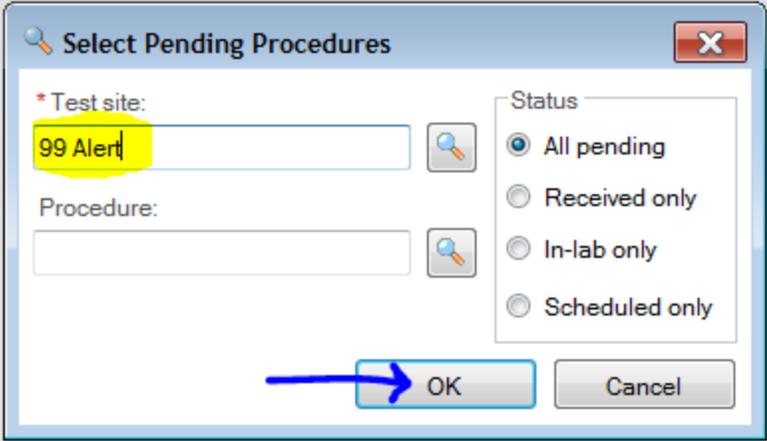


99 Alert Pending Cleanup and Troubleshooting Tip Sheet

Each site is responsible for monitoring their own accession numbers on the 99 Alert Pending Inquiry.

1. Open Pending Inquiry 

2. The test site is 99 Alert. Select status of "All Pending".



Select Pending Procedures

* Test site:
99 Alert

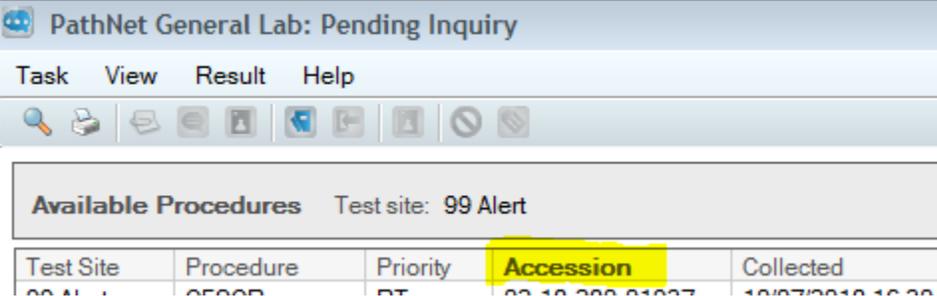
Procedure:

Status

All pending
 Received only
 In-lab only
 Scheduled only

OK Cancel

3. Sort by Accession to group the procedures for YOUR site:



PathNet General Lab: Pending Inquiry

Task View Result Help

Available Procedures Test site: 99 Alert

Test Site	Procedure	Priority	Accession	Collected
99 Alert	02SOSQLINTREF	PT	02 10 200 01007	10/07/2010 10:00

4. First, look for any sendout reflex tests. This is a function of the reflexes (occasionally, they don't come back with ordering location so they don't route properly); it is the responsibility of the site to review the 99Alert Pending Inquiry and move testing to the appropriate benches at their site. For the sendout reflex tests, you would transfer the testing from the 99Alert bench to the appropriate sendout bench (for example, transfer from 99Alert to 02SOSQLINTREF).

