

TML\MSH Microbiology Department Policy & Procedure Manual	Policy # MI/SER/17/05/v01	Page 1 of 3
Section: Serology Manual	Subject Title: Appendix V Entering Serology Refer-Out Results	
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APPENDIX V

ENTERING SEROLOGY REFER-OUT RESULTS

Refer-out test results for blood specimens can only be recorded in the LIS using the SCC **lab** module. When the reports come back from a reference lab, the reporting date, reference lab number and result are entered. A senior/charge technologist verifies the results in the LIS and the reference lab reports are photocopied and then forwarded to the appropriate clinic or doctor.

- a. Log on: '**lab**'
- b. Press **1-Order/Entry**
- c. Press **F3**, scan barcode on reference lab requisition, Press **F12**
- d. Check that it is the correct patient
- e. Press **F8** for result field
- f. Check that referred out tests have been ordered for all results coming back from the reference lab. If not, follow steps (i. to vi) for free text referred-out tests or proceed to step p for specific (non free text) refer-out tests:
 - i. **F1**
 - ii. Move cursor to next blank test field
 - iii. On the Microbiology Order/Entry screen press **W** for Serology tests
 - iv. Press **S** for Referred-out Test (8REF for MSH and 9MIS for UHN patients)
 - v. Press **F8** for result field
 - vi. Press **1** To PHL

Skip steps (vii – xi) if send-out tests results are complete (go to step g):

- vii. Press **4 @MOHR** on the 8REF or 9MIS result field
- viii. Press **** to see the canned message "This sample has been referred to the Public Health Lab (PHL) 81 Resources Rd., Etobicoke, Ont., M9P 3T1 for the tests listed below..." will appear

TML\MSH Microbiology Department Policy & Procedure Manual	Policy # MI/SER/17/05/v01	Page 2 of 3
Serology Manual		

- ix. Type in the referred-out test(s)
- x. Press **F12, F12**
- xi. **Yes** to confirm

Continue from steps (g-o) below if referred-out tests are already ordered and results are ready to be entered:

- g. Press **F8** to enter refer-out results
- h. Select the appropriate test and enter the result from the keypad. If no keypad appears, type in "TO PHL" or "TO HSC" as appropriate in the result field (only 9 characters allowed)
- i. **Delete** the canned message **@MOHR** "This sample has been referred to..." but leave the referred out tests names
- j. Free text the results by opening the text window by pressing \ in the result field and type in the results after each referred out test name
- k. After the last result, enter the reporting date, reference lab number either by free text or by upressing **F5**-Canned message and select **31 "@9rep"**.
- l. Space, enter date that PHL reported the result. Arrow up, wand PHL bar code or enter PHL lab number. F12, F12, Confirm modification? "Y".
- m. Record the Clinic, Dr., MRN, and order number on the reference lab report if not already recorded.
- n. Give reports to senior/charge technologist to verify.
- o. Forward reports to Report Controllers for photocopying and mailing.

Alternate Method for non free-text specific refer-out tests, continued from steps (a-f) above:

- p. Specific (non free text) refer-out tests as can be ordered as follows:
-F1

TML\MSH Microbiology Department Policy & Procedure Manual	Policy # MI/SER/17/05/v01	Page 3 of 3
Serology Manual		

- Move cursor to next blank test area
- ^A-turn off keypad
- enter 9, F2, F12 to get a list of all send-out tests
- highlight the test to be ordered, ENTER
- repeat until all tests have been ordered
- F12, Confirm modification: Yes

- q. F8 to enter refer-out results
- r. Highlight the appropriate test and enter the result from the keypad. If no keypad appears, type in "SEE BELOW".
- s. After the last result is entered, highlight the last result: \ - free text, F5-Canned message: select 7. "@9rep".
- t. Space, enter date that PHL reported the result. Arrow up, wand PHL bar code or enter PHL lab number. F12, F12, Confirm modification? "Y".
- u. Record the Clinic, Dr., MRN, and order number on the reference lab report if not already recorded.
- v. Give reports to senior/charge technologist to verify.
- w. Forward reports to Report Controllers for photocopying and mailing.