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Prepared by QA Committee	Procedure Manual	
Issued by: Laboratory Manager	Revision Date: 7/29/2024	
Approved by Laboratory Director:	Next Review Date: 7/29/2026	
Microbiologist-in-Chief		

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#### **Orders with Requisitions**

# **Order by Patient's Name (Specimens from Non-interfaced Sites)**

To place an order into the system starting at Patient's name, receive the specimen, and generate barcode labels for the specimen.

#### **KEYSTROKE**

#### **INSTRUCTIONS/RESULTS**

Log into the system

1. Double Click on the Order Entry Icon	<b>Order Entry Search Screen</b> displays, cursor defaults to the <b>Billing</b> field
2. Click on the Last Name field	Type Last Name
3. Click on <b>Next</b> button	Search patient by Last Name If the name entered is not in the system, a window displays, click on <b>Yes</b> button to create new patient. Cursor defaults to Last Name field.
	If a similar name(s) exists in the system, a list will display on a window, look for a match. If there is no match, click on <b>New</b> button then click on <b>New Patient.</b> Cursor defaults to Last Name field.
4. First	Type in First name
5. Middle	Type in Middle name
6. <b>DOB</b>	Click on the drop down button to display calendar. Click on the calendar to enter date of birth using YYYY/MM/DD format. If you enter a date of birth, the system automatically calculates the age in the <b>Age</b>

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7. MRN 8. Sex	field. If the date of birth is unl may click on the <b>Age</b> field and Enter Medical Record Numbe FORMAT page for list of cod clients. Click on drop down button to	known, you d enter an age. er. See MRN le format for display list
	Click on appropriate Sex or ty <u>female</u> , <b>m</b> for <u>male</u> , <b>u</b> for <u>unk</u> <u>not known</u>	ype <b>f</b> for <u>nown</u> , <b>n</b> for
9. Patient Comm	Enter patient comments	
10. <b>HCN</b>	Enter Health Card Number	
11 <b>. ESO</b>	Entered by ICP when appropr	riate
12. <b>Sp.</b>	Click on the dropdown button to display list Click on appropriate Species or type <b>h</b> for <u>Homo Sapiens</u> , <b>o</b> for <u>Other Species</u>	
In the Stay Section- Under the General Ta	b:	
13. <b>Att. Dr</b> .	Click on drop down button to <b>Doctor Search Screen</b> windo available information (Doctor Name and First Name) then cl search. You can also search by down the list and double click corresponding #.	display ow. Enter c's ID, Last lick <b>Find</b> to y scrolling king on the
14. Billing	Automatically generated	
15. <b>Adm On</b>	Current default date	
16. <b>By:</b>	Press Tab to get to the next field	eld
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17. Stay Comm	Click to enter Stay Comments or press Tab to get to the next field
18. Ward/Hospital Name	Click on drop down button to display <b>Clinic Search Screen</b> window. You can search by scrolling down the list and double clicking on the corresponding #, or by moving the cursor to <b>Area</b> to search by Hospital eg. MSH, QEU, QED, CAMH, etc. Type hospital initial then click on <b>Find</b> . List of Clinics under Area entered displays. Scroll down the list to find clinic of choice. Double Click on the corresponding # to enter Ward.
19. Room	Enter information if available
20. <b>Bed</b>	Enter information if available
21. Report to	Click on drop down button to display <b>Doctor Search Screen</b> window. Enter available information (Doctor's ID, Last Name and First Name) then click <b>Find</b> to search. You can also search by scrolling down the list and double clicking on the corresponding #.
22. Req. by	Press Tab to assume that the requesting physician is the attending physician
23. <b>Call</b>	Click on Call button to enter Call back information.
24. Order Comm	Click on Order Comm button to enter order comments
25. <b>Priority</b>	Click on drop down button to display list or type <b>r</b> for <u>Routine Order</u> , <b>s</b> for <u>Stat</u>

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26.	Tab	or	Enter	<b>6</b> x
	_	~		~

To get to the **ID field** on the **Test Ordered Section** or you can simply click on it. The main **Order Entry Keypad** window will display.

Follow Order/Entry Table for selection of TESTS to be ordered. The following is an example: How to order a Sputum Culture and Sensitivity with TB culture:

27. <b>J</b>	Sputum C&S
28. <b>M</b>	Click on <b>M</b> to go to TB Tests >TBTST
29. <b>A</b>	Click on A to order TB as additional test
30. Source	Click on drop down button to display list. Click on appropriate Source or choose # from keypad
31. <b>Site</b>	Click on Expectorated or Suctioned or choose # from keypad
32. Click on Add/F6 button x2	To document Collected, Received time and date
33. Current antibiotic therapy	Click on drop down button to display <b>Search Results</b> window. Scroll down the list to find antibiotic of choice, double click on it or type # then press Enter. Drop down button beside antibiotic listed is highlighted, click on it to list another drug
34. <b>Save</b>	Click on <b>SAVE icon</b> or <b>Control S</b> to save the order or Click on <b>Add next order icon</b> to add another order on the same patient.
35. Click Yes	To answer the question <b>"Do you want to</b> save the changes you made to order?

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#### 36. Choose label printer

Click **OK** to print **Collection Label** (for all **collected specimens**)

# 37. Order Entry Search Screen displays, cursor defaults to the Billing field

If <u>adding next order on the same patient</u>, Main Order Entry Screen displays, cursor defaults to **Req. by** field

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## **Order Entry by Medical Record Number (Specimens from Non-interfaced Sites)**

To place an order into the system, receive the specimen, and generate barcode labels for the specimen.

KEYSTROKES	INSTRUCTIONS/RESULTS
Log into the system	
1. Double Click on the Order Entry Icon	<b>Order Entry Search Screen</b> displays, cursor defaults to the <b>Billing</b> field
2. Click on the <b>MRN</b> field	Type in Medical Record Number. See MRN FORMAT page for list of code format for clients.
3. Click on <b>Next</b> button or press <b>Enter</b>	Search patient by MRN. List of MRN displays, choose correct MRN

**If the patient has been entered into the system previously**, a window with the patient's Case/Billing number(s) will display:

- a. Choose the case/billing number that matches the case/billing number on the requisition. Click on Finish or press Enter
   (See Appendix CASE NUMBERS for proper case/billing # selection).
- b. Check patient's demographics:
  If all correct, click Finish button then proceed to step 22.
  If the patient information does not match requisition, let one of the LIS Officer know so that they can fix it.

If the patient is not yet entered into the system, a window displays, click on Yes button to create new patient. Cursor defaults to Last Name field.

# In the patient demographics section: <u>Fields in yellow are Required Information. TAB key</u> <u>moves cursor to the next field.</u>

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4. Last Name	Type in Last name
5. First	Type in First name
6. Middle	Type in Middle name
7. <b>DOB</b>	Click on the drop down button to display calendar. Click on the calendar to enter date of birth using YYYY/MM/DD format. If you enter a date of birth, the system automatically calculates the age in the Age field. If the date of birth is unknown, you may click on the Age field and enter an age.
8. <b>Sex</b>	Click on drop down button to display list Click on appropriate Sex or type <b>f</b> for <u>female</u> , <b>m</b> for <u>male</u> , <b>u</b> for <u>unknown</u> , <b>n</b> for <u>not known</u>
9. Patient Comm	Enter patient comments
10. <b>HCN</b>	Enter Health Card Number
11 <b>. ESO</b>	Entered by ICP when appropriate
12. <b>Sp.</b>	Click on the dropdown button to display list Click on appropriate Species or type <b>h</b> for <u>Homo Sapiens</u> , <b>o</b> for <u>Other Species</u>

#### In the Stay Section- Under the General Tab:

13. Att. Dr.

Click on drop down button to display **Doctor Search Screen** window. Enter available information (Doctor's ID, Last Name and First Name) then click **Find** to

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	search. You can also search by scrolling down the list and double clicking on the corresponding #.	

14. Billing	Automatically generated
15. Adm On	Current default date
16. <b>By:</b>	Press Tab to get to the next field
17. Stay Comm	Click to enter Stay Comments or press Tab to get to the next field
18. Ward/Hospital Name	Click on drop down button to display Clinic Search Screen window. You can search by scrolling down the list and double clicking on the corresponding #, or by moving the cursor to Area to search by Hospital eg. MSH, QEU, QED, CAMH, etc. Type hospital initial then click on Find. List of Clinics under Area entered displays. Scroll down the list to find clinic of choice. Double Click on the corresponding # to enter Ward.
19 <b>. Room</b>	Enter information if available
20. <b>Bed</b>	Enter information if available

In the Order Section:

21. Report to

Click on drop down button to display **Doctor Search Screen** window. Enter available information (Doctor's ID, Last Name and First Name) then click **Find** to search. You can also search by scrolling

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	down the list and double clicking on t corresponding #.	he
22. Req. by	Press Tab to assume that the requesting physician is the attending physician	ıg
23. Call	Click on Call button to enter Call back information.	
24. Order Comm	Click on Order Comm button to enter order comments	
25. <b>Priority</b>	Click on drop down button to display type <b>r</b> for <u>Routine Order</u> , <b>s</b> for <u>Stat</u>	list or
26. <b>Tab or Enter 6x</b>	To get to the <b>ID field</b> on the <b>Test Or</b> <b>Section</b> or you can simply click on it. main <b>Order Entry Keypad</b> window display.	<b>dered</b> The will

Follow Order/Entry Table for selection of TESTS to be ordered. The following is an example: How to order a Sputum Culture and Sensitivity:

27. <b>J</b>	Sputum C&S
28. Source	Click on drop down button to display list. Click on appropriate Source or choose # from keypad
29. <b>Site</b>	Click on Expectorated or Suctioned or choose # from keypad
30. Click on Add/F6 button x2	To document Collected, Received time and date
31. Save	Click on <b>SAVE icon</b> or <b>Control S</b> to save the order or Click on <b>Add next order icon</b> to add another order on the same patient.

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32. Click Yes or type Y

To answer the question **"Do you want to save the changes you made to order?** 

33. Choose label printer

Click **OK** to print **Collection Label** (for all **collected specimens**)

34. Order Entry Search Screen displays, cursor defaults to the Billing field

If <u>adding next order on the same patient</u>, Main Order Entry Screen displays, cursor defaults to **Req. by** field

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Bridgennint	Hosnital	Order	Entry
Driugepoint	inospitai	Oluci	L'IIU y

# **KEYSTROKES**

# INSTRUCTIONS/RESULTS

Log into the system

1. Double Click on the Order Entry Icon	<b>Order Entry Search Screen</b> displays, cursor defaults to the <b>Billing</b> field
2. <b>MRN</b>	(HI########)
NAME	SMITH, JOHN 99-0000054 100 LAMESON AVENUE TORONTO ON
DOB (Month/Day/Year)	DOB 08/04/1964 CH 33137 MRN
Clinic/Ward/Room	MOUNT SINAL HOSPITAL 534-1870 <u>-35754</u> → 503 36 M S CAT SMITH. JOHN 522-5037
HCN —	HN 9656673395

3. Click on **Next** button or press **Enter** 

Search patient by MRN. List of MRN displays, choose correct MRN

If the patient has been entered into the system previously, a window with the patient's Case/Billing number(s) will display:

c. Choose the case/billing number that matches the case/billing number on the requisition. Click on **Finish** or press **Enter** (See Appendix CASE NUMBERS for proper case/billing # selection)

(See Appendix CASE NUMBERS for proper case/billing # selection).

d. Check patient's demographics:
If all correct, click Finish button then proceed to step.
If the patient information does not match requisition, let one of the LIS
Officer know so that they can fix it.

If the patient is not yet entered into the system, a window displays, click on Yes button to create new patient. Cursor defaults to Last Name field.