Test Site	Procedure	Priority	Accession	Collected	Status	N.	Com.	Worksh.	Specimen Location	Received In-Lab	Patient Location	Dept Status
99 Alert	CFSCR	RT	02-18-280-01937	10/07/2018 16:30	In-Lab	S.			QNI I/F Process		02 D3W 3116 1	In Process
99 Alert	CCF	RT	02-18-287-01346	10/14/2018 07:50	In-Lab	T...			SQL (NL) Interface		02 D6W 6111 1	In-Lab
99 Alert	CTDFBF	RT	02-18-288-02434	10/15/2018 10:27	Pending	D...					02 ULT	Dispatched
99 Alert	Reflex COCCI Immunodiffusion Confir...	RT	02-18-288-03902	10/15/2018 21:30	In-Lab	L...			SQL (NL) Interface		02 D5 5208 1	In-Lab
99 Alert	CCF	RT	02-18-289-02441	10/16/2018 11:40	In-Lab	S.			SQL (NL) Interface		02 D5 5219 1	In-Lab
99 Alert	Reflex COCCI Immunodiffusion Confir...	RT	02-18-289-02441	10/16/2018 11:40	In-Lab	S.			SQL (NL) Interface		02 D5 5219 1	In Process
99 Alert	CMPGFR	TS	02-18-289-03636	10/16/2018 16:21	Pending	M...					02 UMG PEND	Dispatched
99 Alert	CBGD	TS	02-18-289-03637	10/16/2018 16:21	Pending	M...					02 UMG PEND	Dispatched
99 Alert	HAVIGM	RT	02-18-289-04096	10/17/2018 03:15	In-Lab	S...			SQL (NL) Interface		02 3NW 3706 1	In-Lab
99 Alert	HBCABM	RT	02-18-289-04096	10/17/2018 03:15	In-Lab	S...			SQL (NL) Interface		02 3NW 3706 1	In-Lab
99 Alert	Reflex COCCI Immunodiffusion Confir...	RT	02-18-291-00129	10/18/2018 09:05	In-Lab	R...			SQL (NL) Interface		02 KID	In-Lab
99 Alert	HAVIGM	RT	02-18-291-02820	10/18/2018 10:05	In-Lab	G...			SQL (NL) Interface		02 UMM Diamond	In-Lab
99 Alert	HBCABM	RT	02-18-291-02820	10/18/2018 10:05	In-Lab	G...			SQL (NL) Interface		02 UMM Diamond	In-Lab
99 Alert	HAVIGM	RT	02-18-292-03513	10/20/2018 04:55	In-Lab	JE...			SQL (NL) Interface		02 3E 3629 2	In-Lab
99 Alert	HBCABM	RT	02-18-292-03513	10/20/2018 04:55	In-Lab	JE...			SQL (NL) Interface		02 3E 3629 2	In-Lab
99 Alert	TPPA	RT	02-18-292-03982	10/19/2018 23:55	In-Lab	R...			SQL (NL) Interface		02 D3N 3215 1	In-Lab
99 Alert	POCPANEL	RT	02-18-294-01564	10/21/2018 08:41	Pending	S...					02 3NW 3719 1	Collected
99 Alert	CBGD	TS	02-18-298-00001	10/25/2018 08:00	Pending	J...						Dispatched
99 Alert	CMPGFR	TS	02-18-298-00002	10/25/2018 08:00	Pending	J...					BUMCT	Dispatched
99 Alert	LD (Cancer Clinic)	TS	02-18-298-00003	10/25/2018 08:00	Pending	J...					BUMCT	Dispatched
99 Alert	UAC	TS	02-18-298-00004	10/25/2018 08:00	Pending	J...					BUMCT	Dispatched
99 Alert	HAVIGM	RT	03-18-289-01194	10/16/2018 22:12	In-Lab	S...			SQL (NL) Interface		03 ERR	In-Lab
99 Alert	HBCABM	RT	03-18-289-01194	10/16/2018 22:12	In-Lab	S...			SQL (NL) Interface		03 ERR	In-Lab
99 Alert	HPCPRQT	RT	03-18-292-00728	10/19/2018 15:33	In-Lab	H...			SQL (NL) Interface		03 4S 472 1	In-Lab
99 Alert	HAVIGM	RT	03-18-292-01062	10/19/2018 22:09	In-Lab	D...			SQL (NL) Interface		03 4S 458 1	In-Lab
99 Alert	HBCABM	RT	03-18-292-01062	10/19/2018 22:09	In-Lab	D...			SQL (NL) Interface		03 4S 458 1	In-Lab
99 Alert	CMPGFR	RT	03-18-294-00005	10/21/2018 04:00	Pending	C.	O				BUMCS	Dispatched
99 Alert	MG	RT	03-18-294-00005	10/21/2018 04:00	Pending	C.	O				BUMCS	Dispatched
99 Alert	PHOS	RT	03-18-294-00005	10/21/2018 04:00	Pending	C.	O				BUMCS	Dispatched

- a. From the Pending Inquiry screen, highlight the accession number and then click on Task>Transfer>Selected Orders>All Details

Priority	Accession	Collected	Status	N.	Com.	Worksh.	Specimen Location	Reo
ST	01-18-297-00061	10/24/2018 06:00	Pending	E...				
ST	01-18-297-00062	10/24/2018 06:00	Pending	E...				
ST	01-18-297-00063	10/24/2018 06:00	Pending	E...				
RT	02-18-295-04377	10/22/2018 21:12	In-Lab	F...			SQL (NL) Interface	

- b. Select the appropriate Service Resource to transfer to. In this example, type in 02SO and press the magnifying glass button, then select the appropriate Service Resource of 02SOSQLINTREF from the list.

