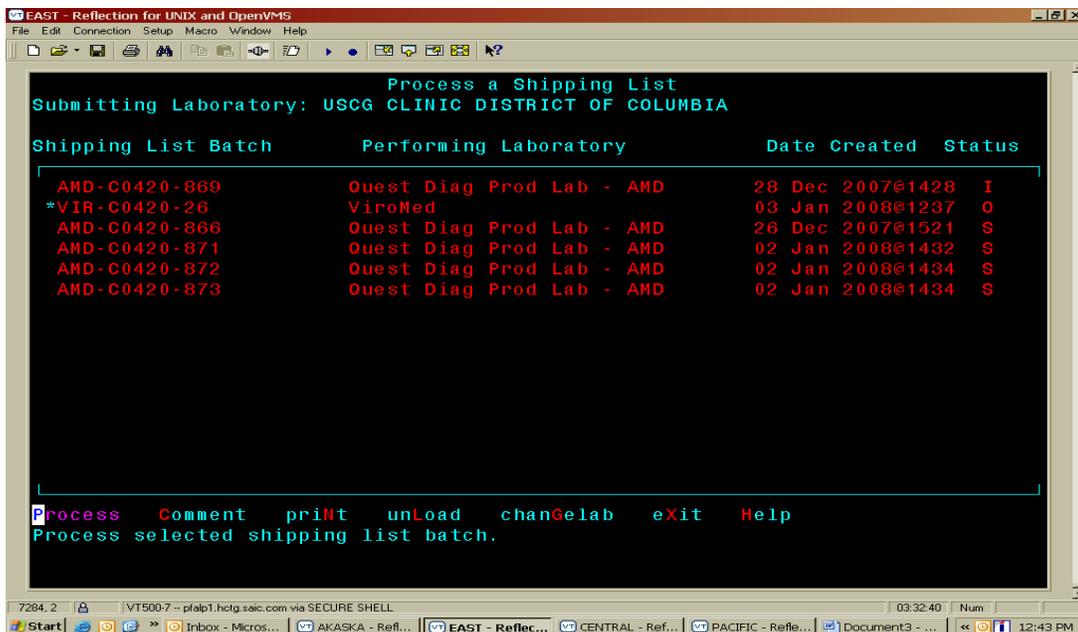


RESOLVING REJECTED VIROMED HIV ACCESSIONS IN CHCS

When the clinic has been notified that Viromed has rejected (require a redraw and resubmission of a sample) a specimen for HIV testing, that accession must be processed in CHCS. This is a two step process; 1) the accession must be removed from the batch, and 2) the accession must be cancelled.

REMOVE AN ACCESSION FROM A BATCH

1. Access the batch list via ^PSB (LAB>LSP>SLM>PSB)
2. Select the appropriate VIROMED batch. Use the arrow keys to move to the proper batch and press M to Mark. An asterisk will be placed by the batch.



The screenshot shows a terminal window titled "EAST - Reflection for UNIX and OpenVMS". The main display area contains the following text:

```
Process a Shipping List
Submitting Laboratory: USCG CLINIC DISTRICT OF COLUMBIA

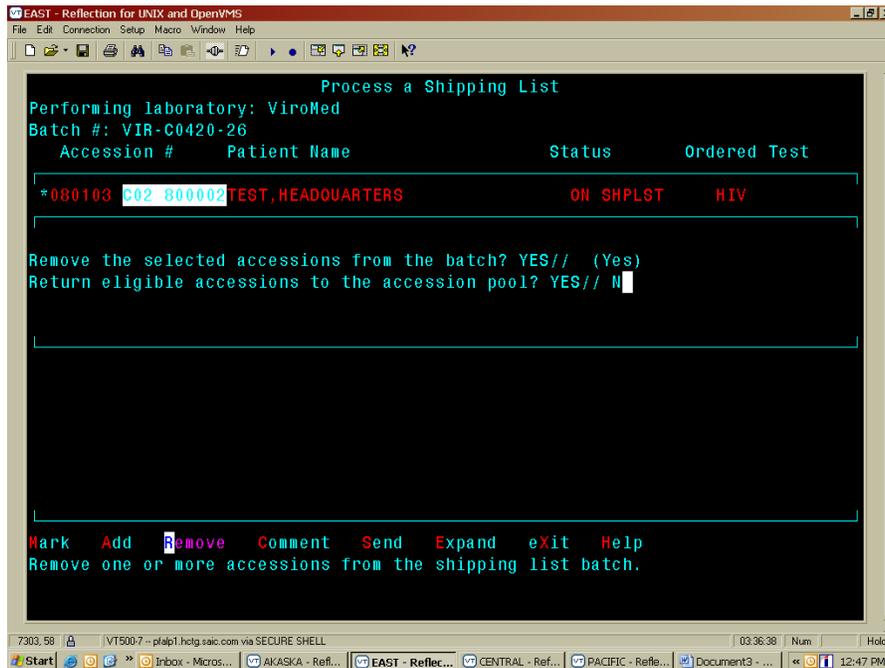
Shipping List Batch      Performing Laboratory      Date Created  Status
-----
AMD-C0420-869           Quest Diag Prod Lab - AMD  28 Dec 2007@1428  I
*VIR-C0420-26           ViroMed                    03 Jan 2008@1237  O
AMD-C0420-866           Quest Diag Prod Lab - AMD  26 Dec 2007@1521  S
AMD-C0420-871           Quest Diag Prod Lab - AMD  02 Jan 2008@1432  S
AMD-C0420-872           Quest Diag Prod Lab - AMD  02 Jan 2008@1434  S
AMD-C0420-873           Quest Diag Prod Lab - AMD  02 Jan 2008@1434  S

Process Comment print unLoad changelab exit Help
Process selected shipping list batch.
```