# In the patient demographics section: <u>Fields in yellow are Required Information. TAB key</u> <u>moves cursor to the next field.</u>

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4. Last Name	Type in Last name
5. First	Type in First name
6. Middle	Type in Middle name (can be bypassed if not available)
7. <b>DOB</b>	Click on the drop down button to display calendar. Click on the calendar to enter date of birth using YYYY/MM/DD format. If you enter a date of birth, the system automatically calculates the age in the Age field. If the date of birth is unknown, you may click on the Age field and enter an age.
8. <b>Sex</b>	Click on drop down button to display list Click on appropriate Sex or type <b>f</b> for <u>female</u> , <b>m</b> for <u>male</u> , <b>u</b> for <u>unknown</u> , <b>n</b> for <u>not known</u>
9. Patient Comm	Enter patient comments
10. <b>HCN</b>	Enter Health Card Number
11 <b>. ESO</b>	Entered by ICP when appropriate
12. <b>Sp.</b>	Click on the dropdown button to display list Click on appropriate Species or type <b>h</b> for <u>Homo Sapiens</u> , <b>o</b> for <u>Other Species</u>
In the Stay Section- Under the General Tab:	
13. <b>Att. Dr</b> .	Click on drop down button to display <b>Doctor Search Screen</b> window. Enter

available information (Doctor's ID, Last Name and First Name) then click **Find** to search. You can also search by scrolling

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	Procedure Manual         down the list and double clicking on corresponding #.         If there is no matching doctor:         General browser: Record not foun window displays. Click OK then clice         Cancel to get back to the main order screen         If the particular doctor is not on the I Click Cancel to get back to the main entry screen	the d! ck entry <u>ist:</u> order
14. <b>Press *</b>	Auxillary Doctor Screen displays	
15. Doctor's Information	Enter as much information as available the requisition in appropriate fields. you have entered some phone number	ble on (Ensure er)
	If no doctor's name given: Type <b>NODOC</b> (Code for unknown of on the <b>Att. Dr.</b>	loctor
16. Click <b>OK</b>	When you have completed entering to Doctor's information.	he
14. <b>Billing</b>	Automatically generated	

15. Adm On

16. **By:** 

17. Stay Comm

18. Ward/Hospital Name

Click on drop down button to display **Clinic Search Screen** window. Move the cursor to **Area** to search by Hospital .

Click to enter Stay Comments or press Tab

Current default date

to get to the next field

Press Tab to get to the next field

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	Type <b>RH</b> then click <b>Find</b> . L under Area entered displays the list to find clinic of choi on the corresponding # to en	List of Clinics Scroll down ce. Double Click nter Ward.
19 <b>. Room</b>	Enter information if availab Room – 518, 307	le
20. <b>Bed</b>	Enter information if availab Bed – A, B, 1, 2	le
21. <b>Diagnosis</b>	Click on drop down button to Search Results window. Er information then click Find can also search by scrolling and double clicking on the c	to display nter available I to search. You down the list corresponding #.
22. <b>Req. by</b>	Press Tab to assume that the physician is the attending pl	e requesting hysician
23. <b>Priority</b>	Click on drop down button type <b>r</b> for <u>Routine Order</u> , <b>s</b> t	to display list or for <u>Stat</u>
24. Tab 5x	Press Tab five times to get t the <b>Test Ordered Section</b> of simply click on it. The main <b>Keypad</b> window will displa automatically defaults to the clinic you selected.	o the <b>ID field</b> on or you can a <b>Order Entry</b> ay. It e screen of the
25. Order test/s		
26. Source	Click on drop down button t Click on appropriate Source from keypad	to display list. or choose #
27. <b>Site</b>	Choose from keypad (upper corner) or free-text. This is going to put any O/E Comm	right hand where you are nent.
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	Eg. O2 and ANO2 swab rec'd Rec'd in starplex container O2 swab rec'd	
28. Click on Add/F6 button x2	To document <b>Collected date and t</b> (copy from requisition, if not availal only date is given click Add/F6 to er current date and time), and <b>Receive</b> and date	<b>ime</b> ble or if nter <b>d time</b>
29. Current antibiotic therapy	Click on drop down button to displa Search Results window. Scroll down list to find antibiotic of choice, doubt on it or type # then press Enter. Dro button beside antibiotic listed is high click on it to list another drug	y yn the ole click p down hlighted,
30. Micro OE Comment	Enter additional comments/instructi you have any	ons if
31. Media button	Media Screen window displays.	
32. Click on a blank field on the test line		
33. Add Media	<b>Search result</b> window displays list. Double click on media you want to choose # from keypad then click OF	add or K.
34. Cancel selected media	Click on the media you want to can click this button. Click OK to close screen and save changes made.	cel then Media
35. <b>Save</b>	Click on <b>SAVE icon</b> or <b>Control S</b> to add another order on the same part	o save e <b>r icon</b> tient.
36. Click <b>Yes</b> or type <b>Y</b>	To answer the question <b>"Do you wa</b> save the changes you made to orde	er?

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#### 37. Choose label printer

Click **OK** to print **Collection Label** (for all **collected specimens**)

# 38. Order Entry Search Screen displays, cursor defaults to the Billing field

If <u>adding next order on the same patient</u>, Main Order Entry Screen displays, cursor defaults to **Req. by** field

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# **Toronto Grace Hospital Order Entry**

# **KEYSTROKES**

# INSTRUCTIONS/RESULTS

Log into the system

1. Double Click on the <b>Order Entry Icon</b>	<b>Order Entry Search Screen</b> displays, cursor defaults to the <b>Billing</b> field
2. MRN (Medical Record Number)	Enter CHART # <b>G</b> + 6 digits e.g. G000209/G000204/G010204

# For Specialized Care Center/TGHC: Enter CHART # SCCGH + MRN (WARD: SCCGH) e.g. SCCGH404

NAME	SMITH, JOHN GC000089/11 27/07/118 1025
DOCTOR'S NAME	DR. SMART, SYDNEY
HCN	8562 460 198 - FL
DOB	19/07/1929 416-633-5587
	2705-209 WYNFORD DRIVE
	TORONTO M3C 3P4
MRN	CHART# G010528 GCHR4 ← WARD TORONTO GRACE 416-925-2251

3. Click on **Next** button or press **Enter** 

Search patient by MRN. List of MRN displays, choose correct MRN

**If the patient has been entered into the system previously**, a window with the patient's Case/Billing number(s) will display:

e. Check patient's demographics:
If all correct, click Finish button then proceed to step.
If the patient information does not match requisition, let one of the LIS Officer know so that they can fix it.

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If the patient is not yet entered into the system, a window displays, click on Yes button to create new patient. Cursor defaults to Last Name field.

# In the patient demographics section: <u>Fields in yellow are Required Information</u>. <u>TAB key</u> <u>moves cursor to the next field</u>.

4. Last Name	Type in Last name
5. First	Type in First name
<ul><li>6. Middle Type in Middle name (can be bypass</li><li>7. DOB</li></ul>	sed if not available) Click on the drop down button to display calendar. Click on the calendar to enter date of birth using YYYY/MM/DD format. If you enter a date of birth, the system automatically calculates the age in the Age field. If the date of birth is unknown, you may click on the Age field and enter an age.
8. Sex	Click on drop down button to display list Click on appropriate Sex or type <b>f</b> for <u>female</u> , <b>m</b> for <u>male</u> , <b>u</b> for <u>unknown</u> , <b>n</b> for <u>not known</u>
9. Patient Comm	Enter patient comments
10. <b>HCN</b>	Enter Health Card Number
11 <b>. ESO</b>	Entered by ICP when appropriate
12. <b>Sp.</b>	Click on the dropdown button to display list Click on appropriate Species or type <b>h</b> for <u>Homo Sapiens</u> , <b>o</b> for <u>Other Species</u>

# In the Stay Section- Under the General Tab:

13. Att. Dr.	Type in <b>SOFT Doctor Code</b> (Doctor's
	name found below the patients GC#)

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	VANDD - Van Der Hout, David HAGEC - Hagerty, Colette SPAND - Spanner, Donna THOMG - Thompson, Greg SEIDY - Seid, Ying SMASI - Smart, Sydney
14. Billing	Automatically generated
15. Adm On	Current default date
16. <b>By:</b>	Press Tab to get to the next field
17. Stay Comm	Click to enter Stay Comments or press Tab to get to the next field
18. Ward/Hospital Name	Type in <b>SOFT Location Codes</b> Note: Clinic usually starts with <b>CH</b> (eg. CH5, CH4) and is seen on the same line as the MRN. If not indicated check <b>Location for Report</b> on the requisition.
	<b>GRU3</b> – Nursing Unit 3 (CH3/3 <sup>rd</sup> floor) <b>GRU4</b> – Nursing Unit 4 (CH4/4 <sup>th</sup> floor) <b>GRU5</b> – Nursing Unit 5 (CH5/5 <sup>th</sup> floor) <b>GRU6</b> – Nursing Unit 6 (CH6/6 <sup>th</sup> floor)
19 <b>. Room</b>	Enter information if available Room – 518, 307
20. <b>Bed</b>	Enter information if available Bed – A, B, 1, 2
21. Diagnosis	Click on drop down button to display <b>Search Results</b> window. Enter available information then click <b>Find</b> to search. You

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	-	
	can also search by scrolling down the	he list
	and double clicking on the correspo	onding #.
22. <b>Reg. by</b>	Press Tab to assume that the request	ting
· -··· ~;	physician is the attending physician	l
23. <b>Priority</b>	Click on drop down button to displa	ay list or
	type <b>r</b> for <u>Routine Order</u> , <b>s</b> for <u>Stat</u>	
24. Tab or Enter 6y	To get to the <b>ID field</b> on the <b>Test</b> (	rdarad
	Section or you can simply click on	it. The
	main <b>Order Entry Keypad</b> windo	w will
	display. It automatically defaults to	the
	screen of the clinic you selected.	
25 Order test/s		
26. Source	Click on drop down button to displa	ay list.
	Click on appropriate Source or choo	ose #
27. 54	from keypad	1
27. Site	corner) or free text. This is where y	and
	going to put any O/E Comment	ou are
	Eg. O2 and ANO2 swab rec'd	
	Rec'd in starplex container	
	O2 swab rec'd	
28. Click on Add/F6 button x2	To document <b>Collected</b> . Received	time
	and date	
29. Current antibiotic therapy	Click on drop down button to displa	ay
	list to find antibiotic of choice, dou	wit the ble click
	on it or type # then press Enter. Dro	op down
	button beside antibiotic listed is hig	, hlighted,
	click on it to list another drug	
30 Micro OF Comment	Enter additional comments/instruct	ions if
50. Micro OE Comment	vou have anv	10115 11
	j	

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31. Media button	Media Screen window displays.
32. Click on a blank field on the test line	
33. Add Media	<b>Search result</b> window displays list. Double click on media you want to add or choose # from keypad then click OK.
34. Cancel selected media	Click on the media you want to cancel then click this button. Click OK to close Media screen and save changes made.
35. <b>Save</b>	Click on <b>SAVE icon</b> or <b>Control S</b> to save the order or Click on <b>Add next order icon</b> to add another order on the same patient.
36. Click <b>Yes</b> or type <b>Y</b>	To answer the question <b>"Do you want to save the changes you made to order?</b>
37. Choose label printer	Click <b>OK</b> to print <b>Collection Label</b> (for all collected specimens)

38. Order Entry Search Screen displays, cursor defaults to the Billing field

If <u>adding next order on the same patient</u>, Main Order Entry Screen displays, cursor defaults to **Req. by** field

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#### Add New Specimen to Previous Patient (Specimens from Non-Interfaced Sites)

Add a new order to a patient in the system.

