

SP.PR.U.EXC – Responding to Big Book Tasks in Hc1

SPS	<ol style="list-style-type: none">1. Sees Big Book task in Hc1 work queue.2. Opens task.3. Checks due date.<ol style="list-style-type: none">a. If due date has passed:<ol style="list-style-type: none">i. Verifies shipment did not arrive earlier and the task was not completed by mistake.ii. Adds progress note stating the shipment has not arrived as expected.iii. Changes Queue Assignment to “CSS.”iv. Awaits instruction from CSS.4. Waits for shipment.5. Receives shipment.6. Verifies specimens received in shipment matches count in field Number of Specimens.<ol style="list-style-type: none">a. If count does not match:<ol style="list-style-type: none">i. Adds progress note stating the number of specimen does not match.ii. Changes Queue Assignment to “CSS.”iii. Awaits instruction from CSS.7. Clicks “Complete” to complete task.
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