The terminal window also shows a Windows taskbar at the bottom with several open applications, including "EAST - Reflec...", "CENTRAL - Ref...", and "PACIFIC - Refe...". The system clock shows 03:32:40 on 12/43 PM.

3. The application will default to P for Process, press enter to proceed.
4. Use the arrow keys to move to the rejected specimen. Several accessions may be removed at one time by using the arrow key to move to an accession and pressing the asterisk key (END key or SELECT key) to mark the accession. F11 will select all the accessions on the batch. Note the accession number(s) of the selected accessions (highlighted on the following picture).
5. Press R to Remove.
6. Press enter to accept the default response of YES to remove the selected accessions from the batch.
7. Enter an N for No to not place the selected accessions in the pool. Press enter.

8. The selected accessions have been removed from the batch.

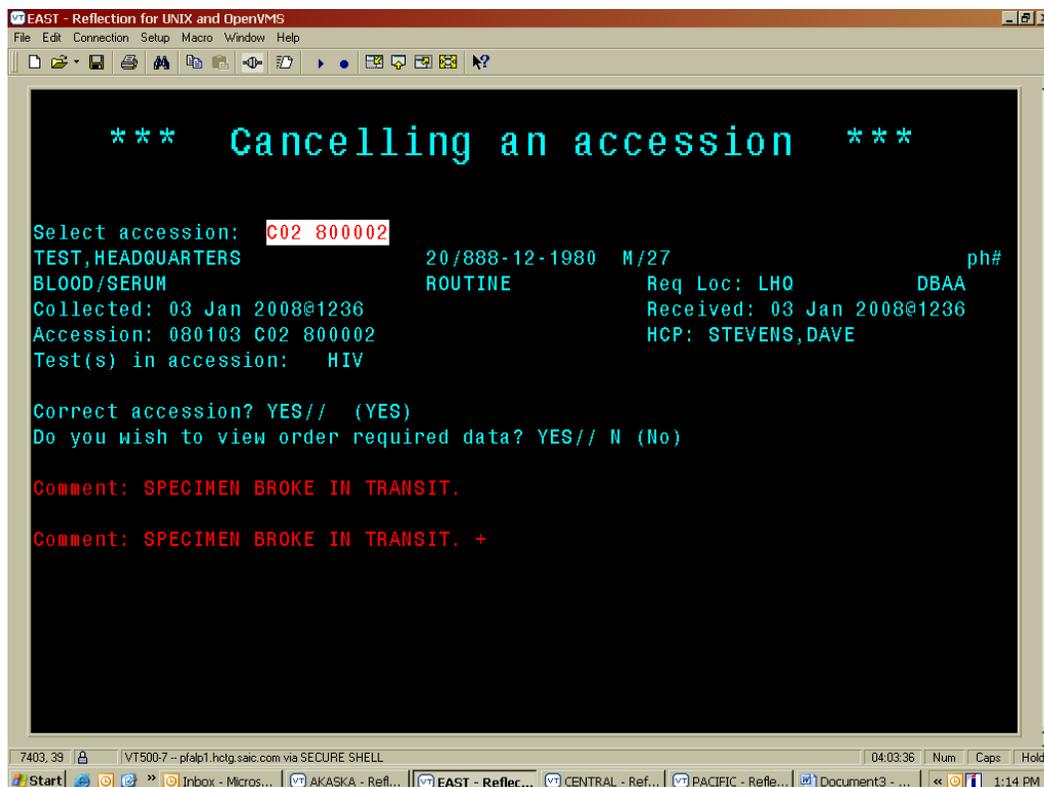


9. CHCS will redisplay the batch showing the remaining (if any) accessions.

10. Press X to exit to the Shipping List Menu.

CANCELLING THE REMOVED ACCESSION(S)

1. From the Shipping List Menu (SLM) press enter to go back to the Lab Specimen Processing (LSP) menu.
2. Enter CAO Cancel an Accessioned Order and press enter.
3. Enter the accession number and press enter.
4. View the information displayed, if correct, press enter to accept the default response of YES for the Correct accession? prompt.
5. Enter an N for No to not view the required data entry and press enter. (This was the reason the test was ordered, i.e. F for Force screening.)
6. Enter a valid reason for the cancellation. An entry is mandatory here. You may enter the reason Viromed is rejecting the accession if known. Press enter when you are finished entering text.
7. CHCS will redisplay your previous entry and you may enter additional information. If no additional text is needed press enter to complete the cancellation.



8. Repeat steps 3-7 for each accession to be cancelled.
9. Press enter (make no entry) at the Select accession: prompt to return to the LSP menu.