Example: Add bite swab on the left hand to a previous patient.

# **KEYSTROKES INSTRUCTIONS/RESULTS** Log into the system 1. Double Click on the Order Entry Icon Order Entry Search Screen displays, cursor defaults to the **Billing** field 2. Click on the MRN or Last Name field Type in MRN or patient's full or partial name. 3. Click **Next** button or press **Enter** to search A search window will display with one or more patients with their MRN. Select the correct patient. 4. Click Next button or press Enter A window will now display with your patient's MRN, Name, Ward and various stays for your patient. Select the current stay (match the encounter # from the requisition). If a specimen on that patient has been ordered, a list of previous lab orders will display. If this is a new specimen of the day for this patient click New button then choose **New Order** 5. Click Finish To create a new order. Order Entry Screen displays. Cursor is defaulted to Req. by field 6. Tab or Enter 9x To get to the **ID field** on the **Test Ordered** Section or you can simply click on it. The

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From the Order Entry Keypad:

main **Order Entry Keypad** window will display.

# 7. Click on PMH/TTH|>OETML 8. F Misc C&S|>TTHCS 9. A Culture and Sensitivity 10. Source Click on drop down button to display list. Double click on appropriate Source or choose # from keypad then click OK 11. **Site** Free text: Left Hand 12. Click on Add/F6 button 2x To document Collected, Received time and date 13. Save Click on **SAVE icon** or **Control S** to save the order or Click on Add next order icon to add another order on the same patient. 14. Click **Yes** or type **Y** To answer the question "Do you want to save the changes you made to order? 15. Choose label printer Click OK to print Collection Label (for all collected specimens)

16. Order Entry Search Screen displays, cursor defaults to the Billing field

# If <u>adding next order on the same patient</u>, Main Order Entry Screen displays, cursor defaults to **Req. by** field

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#### Adding A New Doctor Not in System (Specimens from Non-Interfaced Sites)

Add a doctor not currently listed in the system.

Example: A new patient has been seen by Dr. Scully in her office. After careful examination, she draws a set of blood cultures into FAN aerobic and FAN anaerobic bottles on this patient. Her nurse brings the specimens and requisitions to the Microbiology for processing.
 N.B. This patient has no previous history

#### **KEYSTROKES**

#### **INSTRUCTIONS/RESULTS**

#### Log into the system

1. Double Click on the <b>Order Entry Icon</b>	<b>Order Entry Search Screen</b> displays, cursor defaults to the <b>Billing</b> field
2. Click on the Last Name field	Type Last Name
3. Click on <b>Next</b> button or press <b>Enter</b>	Search patient by Last Name If the name entered is not in the system, a window displays, click on <b>Yes</b> button to create new patient. Cursor defaults to Last Name field.
	If a similar name(s) exists in the system, a list will display on a window, look for a match. If there is no match, click on <b>New</b> button then click on <b>New Patient.</b> Cursor defaults to Last Name field.
4. First	Type in First name
5. Middle	Type in Middle name
6. <b>DOB</b>	Click on the drop down button to display calendar. Click on the calendar to enter date

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7. <b>MRN</b>	of birth using YYYY/MM/D you enter a date of birth, the automatically calculates the a field. If the date of birth is ur may click on the <b>Age</b> field an Enter Medical Record Numb FORMAT page for list of con clients.	D format. If system age in the <b>Age</b> aknown, you ad enter an age. er. See MRN de format for
8. <b>Sex</b>	Click on drop down button to Click on appropriate Sex or t <u>female</u> , <b>m</b> for <u>male</u> , <b>u</b> for <u>unl</u> <u>not known</u>	o display list ype <b>f</b> for <u>known</u> , <b>n</b> for
9. Patient Comm	Enter patient comments	
10. <b>HCN</b>	Enter Health Card Number	
11 <b>. ESO</b>	Entered by ICP when approp	riate
12. <b>Sp.</b>	Click on the dropdown butto Click on appropriate Species <u>Homo Sapiens</u> , <b>o</b> for <u>Other S</u>	n to display list or type <b>h</b> for <u>pecies</u>
In the Stay Section- Under the General Tal	b:	
13. <b>Att. Dr</b> .	Click on drop down button to <b>Doctor Search Screen</b> wind available information (Docto Name and First Name) then of search. You can also search be down the list and double click corresponding #.	o display ow. Enter r's ID, Last click <b>Find</b> to by scrolling king on the
If there is no matching doctor:	General browser: Record n window displays. Click OK	ot found! then click
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	Procedure Manual         Cancel to get back to the main screen         If the particular doctor is not of Click Cancel to get back to the entry screen	n order entry on the list: ne main order
14. <b>Press</b> *	Auxillary Doctor Screen dis	plays
15. Doctor's Information	Enter as much information as the requisition in appropriate you have entered some phone	available on fields. (Ensure number)
16. Click <b>OK</b>	When you have completed en Doctor's information.	tering the
17. Billing	Automatically generated	
18. <b>Adm On</b>	Current default date	
19. <b>By:</b>	Press Tab to get to the next field	eld
20. Stay Comm	Click to enter Stay Comments to get to the next field	s or press Tab
21. Ward/Hospital Name	Click on drop down button to Clinic Search Screen window search by scrolling down the l clicking on the corresponding moving the cursor to Area to Hospital eg. MSH, QEU, QEI Type hospital initial then clicl of Clinics under Area entered Scroll down the list to find cli Double Click on the correspon- enter Ward.	display w. You can list and double #, or by search by D, CAMH, etc. k on <b>Find</b> . List displays. nic of choice. nding # to

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22 <b>. Req. by</b>	Press Tab to assume that the reques	ting
	physician is the attending physician	
23. Tab 8x	Press Tab eight times to get to the <b>I</b> on the <b>Test Ordered Section</b> or yo simply click on it. The main <b>Order</b> <b>Keypad</b> window will display.	<b>D field</b> u can <b>Entry</b>
24. <b>H</b>	Blood Culture	
25. Source	Click on drop down button to displa blood culture bottle combinations. Click on appropriate Source or choo from keypad.	ay list of ose #
26. <b>6</b>	For <b>BFAFN</b> (FAN aerobic (FA) and anaerobic (FN) bottles	d FAN
27. <b>Site</b>	Select Not specified from keypad	
28. Click on Add/F6 button x2	To document <b>Collected, Received</b> and date	time
29. <b>Save</b>	Click on <b>SAVE icon</b> or <b>Control S</b> the order or Click on <b>Add next ord</b> to add another order on the same pa	to save <b>er icon</b> tient.
30. Click Yes	To answer the question <b>"Do you w</b> as save the changes you made to ord	ant to er?
31. Choose label printer	Click <b>OK</b> to print <b>Collection Labe</b> collected specimens)	l (for all

# 32. Order Entry Search Screen displays, cursor defaults to the Billing field

# If <u>adding next order on the same patient</u>, Main Order Entry Screen displays, cursor defaults to **Req. by** field

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#### **Orders with HIS Specimen Numbers**

## Accessioning Specimens with EPR Label Using Shortcuts

#### **KEYSTROKES**

## **INSTRUCTIONS/RESULTS**

Log into the system

# 1. Double Click on the **Order Entry Icon**

**Order Entry Search Screen** displays, cursor defaults to the **Billing** field. Ensure Open in Edit Mode box is checked.

🛃 Search		<u> 7</u> 🛛
—Search by Pa	atient	
<u> </u>	Last Name:	Eirst Name:
	MRN:	
	MP <u>I</u> :	DO <u>B</u> : 💌
—Search by Sta	ay	
	Billing:	A <u>t</u> t. Dr.
	War <u>d</u>	
—Search by Or	der	
<u></u>	Order:	Ord Date: 💌
We day, the life array exploration of the life of t	Reg. by:	Ordered By:
	Aux Order:	
	K	
	🔽 Open in Edit Mode	Cle <u>a</u> r
<u>A</u> ore	🔿 <u>B</u> ack	Ne <u>w</u> Next X Cancel

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2. Click on Aux. Order field	Scan HDS bar code or type in HDS specimen number
3. Press Enter or Click Next	Search window displays with list of possible matches.
4. Arrow down/Press Enter on highlighted match	Main Order Entry Screen appears
4. Click Finish or press Enter	To open the order
5. Click on <b>Micro tab</b>	To open the <b>SOURCE SCREEN</b> Ideally it should come in with the Date and Time Collected, if not, click Add/F6 2x to enter current date and time on Collected and Received Date and Time Received If specimen came with Collected date and time, click Add/F6 on Received date and time

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## **Accessioning Specimens with EPR Label**

**INSTRUCTIONS/RESULTS** 

## **KEYSTROKES**

Log into the system	
1. Double Click on the Order Entry Icon	<b>Order Entry Search Screen</b> displays, cursor defaults to the <b>Billing</b> field
2. Click on Aux. Order field	Scan HDS bar code or type in HDS specimen number
3. Click Next or press Enter	Search window displays with the order information
4. Click <b>Finish</b> or press <b>Enter</b>	To open the order
5. Click on <b>Micro tab</b>	To open the <b>SOURCE SCREEN</b> Ideally it should come in with the Date and Time Collected, if not, click Add/F6 2x to enter current date and time on Collected and Received Date and Time Received
	If specimen came with Collected date and time, click Add/F6 on Received date and time
6. Click on Media button	If you want to check media for modification (add or cancel)
7. Save	Click on <b>SAVE icon</b> or <b>Control S</b> to save the order
8. Click <b>Yes</b> or type <b>Y</b>	To answer the question <b>"Do you want to</b> save the changes you made to order?

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#### 9. Choose label printer

# Click **OK** to print **Collection Label** (for all **collected specimens**)

10. Order Entry Search Screen displays, cursor defaults to the Billing field

11. **ALWAYS** check the print out before attaching SCC labels to specimen. This is where information from the EPR/HDS order will be downloaded

SCC order # \_\_\_\_\_ 85210504 Patient's name \_\_\_\_\_ SMITH, JOHN D | A G N O S | S Diagnosis \_\_\_\_\_ HEPATITIS "B" - CIRRHOSIS - TX HIS order # \_\_\_\_\_ 12496421 (Double check with specimen before attaching SCC labels) O R D E R C O M M E N T Order Comment \_\_\_\_\_ R/O VRE

Attach SCC label to specimen. Continue with the next specimen.

Give specimens to planting hood.

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## **Accessioning Specimens from Rouge Valley Health Services**

Log into the system

- 1. Double Click on the Order Entry Icon
- 2. Click on Aux. Order field
- **Centenary Health Centre Ajax Pickering Health Centre** CH796908 STUR 1 BA 1 01:B0007268S SMITH, JOHN Meditech Smith, John \_Sp. # VA06343 /00 (V0176538) (M00771169) 01:M0001048S -SPUTUM / EXPECT CULT SPUTUM **URINE** UC COLL BY
  - 3. Click Next
  - 4. Click **Finish**
  - 5. Click Edit Mode icon
  - 6. Click on Micro tab

Order Entry Search Screen displays, cursor defaults to the **Billing** field

Type in **MEDITECH specimen number** 

# BC#AP355800

Search window displays with the order information

To open the order

To edit the order

To open the SOURCE SCREEN Ideally it should come in with the Date and Time Collected, if not, click Add/F6 2x to enter current date and time on Collected and **Received Date and Time Received** 

If specimen came with Collected date and time, click Add/F6 on Received date and time

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7. Micro OE Comment	To check for any additional test/s request, comments/instructions (e.g. Fungus and TB on an abscess/pus aspirate). Phone the facility to add the order and get the new MEDITECH number that corresponds to the order added. <b>NOTE</b> : Never add an order directly on SOFT for these two (2) facilities for the report will never file back to them. Always phone and ask them to do the add on
7. Media button	If you want to check media for modification (add or cancel)
8. Save	Click on <b>SAVE icon</b> or <b>Control S</b> to save the order or Click on <b>Add next order icon</b> to add another order on the same patient.