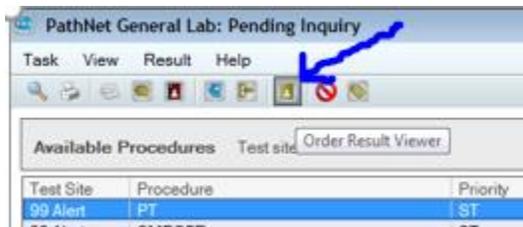
Priority	Accession	Collected	Status	N.	Com.	Worksh.	Specimen Location	Reo
99 Alert	HAVIGM	RT	02-18-295-04377	10/22/2018 21:12	In-Lab	F...	SQL (NL) Interface	
99 Alert	HBCABM	RT	02-18-295-04377	10/22/2018 21:12	In-Lab	F...	SQL (NL) Interface	
99 Alert	HPCPRQT	RT	02-18-295-04377	10/22/2018 21:12	In-Lab	F...	SQL (NL) Interface	
99 Alert	ANAT/S	RT	02-18-296-01564	10/21/2018 08:41	Pending	S...	SQL (NL) Interface	
99 Alert	HAVIGM	RT	02-18-296-02513	10/20/2018 04:55	In-Lab	JE...	SQL (NL) Interface	
99 Alert	HBCABM	RT	02-18-296-02513	10/20/2018 04:55	In-Lab	JE...	SQL (NL) Interface	
99 Alert	CBGD	TS	02-18-298-00001	10/25/2018 08:00	Pending	J...		
99 Alert	CMPGFR	TS	02-18-298-00002	10/25/2018 08:00	Pending	J...		
99 Alert	LD (Cancer Clinic)	TS	02-18-298-00003	10/25/2018 08:00	Pending	J...		
99 Alert	UAC	TS	02-18-298-00004	10/25/2018 08:00	Pending	J...		
99 Alert	Reflex HIV 1/2 Antibody Differentiation	RT	05-18-296-03215	10/19/2018 23:55	In-Lab	R...	SQL (NL) Interface	
99 Alert	CCF	RT	26-18-293-00820	10/15/2018 10:27	Pending	D...	SQL (NL) Interface	
99 Alert	ANAT/S	RT	49-18-296-00005	10/21/2018 04:00	Pending	C.	SQL (NL) Interface	

- c. Click OK. The accession number should drop off your 99 Alert Pending Inquiry screen. Multiple accession numbers can be selected and transferred at the same time. If you encounter issues while attempting to transfer multiple accession numbers, such as not seeing your service resource available in the drop down list, you will need to troubleshoot as there is likely one or more accession numbers that have another issue.
5. Next, troubleshoot remaining accession numbers on the 99 Alert Pending Inquiry for your facility.
 - a. Troubleshooting:

Highlight accession number from the Pending Inquiry list:

Test Site	Procedure	Priority	Accession	Collected	Status	N...	Com...	Worksh...	Specimen Location	Received In-Lab	Patient Location	Dept Status
99 Alert	PT	ST	01-18-297-00061	10/24/2018 06:00	Pending	E...					BUMCP	Dispatched
99 Alert	CMFGFR	ST	01-18-297-00062	10/24/2018 06:00	Pending	E...					BUMCP	Dispatched
99 Alert	ABC	ST	01-18-297-00063	10/24/2018 06:00	Pending	E...					BUMCP	Dispatched

Branch to Order Result Viewer:



Here you will note things such as the order was placed on an incorrect encounter – ex. without a FIN or outside the date range of the FIN number.

In the example below, the order was placed with no FIN number. These orders should be cancelled and indicate the ordering person and why order is being cancelled so that they can reorder if necessary. If ordered by laboratory staff, testing is reordered on appropriate account.

MRN: [redacted]
 FIN NBR: [redacted]
 Female
 DOB: 01/16/1957
 Age: 61 years 9 months

Admitted: [redacted]
 Discharged: [redacted]

Order note:

Collect Date	Accession	Order	Specimen	Pr...	Status	C... S...	Order Date	Order Personnel ID	Order Set	Order Alias	Cancel Da
10/24/2018 06:00	01-18-297-00061	PT	Blood	ST	Dispatched		10/23/2018 12:47	TAYLOR PA, JENNIFER...			

In the example below, the Collect Date falls outside the date range of the FIN number. These orders should be cancelled and indicate the ordering person and why order is being cancelled so that they can reorder if necessary. If ordered by laboratory staff, testing is reordered on appropriate account.

PathNet General Lab: Order Result Viewer [Order List]

Task Mode View Help

MRN: [REDACTED]
 FIN NBR: 3571260011
 Male
 DOB: 10/10/1945
 Age: 73 years 0 months

Admitted: 09/24/2018 09:47
 Discharged: 09/26/2018 23:59

Order note:

Orders between 09/24/2018 and 10/24/2018

Collect Date	Accession	Order	Specimen	Pr...	Status	C... S...	Order Date	Order Personnel ID	Order Set	Order Alias	Cancel Date
10/08/2018 08:00		LD (Cancer Clinic)		TS	Scheduled		09/24/2018 14:59	Theiss, Lynnette			
10/08/2018 08:00		UAC		TS	Scheduled		09/24/2018 14:59	Theiss, Lynnette			
10/08/2018 08:00		CBGD		TS	Scheduled		09/24/2018 14:59	Theiss, Lynnette			
10/08/2018 08:00		MG		TS	Scheduled		09/24/2018 14:59	Theiss, Lynnette			
10/08/2018 08:00		CMPGFR		TS	Scheduled		09/24/2018 14:59	Theiss, Lynnette			

Another issue that may be seen is that a test is cancelled after it has been transferred and a second order will generate on the same accession number. This is an occasional issue and the duplicated order can be cancelled using the medical director of the facility and no cosign.