**TITLE: Reconciling Line Draws**

**Principle: Changing from a venipuncture draw to a line draw**

**Personnel: All Phlebotomists**

**Referred:**

**Stepwise Procedure:**

1. Units MS1, MS2, ICA, PMR and ONP will send to laboratory a list of all their line draws on 3rd shift. Call the floor if the list is not sent by 3am.
2. Phlebotomist on duty will change to a line draw status by :
3. Logging into Soft ID PC on their computer
4. Choose Nursing Unit
5. Choose patient
6. Choose Reschedule patient
7. Choose “Line Draw” from Messages
8. Change from Venipuncture to Nurse draw
9. Click on OK
10. Place the lists in the Line Draw binder in LCC.
11. Throughout the day as lab draws appear on the monitor, phlebotomists should be checking the line draw list for patients that may have a line and reschedule them.
12. Never change a draw on the LCC board as the identity is set to PHLEB1 and the identity of the person modifying the draw is unknown.