**Crediting/Canceling a test in Sunquest**

Crediting/Canceling a test

* General Lab Icon> Orders>Credit
* Credit box will appear



* Enter the Accession number in the Yellow box.
* Click on Inquiry
* The tests will appear in the Available Order Codes box.
* Click on the Credit Mode **Replace Results** This will put the cancel reason in the results field for the test that is being credited. (*Phlebotomy staff should not be crediting/canceling any tests with results*).
* Double click on the test you want to credit.

The test will move to the credit box to the left.

* Check the Resulted column if it says YES, STOP and give to the Team Lead, Supervisor or Manager to review.
* If the column says NO, Click into the Cancel Reason Box, use the spy glass to search for an appropriate cancel reason.
* Select the appropriate reason code and click Add to List. This will move it to the Selected Value box. Click on Select.
	+ **Or** you can free text into the box use the **;** prior to typing your comment. Please try and use the cancel codes listed when possible.
* All credited/canceled test must have a reason listed. Click OK when done.

**Crediting a test with no results in the Receiving screen (used when you have other tests to receive on the accession):**

* General Lab Icon> Orders> Order Receipt/Modify
* Scan Container ID (label) > Get Patient> Display Orders
* In the Order Codes Box Click once on the test that needs to be credited
* Click on Credit
* The Credit Box will appear



* Double click on the test to be credited to move it to the Crediting box to the left.



* Click into the Cancel Reason Box, use the spy glass to search for an appropriate cancel reason.
* Select the appropriate reason code and click Add to List. This will move it to the Selected Value box. Click on Select.
	+ **Or** you can free text into the box use the **;** prior to typing your comment. Please try and use the cancel codes listed when possible.
* Credit Mode should be set to Remove Results. This will allow for the cancelation code to be placed in the result field
* All credited/canceled test must have a reason listed. Click OK when done.
* Make sure you are checking the Resulted column to ensure you are only crediting/canceling tests that have a NO in this column. If there is a YES please give to the Supervisor, Team Lead or Manager for review.
* After you select OK it will bring you back to the Order Receipt/Modification screen you will now see a **C** beside the test Order Code.
* Click Close if you are finished in the screen.