To answer the question **"Do you want to save the changes you made to order?** 

Click **OK** to print **Collection Label** (for all **collected specimens**)

#### 11. Order Entry Search Screen displays, cursor defaults to the Billing field

9. Click **Yes** or type **Y** 

10. Choose label printer

\_

12. ALWAYS check the print out before attaching SCC labels to specimen

this is where all the information from the MEDITECH order will be downloaded SCC order # Patient's name HIS order # (double check with specimen before attaching SCC labels) Order Comment: Relevant Diagnosis Current Antibiotics Specimen Description

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#### **Centenary Health Centre**

SCC order #	85200662 SMITH, JOHN
	HIS ORDER#
HIS order #	01M00010485
Order comment —	ORDER COMMENT
	RELEVANT DIAGNOSIS: ? UTI
	CURRENT ANTIBIOTICS: CEFTRIAXONE
	SPECIMEN DESCRIPTION: Bloody / Foul Smell

## **Ajax Pickering Health Centre**

85220054 SMITH, JOHN H I S O R D E R # 01B0007268S 01B0007268S

O R D E R C O M M E N T Antibiotics (Y/N)? N Relevant Diagnosis: Asthma

Attach SCC label to specimen. Continue with the next specimen.

Give specimens to planting hood

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## Accessioning Positive Blood Cultures from Rouge Valley Health System

## **Blood culture from Rouge Valley Health System**

Only positive blood cultures from Rouge Valley Health System (RVHS) are sent to this laboratory for culture identification and susceptibility testing. Blood culture bottles have been incubated in the BacT/Alert incubator at RVHS and have been flagged as positive. An initial Gram stain has been performed at RVHS and the ward has been notified. If the bottle was flagged positive after the normal carrier hours, a set of media plates would have to be sub cultured, incubated and sent along with the bottle.

The gram stain information will be written on a BacT/Alert printout containing the bottle identification. If no gram stain result was received call the lab at 905-683-2320 ext 1476 (days) x 1475 (evenings). File the RVHS printout into the dedicated binder.

On occasions where the RVHS BacT/Alert incubator capacity cannot handle all the new cultures, bottles that have not been incubated will be sent to this laboratory. Handle these bottles as per routine and load them into the BacT/Alert as new cultures.

#### **PROCESSING PROCEDURE:**

## **KEYSTROKES**

INSTRUCTIONS/RESULTS

Log into the system

1. Double Click on the <b>Order Entry Icon</b>	<b>Order Entry Search Screen</b> displays, cursor defaults to the <b>Billing</b> field
2. Click on <b>Aux. Order</b> field	Type in <b>MEDITECH specimen number</b> from accompanying list (11BC0000#### or BacT/Alert printout. If <b>"order not found"</b> , contact LIS officer, <b>DO NOT</b> add an order in LIS. Order has to be ordered through Meditech for proper processing.
3. Click Next or press Enter	Search window displays with the order information

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4. Click Finish or press Enter	To open the order	
5. Click Edit Mode icon	To edit the order	
6. Click on <b>Micro tab</b>	To open the <b>SOURCE SCREEN</b> Ideally it should come in with the Date and Time Collected, if not, click Add/F6 2x to enter current date and time on Collected and Received Date and Time Received	
	If specimen came with Collected time, click Add/F6 on Received date and time	l date and and Plated
7. Save	Click on <b>SAVE icon</b> or <b>Control</b> the order	<b>S</b> to save
8. Click <b>Yes</b> or type <b>Y</b>	To answer the question <b>"Do you</b> save the changes you made to o	want to order?
9. Choose label printer	Click <b>OK</b> to print <b>Collection La</b> <b>collected specimens</b> )	bel (for all
<u>At BacT/Alert</u>		
10. Log on		
11. Go to Quick Data Entry	Scan SCC order number barco	de
12. Type or scan <b>bottle number</b> barcode	Link Order with bottle	
13. Press Bottle data icon	Press <b>Yes</b> to save changes to the	entry
14. Go to <b>Status</b> field and press "?" button	Select "Positive" and press OK	
15. Touch Accession data icon	Press <b>Yes</b> to save changes to the	entry
16. Press Send Acc. Results button	Sends order information over to	the LIS

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17. Touch Monitor icon and press Log off

## Back to LIS

18. At Worklists	Select "BC posted-no Isolate"
19. Scan the bottle or select order	To open up the order
20. At the media screen, go to the positive bottle, Select 1 {BC+	To generate subculture media
21. Click on the printer icon, Click on <b>Subculture Media Labels</b>	Print subculture media labels
22. <b>Save</b>	Click on <b>Save icon</b> or <b>control S</b> to save the order.
23. Click <b>Yes</b> , or type <b>Y</b> or press <b>Enter</b>	To answer the question "Printing subculture media labels. Do you want to save the changes?"
24. Select subculture media	Click OK to print selected subculture media (media with <b>RED</b> check mark beside it)
25. Choose label printer	Click OK to print subculture media labels

26. If only the positive bottles are received, subculture, read the gram and document the Gram in the media field "GRAMB" only.

If the gram stain results appear different from the one written on the form from RVHS, call the RVHS lab and the RVHS ward with our result. Inform the Charge Technologist.

If subculture plates are sent to us with the bottle(s), label the plates and work-up isolates following the usual identification and susceptibility testing protocol.

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## Accessioning Fluids Received in Bacti-Alert Bottles (with EPR Label, NOT PD Effluent Dialysate and Bone Marrow)

## KEYSTROKES

## INSTRUCTIONS/RESULTS

Log into the system

1. Double Click on the Order Entry Icon	<b>Order Entry Search Screen</b> displays, cursor defaults to the <b>Billing</b> field
2. Click on <b>Aux. Order</b> field	Scan HDS barcode or type in HDS specimen number
3. Click on <b>Next</b> or press <b>Enter</b>	Search window displays with the order information
4. Click Finish or press Enter	To open the order
5. Click Edit Mode icon	To edit the order
6. Add test Fluid in BC bottle	<b>?BTLE</b> test added
7. Site	Type <b>Received in BacT/Alert bottles or</b> <b>blood culture bottles</b>
8. Click on <b>Micro tab</b>	To open the <b>SOURCE SCREEN</b> Ideally it should come in with the Date and Time Collected, if not, click Add/F6 3x to enter current date and time on Collected, Received and Plated Date and Time Received
	If specimen came with Collected date and time, click Add/F6 on Received and Plated date and time
9. Click on Media button	Media Screen window displays

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10. Click on the <b>fluid test line</b>	Cancel plates and THIO then go to a blank field to add appropriate blood culture bottles
11. Click on drop down button or Add Media	<b>Search result</b> window displays list. Double click on the bottles received (FO2, FN) or (FO2, ANAO2) or choose # from keypad then click OK.
12. Click <b>OK</b>	To close Media Screen
13. <b>Save</b>	Click on <b>SAVE icon</b> or <b>Control S</b> to save the order
14. Click on <b>Yes</b> or type <b>Y</b>	To answer the question <b>"Do you want to save the changes you made to order?</b>
15. Choose label printer	Click <b>OK</b> to print <b>Collection Label</b> (for all collected specimens)
16. Order Entry Search Screen displays.	Cursor defaults to the <b>Billing</b> field
17. Click on <b>Order</b> field	Scan Order barcode or type in Order number
18. Click on <b>Next</b> or press <b>Enter</b>	Search window displays with the order information
19. Click on Finish or press Enter	Order opens on Read Mode
20. Click on Run Micro Result Entry icon	Order will bridge over to Result Entry
21. Go to <b>GM</b> line	Add result "D-Not applicable"
22. Click <b>^F button</b> or <b>Control F</b>	Finalizes the test
23. <b>Save</b>	Click on <b>SAVE icon</b> or <b>Control S</b> to save the order
24. Click on <b>Yes</b> or type <b>Y</b>	To answer the question <b>"Order</b> has been modified. Do you want to save the changes?

25. Order Entry Search Screen displays, cursor defaults to the Billing field

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ALWAYS check the printout before attaching SCC labels to specimen

- this is where all the information from the EPR/HDS order will be downloaded

SCC order #	L5210452	
Patient's name	SMITH, JOHN	
	DIAGNOSIS	
Diagnosis —	SBP	
	HIS ORDER#	
	12496400	HIS order # (double check with
Order Comment —	ORDER COMMENT	specimen before attaching
	DISCONTINUED R TRIPLE LUMEN	CATH TIP SCC labels)

Attach SCC label with the 93 extension to specimen and load bottle(s) in BacT/Alert machine

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## Accessioning Specimens with EPR Label Using Shortcuts

#### **KEYSTROKES**

#### INSTRUCTIONS/RESULTS

Log into the system

## 1. Double Click on the Order Entry Icon

**Order Entry Search Screen** displays, cursor defaults to the **Billing** field. Ensure Open in Edit Mode box is checked.

🛃 Search		
—Search by Pa	atient	
<u></u>	Last Name:	Eirst Name:
	MRN:	
	MP <u>I</u> :	DO <u>B</u> : 💌
—Search by St	ay	
	Billing:	A <u>i</u> t. Dr. 💌
	War <u>d</u>	
—Search by Or	der	
	<u>O</u> rder:	Ord Date: 💌
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	Aux Order:	]
	🔽 Open in Edit Mod	Cle <u>a</u> r
<u>A</u> <u>M</u> ore	C Back	Ne <u>w</u> 🔶 <u>N</u> ext 🔀 <u>C</u> ancel

2. Click on Aux. Order field

Scan HDS bar code or type in HDS specimen number

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3. Press Enter or Click Next	Search window displays with list of possible matches.
4. Arrow down/Press Enter on highlighted match	Main Order Entry Screen appears
4. Click <b>Finish</b> or press <b>Enter</b>	To open the order
5. Click on <b>Micro tab</b>	To open the <b>SOURCE SCREEN</b> Ideally it should come in with the Date and Time Collected, if not, click Add/F6 2x to enter current date and time on Collected and Received Date and Time Received
	If specimen came with Collected date and time, click Add/F6 on Received date and time

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## <u>Receiving Bacteriology Specimens Entered in a HIS (Hospital Information System) at Point</u> <u>of Collection</u>

To receive and plate a HIS barcode labeled specimen and print LIS specimen and media labels. These specimens will come from the UHN (EPR), CHC (Meditech) or Ajax (Meditech).

**Example:** A urine specimen was collected at Toronto Hospital (Western Division). It was ordered and labeled in EPR on the hospital ward and received in EPR by Specimen Reception. The Microbiology lab will receive plate and generate LIS specimen/media labels.

#### **KEYSTROKES**

#### **INSTRUCTIONS/RESULTS**

Log into the system

1. Double Click on the Order Entry Icon	<b>Order Entry Search Screen</b> displays, cursor defaults to the <b>Billing</b> field
2. Click on Aux. Order field	Scan HIS specimen barcode or type in HIS specimen number
3. Click <b>Next</b> or press <b>Enter</b>	Search window displays with the order information. Check to be sure it is correct and proceed to next step. If message <b>Auxiliary Order not found</b> appears, see appropriate manual section for EPR, Meditech or Cerner problems.
4. Click Finish or press Enter	To open the order
5. Click Edit Mode icon	To edit the order
6. Click on <b>Micro tab</b>	To open the <b>SOURCE SCREEN</b> Ideally it should come in with the Date and Time Collected, if not, click Add/F6 2x to enter current date and time on Collected and Received Date and Time Received

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	If specimen came with Collected date and time, click Add/F6 on Received date and time
7. Save	Click on <b>SAVE icon</b> or <b>Control S</b> to save the order
8. Click <b>Yes</b> or type <b>Y</b>	To answer the question <b>"Do you want to save the changes you made to order?</b>
9. Choose label printer	Click <b>OK</b> to print <b>Collection Label</b> (for all collected specimens)

10. Order Entry Search Screen displays, cursor defaults to the Billing field

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## **Receiving Bacteriology Specimens Collected on the 4<sup>th</sup> Floor Specimen Collection Center**

To receive a previously barcode labeled specimen and print media labels.

