file)
	+ Medical Director’s mailbox
	+ Quality Assurance desk. *Report will be sent to the CAST group for charge entry and scanning into ORCA.*
* Document on the Antibody Identification Worksheet.
 |  |