

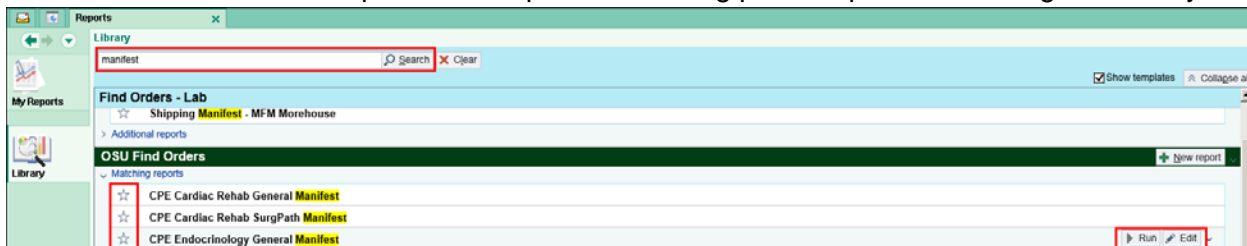
Lab Manifest Reports

Role(s) affected: Ambulatory Lab Staff, Nurses, MAs, PCAs, Techs

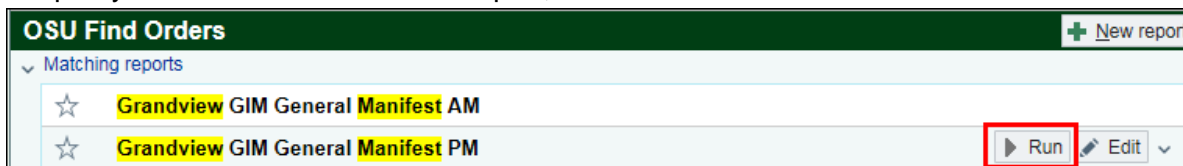
To ensure quality and patient safety in the ambulatory clinic the following process has been created. A lab manifest report is to be printed and specimens reconciled before each courier pickup. Please refer to the Lab Manifest policy on OneSource for additional information.

<https://clinicallylabs.osumc.edu/Pages/Laboratory-Policies-and-Procedures.aspx>

- Click the **Epic** button > **Reports**> **My Reports**.
 - You can star My Reports to save at the top of your Epic menu or you can add My Reports to the main toolbar by clicking the wrench next to the Earth icon in the upper right hand corner of your screen.
- Click the **Library** tab on the left hand side of the screen. In the search field type **manifest** then press **Enter** or click **Search**. Under the OSU Find Orders header, there will be a report for General AM, General PM, SurgPath AM and SurgPath PM for your clinic.
 - You can click the white star to the left of the report to save it as a favorite. It will show up on your dashboard under favorite reports for subsequent runs.
- Scroll over the report you need to print so that the Run and Edit buttons appear to the right.
 - You should run the General and the Surg Path reports. SurgPath Manifest will include orders for surgical pathology ie. skin or GYN biopsies. General Manifest will include orders for non-pathology ie. blood, urine, cytology, etc... Use the AM report for specimens being picked up in the morning. Use the PM/EOD report for the specimens being picked up in the evening/end of day.



- The reports are set up for today's date and time based on when your clinic is scheduled for courier pick up. If you do not need to edit the report, click **Run**.



- If you need to change the time to include additional samples click **Edit**.
- You can easily change the ending time by typing the letter **n** (for now) to pull in the current time. Click **Run**.
- Once the report has finished running the results will display. Results will show Patient Name, Ordering Provider, Authorizing Provider, Ordering User, Age of Order and Order Description.
- Click the **Print** button to print the lab manifest.



- Click **Close** in the upper right hand corner of the report to close out of the report and return to the Library of reports.

How to Prepare an Outpatient Laboratory Specimen for *BEST Courier* Pickup

- Gather specimens for *BEST Courier* pick up. Ensure each individual specimen bag contains specimen(s) labeled with patient name and medical record number.
- Print IHIS SurgPath Manifest and perform reconciliation:

BETA - JCBC SURGPATH MANIFEST OSU WEXNER MEDICAL CENTER Page: 1

Printed: 10/11/16 1:36 PM

Patient Name (MRN)	Ordering Prov	Auth Prov	Ordering User	Age of Order	Description	# SPEC	SEND INITIALS	REC'R INITIALS
Bolltest, One (410000416)	Attending Scottest	Attending Scottest	Attending Scottest	3h 18m	SURG PATH REQUEST			
Bolltest, One (410000416)	Attending Scottest	Attending Scottest	Attending Scottest	2h 49m	SURG PATH REQUEST	2	KS	KS
Rogetest, Amb (410000011)	Attending Scottest	Attending Scottest	Attending Scottest	2h 8m	SURG PATH REQUEST	1	KS	KS