Example: A urine specimen was collected on the 4<sup>th</sup> floor. It was entered into the system to generate a specimen barcode label. The Microbiology lab will receive, plate and generate media labels. ie. Collected times and dates were entered, no received or plated times and dates were entered.

KEYSTROKES	INSTRUCTIONS/RESULTS
Log into the system	
1. Double Click on the Order Entry Icon	<b>Order Entry Search Screen</b> displays, cursor defaults to the <b>Billing</b> field
2. Click on <b>Order</b> field	Scan specimen barcode
3. Click Next or press Enter	Search window displays with the order information
4. Click Finish or press Enter	To open the order
5. Click Edit Mode icon	To edit the order
6. Click on Micro tab	To open the <b>SOURCE SCREEN</b> Ideally it should come in with the Date and Time Collected, if not, click Add/F6 2x to enter current date and time on Collected and Received Date and Time Received
	If specimen came with Collected date and time, click Add/F6 on Received date and time
7. Save	Click on <b>SAVE icon</b> or <b>Control S</b> to save the order.

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#### 8. Click **Yes** or type **Y**

To answer the question **"Do you want to save the changes you made to order?** 

9. Choose label printer

Click **OK** to print **Collection Label** (for all **collected specimens**)

10. Order Entry Search Screen displays, cursor defaults to the Billing field

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#### **Receiving Serology Specimens Collected on the 4th Floor Specimen Collection Center**

Blood received in the Microbiology Department is to be documented that it was received through the LIS.

KEYSTROKES	INSTRUCTIONS/RESULTS
Log into the system	
1. Double Click on the Order Entry Icon	<b>Order Entry Search Screen</b> displays, cursor defaults to the <b>Billing</b> field
2. Click on <b>Order</b> field	Scan specimen barcode
3. Click <b>Finish</b> or press <b>Enter</b>	Search window displays with the order information. Check that the name matches that on tube.
4. Click Edit Mode icon	To edit the order
5. Click <b>Specimens</b> tab	Window displays
6. Click Coll/Rec All icon	Verify specimen(s) window displays
7. Collected By: drop down button	Search Results window displays, Choose #1 ?NURS, click OK
8. Click OK	Collected and Received date and time documented
9. Save	Click on <b>SAVE icon</b> or <b>Control S</b> to save the order.
10. Click <b>Yes</b> or type <b>Y</b>	To answer the question <b>"Do you want to</b> save the changes you made to Order #?

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#### 11. Choose label printer

Click **OK** to print **Collection Label (for all collected specimens)** If the label on the tube is missing the extension number "96" see John.

12. Order Entry Search Screen displays, cursor defaults to the Billing field

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#### **Editing Orders**

## **Editing an Order (Specimens from Non-Interfaced Sites)**

An example of adding Fungus culture to the sputum specimen from the previous exercise:

KEYSTROKES	INSTRUCTIONS/RESULTS
Log into the system	
1. Double Click on the Order Entry Icon	<b>Order Entry Search Screen</b> displays, cursor defaults to the <b>Billing</b> field
2. Click on the <b>MRN</b> or <b>Last Name</b> field	Type in patient's <b>MRN</b> or <b>Last Name</b> . (You can use the patient you created in Exercise 2)
3. Click on <b>Next</b> button or press <b>Enter</b>	Search patient by <b>MRN</b> or <b>Last Name</b> List of MRN displays, choose correct MRN
	If a similar name(s) exists in the system, a list will display on a window, look for a match.
4. Click on <b>Next</b> button or press <b>Enter</b>	Search window containing stays on the patient displays. Select the original stay. If the patient has more than one order entered into the system, list will display. Select the appropriate one, then click <b>Finish</b> button.
	The Order Entry Screen on <b>Read Mode</b> displays with all the information from the original order. Click on <b>Edit Mode icon</b> or <b>F7</b> to edit the order.
5. From the Order Entry Keypad click on X	Select More Micro >MOR
6. Click on <b>D</b>	Select Fungus Culture

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7. Press Enter or click YES to confirm adequate specimen before adding test.

8. Save	Click on <b>Save icon</b> or <b>control S</b> to save the order.	
9. Click <b>Yes</b> , or type <b>Y</b> or press <b>Enter</b>	To answer the question "Do you want to save the changes you made to order #?	

10. Order Entry Search Screen displays, cursor defaults to the Billing field.

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## Add Additional Media to a New Specimen Ordered on a Previous Patient (Specimens from Non-Interfaced Sites)

**INSTRUCTIONS/RESULTS** 

Add a new order and add additional media for the specimen to a patient in the system.

**Example**: Add an ear swab to a previous patient and add an additional CHOC plate.

## KEYSTROKES

Log into the system

1. Double Click on the Order Entry Icon Order Entry Search Screen displays, cursor defaults to the **Billing** field Type in MRN or patient's full or partial 2. Click on the MRN or Last Name field name. A search window will display with one or 3. Click **Next** button or press **Enter** to search more patients with their MRN. Select the correct patient. 4. Click Next button or press Enter A window will now display with your patient's MRN, Name, Ward and various stays for your patient. Select the current stay (match the encounter # from the requisition). If a specimen on that patient has been ordered, a list of previous lab orders will display. If this is a new specimen of the day for this patient click New button then choose **New Order** 5. Click Finish To create a new order. Order Entry Screen displays. Cursor is defaulted to Req. by field

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6. <b>Tab</b> or <b>Enter 9x</b>	To get to the <b>ID field</b> on th <b>Section</b> or you can simply main <b>Order Entry Keypac</b> display.	e <b>Test Ordered</b> click on it. The <b>d</b> window will	
From the Order Entry Keypad:			
7. <b>P</b>	To select Miscellaneous Sv	vab C&S	
8. Source	Click on drop down button Click on appropriate Source from keypad	to display list. e or choose #	
9. Click on Add/F6 button 2x	To document <b>Collected, Ro</b> date	eceived time and	
10. Click on Media button	Media Screen window disj	plays	
11. Click on a blank field on the test line (SW	(AB)		
12. Click on drop down button or Add Media	<b>Search result</b> window disp Double click on CHOC or a keypad then click OK.	blays list. choose # from	
13. Click <b>OK</b>	To close Media Screen		
14. <b>Save</b>	Click on <b>SAVE icon</b> or <b>Co</b> the order	ontrol S to save	
15. Click <b>Yes</b> or type <b>Y</b>	To answer the question <b>"Do</b> save the changes you mad	o you want to le to order?	
16. Choose label printer	Click <b>OK</b> to print <b>Collectio</b> <b>collected specimens</b> )	on Label (for all	

17. Order Entry Search Screen displays, cursor defaults to the Billing field

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## **Cancel an Order**

**NEVER** cancel any order if a mistake has been made at order entry and the order has been saved.

- 1. If the test has not been performed, result and finalize the order with a cancellation message.
- 2. If the test has been performed, update and finalize the order with corrected report.
- 3. Notify the ordering physician/health care provider according to notification protocol.

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#### **Printing PHL Send Out Forms**

## **KEYSTROKES INSTRUCTIONS/RESULTS** 1. Go to a Patient Order (either via a Worklist or Result Entry) 2. Click on the Printer Icon from the Main Toolbar. Drop down menu appears. "Micro Results Entry" box appears 3. Choose "Instant Report" from menu 4. "Order has been modified" Press "Yes" to save and proceed or "Instant Report" window opens Press "No" to proceed without saving 4. Click on the blue downward arrow in the hi-lighted box. List of Printers appears. 5. Choose Printer Printer choice now appears in box 6. Under "Report Layout" click on the blue arrow Option List appears 7. Choose **MIC10A** by double clicking or single MIC10A appears as choice clicking and then choosing "OK" 8. Click "OK" to accept PHL Report prints

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#### **Results Entry**

## **Result Entry One Order**

## **KEYSTROKE**

## **INSTRUCTIONS/RESULTS**

## **Searching for a Patient in Result Entry**

1. Select Results > Result Entry from the main menu.	Result Entry Search Wizard is
	displayed.

2. Enter the desired search criteria (Search by: patient's last name, MRN, SSN, etc.).

3. Click Next to continue.

A list of patients displays matching the criteria entered.

NOTE: Enter only the information known to be correct. If incorrect information is entered, the desired patient may not apply to the search and therefore not appear on the search list. Entering the order number will take the user directly to that order in Results Entry.

4. Select the desired patient and press Enter	A list of order numbers displays for this patient.
5. Select the desired order and press Enter.	The Result Entry window is displayed

## **Entering Isolate Information in Result Entry**

1. Highlight a test or media associated with the isolate.

This will autopopulate the Test ID and/or Media ID field(s) in the Isolates tab.

- 2. From the Result Entry window, select the Isolates tab.
- 3. On the top section of the Isolates tab, enter any necessary information into the isolate fields.

4. Enter a number in the first available #column.

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- 5. Click in each field to enter results. Some fields may have keypads display to facilitate result entry. Remember to turn the keypad off if you need to enter something by free text.
- A typical example of entering isolate information is as follows:
- 1. Enter 1 in the # field.
- 2. Select the desired sensitivity modality (MIC, KB, or BP) and select the appropriate panel from the drop down list.
- 3. Select the appropriate ID panel from the drop down list.
- 4. Enter the user defined quantitation (1+, 2+, rare, few, etc.) in the Quantitation field.
- 5. Select an organism ID code (esccol, staaur, etc.) from the drop down list.
- 6. Add an isolate comment if necessary.
- 7. Click the Verify One or Verify All button to post the selected information.

#### **Generating Drugs**

1. Click the desired modality tab (**MIC**, **KB**, **BP**). The ordered panel will display in the Panel

ID field.

2. Choose the correct isolate.

The first isolate will be selected by default. If this is not the correct isolate, click the dropdown arrow in the Isolate field to display a list of isolates and select the appropriate one.

3. Click the **Generate Drugs** button.

Antibiotics associated with the ordered panel will display in the Drug Name fields as well as any rules that may have been defined in the Drugs Setup file.

## **Adding Media in Result Entry**

Example: To add COMM for Comments

1. From the Media section,	click the Add Media button or press F9. The Select Media window is displayed.
2. Enter the desired search criteria.	A list of media that matches the search criteria is displayed.
3. Select a media and click OK.	The media is added into the first available Media ID field.

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## **Drug Manipulation**

Drugs can be added, cancelled, deleted, suppressed and unsuppressed as needed to ensure the desired information is sent to the physician. A brief description of each process is included below.

## **Adding a Drug**

Select the desired sensitivity modality and click the Add Drug button and select the desired drug from the search window.

## **Cancelling a Drug**

Select the desired drug to cancel and click the Cancel Drug button.

Result: A red check will display in the Cancelled column.

NOTE: Remember the suppression field indicates drugs that have been cancelled (suppressed), based on suppression rules as defined in the Drugs Setup file, resulting in the ability to distinguish between manually suppressed drugs vs. rules suppressed drugs.

## **Deleting a Drug**

The same rules apply to **deletion of drugs that apply to tests and media**. If the drug has been saved, it should be **cancelled, not deleted**. Deleting the drug removes the drug and any result associated with it.

## **Unsuppressing a Drug**

There are times when a physician may request testing a drug that is normally suppressed with a suppression rule. To unsuppress the results, click the Cancel Drug button twice. The first click will add a red check (cancel) to the cancelled column, and the second click will add a green "A" (add). The drug is now added.

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#### **Isolate Suppression**

As a rule, the isolates will report in the order in which they are entered in Results Entry. Usually, the order is numerical unless organisms have been suppressed from reporting. There may be reasons to suppress organisms from reporting (for example, polymorphic isolates that are identified as the same organism with the same drug results). Suppression can be accomplished by changing the numerical character to a letter. The organism is suppressed from being reported, yet maintains all the links with comments and drug results. This action can be useful for workload reporting.

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## **Batch Resulting**

#### MRSA Bench

**1.** Negative report: Negative - No methicillin-resistant Staphylococcus aureus (MRSA) isolated

**Data Entered**:

DBlue Media: 24hr – No Blue

**TEST COMMENT**: Negative - No methicillin-resistant Staphylococcus aureus (MRSA) isolated.

**STATUS**: Final

#### Procedure

1. IC/ Other Worklist - IC MRSA New Work

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IC/O	ther Work	list 🛛 🛛 🔀				
#	igtriangleup ID	Worklist Name 🔼				
1	IC	Infect. Cont.other				
2	ICESB	IC ESBL New Work				
3	ICESO	IC ESBL Old Work				
4	ICMRN	IC MRSA New Work				
5	ICMRS	IC MRSA Old Work				
6	ICNIC	IC NICU Yeast Scn				
7	ICRGN	IC Resist.GNB New				
8	ICRGO	IC Resist.GNB Old				
9	ICSTN	IC STA New Work				
10	ICSTO	IC STA Old Work				
11	ICVPC	IC VRE PCR				
12	ICVRN	IC VRE New Work				
13	ICVRO	IC VRE Old Work				
14	JARVI	Dr. Jarvi Study				
15	TTHAR	TTH Animal Research				
16	VCMV	CMV/HIVstudviGeorae				
Fron	n Order: N53	300000 To Order: N6029999				
	Tested	Date: 🖌				
C	OK	Cancel				

- 2. Press Enter or Click OK
- 3. Bridge to QC (yes or No)

Micro Re	sults Entry
⚠	SoftMic QC procedures qualify to the Procedure Task IC-QC. Would you like to bridge to SoftMic QC?
	Yes No

4. Opens Micros [IC/OtherWorklist (ICMRN)]

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a,Testb ;ed ;mildred ;mi,Choym			R123333 R123456 6768676867686768678 1233221 12344	ICU FB5 10WA 10L1	2011.03.24 2011.03.24 2011.03.25 2011.03.25	2011.03.24 2011.03.24 2011.03.25 2011.03.25	MRSA MRSA MRSA MRSA	AXIL2 ASP AXIL2 AXIL2	arm		Mark (SP)  Remark (^K)  Mark All (^A)
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											Instant Report (^1)
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- 5. Bottom Left of Screen: Click Mark (F8) grayed out means active Also displays total number of orders in Worklist and Marked orders
- 6. Scan Barcode Labels of Sample (No Blue Cols)

#### Red Check Mark will appear for scanned order

#	$\triangle$ Order	Patient Name	Seq#	Αu
V	1 N1110030	TESTA,TESTB	0	
~	2 N1240008	TEST,CBC	0	
	2 M1240012	TERTEN	0	

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#### Bottom of Worklist: Displays how many orders were marked

Search (^F8)	Mark (^F8)	Enter <u>#</u> :	5 orders were added. T	otal checked = 1	82. Order Marked:	2 of 2

7. Click on Define MC (^M) (Define a Media Comment)

8. Type: DBLUE then Click OK

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9. If Keypad does not pop up, Click on Keypad (^K) or Press Ctrl+K to activate

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Click windo en exco 1 N11 2 N12 Click Red Cl 1 N11 2 N12	Mark (TB) Enter # Mark (TB) Enter # Mercean Parties (Parties (Pa	Add Results (^F ed indicatin nt TESTB BC Remark (^K) ill reappear Name TESTB	5 order	s were added. Total c	d Res rders	Dirder Marked ve M (12) ults to qualifie Previo	Patien ed. Th	user: ₫ Mar at Re e red	cord d che	ls)	vez T.	ark tu	Miero History (*3) Order Entry (*D) 35 NUM READ (2011.05. nititle

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13. Click on	Define TC (^T)	(D	efine a	Test Comment)	then Click	ОК
Select Tests			? 🗙			
MRS V MRSA	WNDM	NASM	~			
RECM 💌	<b>v</b>	×	*			
	×	×	*			
×	×	*	~			
Clear All	ОК	Cancel				
				-		

eypad does not pop up, Click on Keypad ( <sup>^</sup> K) or Press Ctrl+K to activate)
eypad does not pop up, Click on or P

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△ Order	Promote.		To Orde	er: N3109999 1	otal: 5	Tested Date:							
	Patient Name	Seq #	Aux Order	Billing	Ward	Coll.date	Recv.date	Tests	Source	Site	lso #	Status	Select (CR)
N1110030	TESTA,TESTB	0		123333	11LM	2011.03.11	2011.03.11	MRSA	AXG	arm			Mark (SP)
N1240008	TEST,ED	0		676867686768678	FB5	2011.03.24	2011.03.24	MRS	ASP				Remark (^K)
N1250003	CHOY,MILDRED	0		1233221	10WA	2011.03.25	2011.03.25	MRSA	AXIL2				Mark All (^A)
N1250004	CHOYM,CHOYM	0		12344	10L1	2011.03.25	2011.03.25	MRSA	AXIL2				Unmark All (^N)
													Define TC (^T)
													Define CM (^1)
		🔁 т	est Comme	nts					2				Define MC (^M)
		0	Comment						<u> </u>				Add Results (^F7)
		Tech	2011.05.10	12:06 MIMMC						-0	MRS - 1	of 4	HINAX uto-Result (^U)
			1								Key	Text	rint Worklist (^P)
		_									1	NMRS	port Marked (^J)
											2	)NMRB )PFS	Report All (^G)
											4	PFA	osted SDR (^+Shift
											5	}PFX }PFPH	ler Comments (^B)
										~	7	PHL#	Comments (^+Shift+
		<							>		B	>REJEC	Comments (^+Shift
		Cani	desa (E5)	Date (E6) Time (^E6	Spell (E1	1) Keupad (^K		OK	Cance		Т	UPDATED	REPORT
					<u> </u>						^	CONTRECT	i cojiep
													(advant Decent (*1)
													Instant Report (^1)
													Instant Report (^1) Notes Report (^2)
													Instant Report (^1) Notes Report (^2) Micro History (^3)

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14.	From	Kevpad pick (MRS	5 - 1	of 4)	NMRS .	Click		ЭК	ļ						
🛃 Mic	res - [Res	ulting Worklist (ICMRN)]			<b>j</b> ,										_ 7
🛃 File	Edit Viev	Results Tests Media Isolates Pane	ls Workli	st Tools V	Vindow Help										- 8
1	I 🖬 😰		6	î 🕵 🖂		C Mer W	R SQ CR	i i 🖉		F F	2	-			
Wo	rklist: IC MR:	SA New Work From Order:		To Orde	ar: N3109999 1	fotal: 5	Tested Date:								
#	△ Order	Patient Name	Seq #	Aux Order	Billing	Ward	Coll.date	Recv.date	Tests	Source	Site	Iso #	Status		Select (CR)
	N1110030	TESTA,TESTB	0		123333 B123456	11LM	2011.03.11	2011.03.11	MRSA	AXG AXIL 2	arm				Mark (SP)
3	N1240013	TEST,ED	0		676867686768678	FB5	2011.03.24	2011.03.24	MRS	ASP					Remark (^K)
4	N1250003	CHOY,MILDRED	0		1233221	10WA	2011.03.25	2011.03.25	MRSA	AXIL2					Mark All (^A)
5	N1250004	CHOYM,CHOYM	0		12344	10L1	2011.03.25	2011.03.25	MRSA	AXIL2					/nmark All (^N)
															) efine TC (^T)
															Define CM (^1)
			т 🖾	est Comme	nts*					?	X				(efine MC (^M)
				Comment							_			Ac	Id Results (^F7)
			Tech	2011.05.10	12:15 MIMMC						-1			A	uto-Result (^U)
			Nea	ative -	No methicilli	n-resista	nt Stanh		aurei	15		MHS -	LOT4 L		int Worklist (^P)
			(MR	SA) isol	ated.		ine seepin	<b>,</b>				Key 1	Text	2	port Marked (^J)
												2	NMRB	F	Report All (^G)
												3	}PFS		sted SDR (^+Shift+P)
												5	)PFX	t de la companya de l	er Comments (^B)
			_								~	6 7	PFPH		Comments (^+Shift+U)
				J						>		8	NML#		Comments (^+Shift+M)
			Can	Mesa (F5)	Date (F6) Time (^F6	SDell (F11)	Kevpad (^K	า เ	ОК	Cance		R T	>REJEC	BEPOBT	
						., (,,		<u>ی</u> ر				×	CORRECT	ED}rep	
														Ins	tant Report ["1]
														N	otes Report (^2)
														Mi	icro History (^3)
															rder Entry (^D)
Searc	:h (^F8)	Mark (^F8) Enter #:		5 order	s were added. Total c	hecked = 180.	Order Marked	: 2 of 2							
eady									User :	MIMMC	Env: LI	VE2 Te	rm : M3535	NUM	READ 2011.05.10 12:1
🦺 s	tart	🗿 Micros 🚇 lissce 🚇	lisscc	🔛 Sof	:Mi 👜 Batch .	🗀 Livi	e M	Infecti		es	펠) Do		🦉 unt	title	12:15 PM
		6 🔄 🏉 77 🔤 🖬 🖉 🔘													2011/05/10

15. Click on Set Status to Final ,Click

🗸 ок

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Set Status	
<ul> <li>Preliminary</li> <li>Final</li> <li>Interim</li> <li>None</li> </ul>	
V OK 🗶 Cance	
6. Click on Add Results (^F	7) (Add Results to Patient Records)

17. A window is displayed indicating how many orders qualified. The red check mark turns into a green exclamation point

1 N1110030 TESTA, TESTB

2 N1240008 TEST,CBC

18. To check one,

18.1. Double click on Order Number - Opens Result Entry Screen for that order

18.2. Check Test Comment (F8 to see the full comment)

Negative - No methicillin-resistant Staphylococcus aureus (MRSA) isolated.