- Identify the order that corresponds with specimen(s).
 - Manually write the number of specimens sent in the # SPEC column.
 - Manually write your initials in the SEND INITIALS column.
 - Repeat this process for each order on the manifest until all specimens have been reconciled.
 - Any specimens added to courier bag following the printing of the manifest must be written in.
 - Note:** It is very important to cross off any orders that do not have an accompanying specimen and cancel the order in IHIS appropriately.
 - Pathology Department staff member will manually write initials on the REC'R INITIALS column acknowledging receipt of specimen(s).
- Print IHIS General Manifest and perform reconciliation:

GENERAL LAB MANIFEST

Printed: 10/11/16 9:49 AM

Patient Name (MRN)	Ordering Provider	Authorizing Provider	Ordering User	Age of Order	Description	# SPEC	SEND INITIALS	REC'R INITIALS
Scottest, Amb	Attending Rogetest	Attending Rogetest	Attending Rogetest	1d 25m	H. PYLORI ANTIGEN - STOOL	1	KS	KS

- A. Identify the order that corresponds with specimen(s).
- B. Manually place a check mark in the # SPEC column to indicate specimen is contained in the bag.
- C. Manually write your initials in the SEND INITIALS column.
- D. Repeat this process for each order on the manifest until all specimens have been reconciled.
- E. Any specimens added to courier bag following the printing of the manifest must be written in.
 - **Note:** It is very important to cross off any orders that do not have an accompanying specimen and cancel the order in IHIS appropriately.
4. Place corresponding IHIS lab manifest into the outer pouch of the individual specimen bag **OR** outer pouch of large biohazard transport bag containing multiple specimen bags.
 - **Note:** Place pathology specimens together in one large biohazard transport bag with delivery to Pathology in E415 Doan Hall to improve efficiency.
5. Complete *BEST Courier* Tracking Form.

From: A.		Deliver to: B.				
Driver: K.		Date: C.				
SENDER INITIALS	Time	Patient name or Batch Number	TEMPERATURE FROZ/REF/ROOM TEMP	RECEIVER INITIALS	barcode sticker	printed Barcode
D.	E.	F.	G. FROZ/REF/ROOM TEMP	L.	H.	I.
J.			FROZ/REF/ROOM TEMP			
			FROZ/REF/ROOM TEMP			

- A. **From:** Using a ball point pen firmly and legibly print the name of your department/office
- B. **Deliver to:** Print the location where courier is to deliver the specimen(s) such as CPA (Lab Central Processing Area), Pathology, UHE (University Hospitals East Lab)
- C. **Date:** Print the date form completed
- D. **Sender Initials:** Print your initials as the specimen(s) sender
- E. **Time:** Print the time form completed
- F. **Patient Name or Batch Number:** Print patient name. Lab personnel may use a batch number to send multiple specimens in a larger biohazard transport bag
- G. **Temperature:** Circle the specimen temperature requirement to identify where specimen is to be held until pick up and how to transport
- H. **Barcode Sticker:** Peel off the barcode sticker that corresponds to your line item and place it on the outer pouch of the biohazard transport bag
- I. **Printed barcode:** Verify printed barcode matches the bar code sticker placed on biohazard transport bag
- J. **Repeat** steps A-I on a new line for each sealed biohazard transport bag sent. Use as many forms as necessary
- K. **Driver:** *BEST Courier* driver will print his/her identification number upon specimen(s) pick up
- L. **Receiver Initials:** Person at delivery location is to initial acknowledging receipt of specimen(s)
6. **Pick Up:** Place barcode labeled biohazard transport bag(s) in the designated *BEST Courier* pick up location.



7. **Recordkeeping:** White copy to *BEST Courier*. Yellow copy to receiving location. Pink copy to sending department/office and retained for 30 days. Call *BEST Courier* at (614) 475-8900 to order additional forms.
8. **After Hours:** Place biohazard transport bag **AND** the *BEST Courier* Tracking Form (all 3 copies) into the lock box. Call (614) 475-8900 to request a pick up. The driver will complete line (K) and leave the pink copy in the lockbox to verify specimen pick up.
9. **Special Handling:** If specimen requires special handling call (614) 475-8900 and request a STAT pick up.

Questions: Contact BEST Courier at (614)457-8900 regarding pick-up or Courier Tracking form.

Contact Ambulatory Lab Manager at (614)293-0302 regarding lab specimens.

Contact the IHIS Help Desk at (614)293-3861 option 8 regarding IHIS manifest reports.