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Histor - Ellisto Doculto Entry N2100017 / 10 of	16 ) Edit Madal		
File Edit View Decults Tests Media Isolates Dan	als Warklish Toole Window Halo		
	/ _  @  \$\$   E  \$\$   \$  \$\$  \$\$  \$\$  L L IN: W R SU U:   @  \$* \$    \$\$ \$* ** L & B		
Patient Demographics	unu 1224 Sour M Age 20 Sec Pri P		Current Selection
	MRN: 1234 Sex. M Age. 20 Sp. Pil. n		: MRSA
Urder: N3100017 Aux Urder:	ESU: ESU:	Wrks	:  IC
Source: Nasal Swap		Media	c 🔤
Ward: TULT Req. by: FRI		Isolate	e:
Collected: 2011.05.08 12:30 MIMML	Received: 2011.05.08 12:30 MIMML Plated: 2011.05.08 12:30 MIMML		1
Antibiotic Therapy:			Check DC
Micro UE Comment:	F_L		Check QL
Preliminary Date Time Tech	Time	Tech	
	Test Comment (MRSA)	MIMMC	
Tests (1) Alsolates (0) RMIC (0) RKithu-Rauer	(n) 💯 Comment 🚰 History 📍 Iags		
	Tech: 2011.05.10 15:03 MIMMC		
Add Test 🔇 Cancel Test 👫 Delete Test 🕴 Significa	Negative – No methicillin-resistant Staphylococcus aureus 🛛 🔼		
# Test ID (MDC4) included	(MRSA) isolated.	Time	Tech
MHSA [MHSA] isolated.	I.us.10	14:38	MIMMC
		-	
Add Media 🛛 Mg Result Media 🕅 Cancel Media 🛞 Dela	ete Media 🔣 Media Comments		
Media ID	Media Comment	M Test	ID R
IDBITIE 24b No Blue		M MRSA	
BENCH			
BENCH		MILIA	
BENCH		MILIA	
BENCH		MILION I	
BENCH		MINA	
BENCH			
Screen:	Ln 3, Col 1   User : MIMMC   Env: LIVE2   Term :	M13A M3535 NUM	EDIT 2011.05.10
Screen:	Ln 3, Col 1, User : MIMMC   Env: LIVE2   Term : scc 🙀 Soft 🐑 Batc 🎓 SoftMic 💌 Infe 🐨 Docu 💥 untitl 💌 Prog	M1335 M3535 NUM	EDIT 2011.05.10

#### 18.3 Check Media Comment

M, Ad	<b>ld Media – Mg</b> Re	sult Media	M. Cancel Media	🕑 Delete Media	<u>M</u> Media Comments	
#	Media ID					Media Comment
1	DBLUE	24h: No Bl	lue			
2	BENCH					

18.4. Click on to close the Result Entry Screen for that order -Defaults to ICMRN Worklist

19. Click on 🞽 to close ICMRN Worklist Screen, or Click	🞽 to close Resulting Worklist
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### Use of Macro

### USE Macro for Media Comment Entry Auto –Result for Test Comment and Final Status

**1.** Negative report: Negative - No methicillin-resistant Staphylococcus aureus (MRSA) isolated

Data Entered:

**DBlue Media**: 24hr – No Blue

**TEST COMMENT**: Negative - No methicillin-resistant Staphylococcus aureus (MRSA) isolated.

**STATUS**: Final

#### Procedure

1. IC/ Other Worklist - IC MRSA New Work

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IC/0	ther Work	list 🛛 🛛 🔀				
#	∆ ID	Worklist Name 🔼				
1	IC	Infect. Cont.other				
2	ICESB	IC ESBL New Work				
3	ICESO	IC ESBL Old Work				
4	ICMRN	IC MRSA New Work				
5	ICMRS	IC MRSA Old Work				
6	ICNIC	IC NICU Yeast Scn				
7	ICRGN	IC Resist.GNB New				
8	ICRGO	IC Resist.GNB Old				
9	ICSTN	IC STA New Work				
10	ICSTO	IC STA Old Work				
11	ICVPC	IC VRE PCR				
12	ICVRN	IC VRE New Work				
13	ICVRO	IC VRE Old Work				
14	JARVI	Dr. Jarvi Study				
15	TTHAR	TTH Animal Research				
16	VCMV	CMV/HIVstudv(Georae 💌				
Fro	m Order: N53	300000 To Order: N6029999				
Tested Date: 🚬 🔽						
۵	OK Cancel					

- 2. Click OK
- 3. Bridge to QC (Yes or No)

Micro Results Entry							
♪	SoftMic QC procedures qualify to the Procedure Task IC-QC. Would you like to bridge to SoftMic QC?						
	Yes No						

4. Opens Micros [Resulting Worklist (ICMRN)]

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0	rklist IC MR	SA New Work From Orde	er:	To Order: N3	109999 T	otal: 5	Tested Date:							
	∆ Order	Patient Name	Seq #	Aux Order   Billin	3	Ward	Coll.date	Recv.date	Tests	Source	Site	lso #	Status	Select (CR)
	N1110030	TESTA, TESTB	0	1233	333	11LM	2011.03.11	2011.03.11	MRSA	AXG	arm			Mark (SP)
2	N1240008	TEST,CBC	0	R12	3456	ICU	2011.03.24	2011.03.24	MRSA	AXIL2				Remark (^K)
Ļ	N1250003	CHOY,MILDRED	0	1233	3221	10WA	2011.03.25	2011.03.24	MRSA	AXIL2				Mark All (^A)
5	N1250004	CHOYM,CHOYM	0	1234	14	10L1	2011.03.25	2011.03.25	MRSA	AXIL2				Unmark All (^N)
														Define TC (^T)
														Define CM (^1)
														Define MC (^M)
														Add Results (^F7)
														Auto-Result (^U)
														Print Worklist (^P)
														Report Marked (^J)
														Report All (^G)
														Reset Posted SDR (^+Shift+
														Order Comments (^B)
														Culture Comments (^+Shift+L
														Micro OE Comments (^+Shift+
														Instant Report (^1)
														Notes Report (^2)
														Micro History (^3)
														Order Entry (^D)
ic.	:h (^F8)	Mark (^F8) Enter #:		5 orders were	added. Total c	hecked = 180	. Order Marked	:0 of0						
		\						1, Col	1 User :	MIMMC I	Env: LIV	VE2 Ter	m : M3535	NUM READ 2011.05.10
s	tart	💽 Micros 🔍 lisscc	lisscc	K SoftMi	Batch .	🗀 Liv	re M 🕎	Infecti.	de Micro	es	🦉 unt	itle	Do Do	cum 🔯 🗗 🔽 11:33 🌒 🎕 🔊 Tues 🔟 🕸 🛃 2011/
R	otton	Left of Screen	· Click o	n Mark	(F8)	Search	(^F8)	Mark	(^FR)	<b>)</b> ,	rav	ved o	011t -	- means

Also displays total number of orders in Worklist and Marked orders

6. Scan Barcode Labels of Samples (No Blue Cols)

Red Check Mark will appear for scanned orders.

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#	∆ Order	Patient Name	Seq#	A
<b>V</b> 1	N1110030	TESTA,TESTB	0	
<b>V</b> 2	N1240008	TEST,CBC	0	
2	M1240012	TEGTEN	0	

#### Bottom of Worklist: Displays how many orders were marked

Search (^F8) Mark (^F8) Enter #: 5 orders were added. Total checked = 182. Order Marked: 2 of 2	arch (^F8) Mark (^F8) E	r <u>#</u> :	5 orders were added. To	otal checked = 182. Order Marked:	2 of 2
---	-------------------------	--------------	-------------------------	-----------------------------------	--------

#### 7. Double Click Macro Menu (24 hr No Blue)

_	menu		N . B . (An) X
-	#	Name	Scope
	MA	24 Hr No Blue	Window/Progra
		Double Click or Press a Number (	or Letter

A window is displayed indicating how many orders qualified .The red check mark turns into a green exclamation point



9. Click Auto-Result (^U) (Run Auto-Result Worklist)

A window is displayed indicating how many orders qualified .The red check mark turns into a green exclamation point

1 N1110030 TESTA,TESTB 2 N1240008 TEST,CBC

10. To check one,

10.1. Double click on an Order Number – Opens Result Entry Screen for that order

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# 10.2. Check Test Comment (F8 to see the full comment) Negative - No methicillin-resistant Staphylococcus aureus

(MRSA) isolated.	
Micres - [Micro Results Entry N3100017 ( 10 of 16 ) - Edit Mode]	🗖 🗗 🗙
File Edit View Results Tests Media Isolates Panels Worklist Tools Window Help	×
	) 🖪 🖆 🦆 🕌 💏 🕫 🗷 🔳
Patient Demographics	Current Selection
Name: CHOYM, CHOYM MRN: 1234	Sex: M Age: 20 Sp: Pri: R Test: MRSA
Order: N3100017 Aux Order: ESO:	Wrkst: IC
Source: Nasal Swab Site:	Media:
Ward: 10L1 Req. by: FREIRE, (MW) LORETO Loc: LAB	
Collected: 2011.05.08 12:30 MIMMC Received: 2011.05.08 12:30 MIMMC	Plated: 2011.05.08 12:30 MIMMC
Antibiotic Therapy:	
Micro DE Comment:	Status:F_L Check UC
Preliminary Date Time Tech	Time Tech
P          Comment (MRSA)	2 🔀 14:38 MIMMC
Tests (1) Comment P History I Lags	
Tech: 2011.05.10 15:03 MIMMC	
H TestID (MDS0) isolated	aphylococcus aureus
1 MRSA (MRSA) isolated.	1.05.10 14:38 MIMMC
Maddurds Manaka Manaka Angela taka Tutaka sumata	
M. Add Media M. Result Media M. Cancel Media M. Delete Media M. Media Comments	
1 DBLUE 24h: No Blue	
2 BENCH	MRSA
MRSA Screen:	Ln 3, Col 1 User : MIMMC Env: LIVE2 Term : M3535 NUM EDIT 2011.05.10 15:03
🛃 Start 💿 Micr 🚇 lissec 🚇 lissec 🔛 Soft 🐏 Batc 🗁 SoftMic 🐏 Infe	e 🖭 Docu 🦉 untitl 🔛 Prog 🏄 Micre 🧱 🔽 🔂 3:03 PM
	🗐 🗞 🌽 Tuesday
	2011/05/10

#### 10.3 Check Media Comment

M, Ad	<b>ld Media 🛛 Mg</b> Re	sult Media 🛛 M. Cancel Media 🛛 奶 Delete Media 🔄 M. Media Comments	
#	Media ID		Media Comment
1	DBLUE	24h: No Blue	
2	BENCH		

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10.4. Click it to close the Result Entry Screen for that order -Defaults to ICMRN Worklist

11.Click to close ICMRN Worklist Screen or Click to close Resulting Worklist

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#### **Autoresulting**

### **Auto Resulting – Urine**

Negative Report: No Growth

Procedure:

- 1. Click on: AUTORESULTING WORKLIST
- 2. URINE Urine No Growth (make sure you are in right worklist)
- 3. Click Mark (SP) Make sure to mark only the orders you created
- 4. Click Auto-Result (^U)
- 5. Check one order by double clicking the Order Number and Click on <sup>4</sup> (Instant Report) and then click Print Preview

Follow same procedure for the following worklist

URINE – No Growth URINE – No Significant URINM - Mixed

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### **Resulting Worklist – Printing Labels**

This procedure can be used from any worklist to print labels you need for workup.

### **Printing Labels on VRE Bench**

BVRE plates exhibiting blue colonies

Procedure:

- 6. Double Click on: IC/Other Worklist
- 7. Go into IC VRE New Work (make sure you are in right worklist)
- 8. Make sure your macro menu box is open.
  - Mark (^F8)

located in the bottom left hand corner of your worklist. 9. Click on

- 10. Scan in the plates you need labels for.
- 11. Use Macro. i.e. 24h-SBVRE Blue
- 12. Click on Remark (<sup>K</sup>) located in the top right side of your worklist.
- 13. Click on "Media" at the top of your worklist.

Micres - [IC/Other Worklist (ICVRN)]											
Eile	<u>E</u> dit	⊻iew	<u>R</u> esults	<u>T</u> ests	<u>M</u> edia	<u>I</u> solates	<u>P</u> anels	Wor <u>k</u> list	T <u>o</u> ols	<u>W</u> indow	<u>H</u> elp

14. Choose "Print Subculture Media Labels"....

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#### **Batch Resulting TB Old Worklist**

#### Conditions: FA Result should have Final Result For NEGATIVE RESULTS only

#### Procedure

1.QC/Sen	d out	Workli	st – TBC	)- TB (	Cultur	e Old							
d <sup>III</sup> Micres													_ <b>-</b> X
File View Work	list Tools	Help											
			W =					M., W. 1		A 11 5	. G. 📲 🖬 🗉	al	
			94 <u></u>	0	10 E		•    쓰. 느	<u>. 17106 - YV 1</u>				3	
				QC	Sendout	Worklist			21				
				#	$\triangle$ ID	Worklis	Name						
				1	CHLP	Chlamy	dia pneumon	a					
				2		Send o	esults ut list						
				4	PARAN	Parasito	logy - New						
				5	PARAO	Parasito	logy - Old						
				5	SATT SPHAB	Attest	cu 14 Daus						
				8	STE14	Sterility	14 days						
				9	STER	Sterility	7 days						
				10	TBN	TB Cult	pie ure - New						
				12	TBO	TB Cult	ure - Old						
				13	VT-QC	VITEK	JC						
				Fr	om Order:	3220000	To	Order: L616	9999				
					Teste	ed Date:		~					
				í	OK			Car	acel 1				
					UK								
Ready				_	_	_	_	_	User : MIN	MMC Env: LIVE	2 Term : M5556	NUM READ 20	011.12.16 06:17
🐉 start	🔅 🕑 🖸	) 🏉 🚾 📓	o 🖉 O	🛵 M.,	🕒 I	💾 S	🔁 S	👜 s	👜 в	<u>е</u> ж м	🔯 🖂 🔂 🥹	), 🚧 🌒 🄗 🔛 💆	🔨 6:17 AM
						1	1	1	1				

2. Press Enter or Click OK

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			- <u>.</u>				M R 2	u 112    🔤   🤅	/ ÷    🛤	s ** [F]	3
Vorklist:	TB Cultur	re - Uld From Urder: 1322	:0000	To Urder:	LP19333	l otal: 780	lested	Date:			
	Order	Patient Name	Seq #	Aux Order	Billing	Ward	Coll.date	Recv.date	Tests	<u>_</u>	Select (UR)
1 L2	2290736		3707221	25830818	P1111001	GIP	2011.08	2011.08.29	181		Mark (SP)
2 13	0292270		3743387	20367632	P1111001	10000	2011.09	2011.09.29	TD	_ [	Remark (^K)
3 L4	1111720	DAVIDSON PRIAN	2766996	2001/0041	P1114026	NOPH	2011.10	2011.10.02	TP		Mark All (^A)
5 14	1253744	ALLANISA	3774714	26079907	P1111002	CCU	2011.10	2011.10.26	TB		Linmark All (^N)
6 14	1260448		3775147	20013301	2012260281	175	2011.10	2011.10.26	TB		
7 14	261235	KENT KYLE	3775139	26082090	P1111001	76MOT	2011 10	2011 10 26	TBS		Derine IC(I)
8 14	261539	HILLIEB GABY	3775645	26082343	P1115010	EMEW	2011.10	2011.10.26	TB		Define CM (^I)
9 L4	261661	BROCKLEBANK.DIANNE	3775434	26082623	P1115010	GIUN	2011.10	2011.10.26	TB		Define MC (^M)
10 L4	261666	WALSH, SHIRLEY	3775422	26082260	P1115010.	GIUN	2011.10.	2011.10.26	TB		Add Besults (^E7)
11 L4	261747	MUBBIN.GABWIN	3775710	26081913	P1115010	GIUN	2011.10	2011.10.26	TB		
12 L4	261825	LECUYER, DIANNE	3775405	26083064	P1111001	GIP	2011.10	2011.10.26	TB	L	Auto-Result (10)
13 L4	262126	MCGARRITY AMIE	3775426	26083428	P1115010	GIUN	2011.10	2011.10.26	TB		Print Worklist (^P)
14 L4	262244	EDWARDS,KIM	3775345		97B2269780	POP	2011.10	2011.10.26	TB1		Report Marked (^J)
15 L4	262298	GIBBS,BONNIE	3775486	26083640	P1113024	DTC	2011.10	2011.10.26	TBS		Benort All (^G)
16 L4	262404	SAN JOSE ANGELA	3775485	26083715	P1115010	GIUN	2011.10	2011.10.26	TB	-	
17 L4	262529	WONG,SIMON	3775823	26084275	P1111001	5CB	2011.10	2011.10.26	TB		Heset Posted SDR ("+Shift+
18 L4	262618	MENDELL, EVELYN	3775597		2012255198	ENDO	2011.10	2011.10.26	TB		Order Comments (^B)
19 L4	262624	LAM,TU	3775590		2012231411	ENDO	2011.10	2011.10.26	TB		Culture Comments (^+Shift+
20 L4	262647	GERMAN, DANNY	3775618		2012254132	ENDO	2011.10	2011.10.26	TB		Micro OE Comments (^+Shifty
21 L4	262658	SADOWSKI, MARVIN	3775615		2012246400	ENDO	2011.10	2011.10.26	TB		
22 L4	262831	SMITH,HAROLD	3775827	26084126	P1114027	LNG	2011.10	2011.10.26	TBS		
23 L4	262904	ALLANISA	3775882	26084877	P1111002	CCU	2011.10	2011.10.26	TBS		
24 L4	263215	GORDON,SCOTT	3776047	26085171	P1111002	ES13	2011.10	2011.10.27	TB		
25 L4	263291	TAMBERH,GIAN	3776221	26085443	P1111002	CCU	2011.10	2011.10.27	TB		
26 L4	263521	DUMAS,RAYMOND	3776222	26085189	P1111000	15B	2011.10	2011.10.27	TBS		
27 L4	270177	KACZMAREK,STEPHEN	3776372		2012260281	17S	2011.10	2011.10.27	TB		
28 L4	271054	MAIORANO, ANTONINA	3776346	26086785	P1111001	GIP	2011.10	2011.10.27	TBS		
29 L4	271505	BILLINGHURST,FRIEDA	3776650	26088147	P1114045	WTBC	2011.10	2011.10.27	TBS		Instant Report (^1)
30 L4	271961	WALKER, WAYNE	3776915	26088834	P1115010	18B	2011.10	2011.10.27	TB		Notes Report (^2)
31 L4	272049	IRELAND,LINDA	3777060	26088974	P1111001	FB5	2011.10	2011.10.27	TB		Micro History (^3)
32 L4	272217	TAMBERH,GIAN	3777013	26089120	P1111002	CCU	2011.10	2011.10.27	TBS		
			11							2	Urder Entry (10)
arch (^F8	8) M	ark (^F8) Enter #:		780 orders	were added. To	tal checked	d = 5213. Ord	ler Marked: 0 of 0			
						In	1. Col 1   Us	r : MIMMC   Envi	LIVE2 Term	1 : M5556	NUM READ 2011.12.16
					u I a	1				_ 0 _	
start		🕑 🖾 🌽 🚾 💌 🙆 🙆	49 M.,	🕒 I	📇 S 🛛 🧰	S 🕎	S 🕎	🛛 Б 🛛 💇 М.		🖂 🔂 🖸	😕 🖉 🌒 🄗 🔛 👱 🥺 6:1

- 3. Bottom Left of Screen: Click Mark Also displays total number of orders in Worklist and Marked orders
- 4. Scan Barcode Labels of Sample

Red Check Mark will appear for scanned order

#	△ Order	Patient Name	Seq#	Αι
<b>V</b>	1 N1110030	TESTA,TESTB	0	
$\checkmark$	2 N1240008	TEST,CBC	0	
	N1240012	TEETEN	0	

Bottom of Worklist: Displays how many orders were marked UNIVERSITY HEALTH NETWORK/MOUNT SINAI HOSPITAL, DEPARTMENT OF MICROBIOLOGY

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Search (^F8) Mark (^F8) Enter #:		5 orders were added. Total checked = 182. Order Marked: 2 of 2
5. Click on Define TC (^T)	(Define a T	est Comment)
Select Tests	? 🛛	
TB1 🗸 FA	TBPCR 💌 🕻	
TBS 💌 DTB 💌 TBX	<b>v v</b>	
	× ×	
Clear All OK	Cancel	

6. Move Cursor to TBPCR and highlight, press DELETE key, then Click

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v 🖃	st: TB Cultur	re - Old From Order: 1322		To Order:	6169999	Total: 780	Tested D	ate:		13	
	∧ Order	Patient Name	Sea #	Aux Order	Billing	Ward	Coll date	Becy date	Tests		Select (CR)
1	L2290736	MCABTHUB ANTHONY	3707221	25830818	P1111001	GIP	2011.08	2011.08.29	TB1		Mark (SP)
2	L3292270	POTVINARTHUR	3743387	25967692	P1111001	ES10T	2011.09	2011.09.29	TB		Pomark (^K)
3	L4020716	DI TULLIO ALFRED	3746236	25978341	P1111001	10CMS	2011.10	2011.10.02	TB		
4	L4111720	DAVIDSON,BRIAN	3755985	26014967	P1114026	NOPH	2011.10	2011.10.11	TB		Mark All ("A)
5	L4253744	ALI,ANISA	3774714	26079907	P1111002	CCU	2011.10	2011.10.26	TB		Unmark All (^N)
6	L4260448	KACZMAREK,STEPHEN	3775147		2012260281	17S	2011.10	2011.10.26	18 - 1 of 2 🛛 🔣 🕄	▶ <b>▲</b> ×	Define TC (^T)
7	L4261235	KENT, KYLE						2	Keu Text		Define CM (^1)
8	L4261539	HILLIER,GA							Z }NTB7		Define MC (CM)
9	L4261661								1 }NOTB		
10	L4261666	WALSH, SH Tech: 2011.12.16 06:24 M	IMMC						2 }PRTB		Add Results (°F7)
12	14261747							<u>^</u>	4 JAMTD		Auto-Result (^U)
12	1.4262126	MCGABBIT							5 >TBDNA		Print Worklist (^P)
14	1 4262244	EDWABDS							6 Direct}bloo		Benort Marked (^.1)
15	1.4262298	GIBBS BON							7 Blood)551 8 Small}amt		
16	L4262404	SAN JOSE,							9 Optimal}csf		Report All ( G)
17	L4262529	WONG,SIM							0 }TBde		eset Posted SDR (^+Shift+P
18	L4262618	MENDELL,							A >MOHT		Order Comments (^B)
19	L4262624	LAM,TU							C ICON		ulture Comments (^+Shift+U
20	L4262647	GERMAN, CanMesq (E5) Date (E6)	Time (^E6)	Spell (F11)	Keypad (^K)		ОК	Cancel	H >HDSCS		ro DE Comments (^+Shift+M
21	L4262658	SADOWSK	<u> </u>		[Rojpad ( R)				R >REJEC	DODT	
22	L4262831	SMITH,HAROLD	3775827	26084126	P1114027	LNG	2011.10	2011.10.26	Y COBBECTED	PUK I	
23	L4262904	ALI,ANISA	3775882	26084877	P1111002	CCU	2011.10	2011.10.26	A CONNECTED,	iop	
24	L4263215	GORDON,SCOTT	3776047	26085171	P1111002	ES13	2011.10	2011.10.27	TB		
25	L4263291	TAMBERH, GIAN	3776221	26085443	P1111002	CCU	2011.10	2011.10.27	TB		
26	L4263521	DUMAS,RAYMUND	3776222	26085189	P1111000	158	2011.10	2011.10.27	TBS		
27	L4270177	KALZMAREK,STEPHEN	3776372	20000705	2012260281	175	2011.10	2011.10.27	TBC		
28	L4271004	MAIUHANU,ANTUNINA DILLINGULIDET EDIEDA	3776660	26086785	P1114045	WIP	2011.10	2011.10.27	TPC		Instant Depart (^1)
20	1/1271961		3776915	20000147	P1115010	19B	2011.10	2011.10.27	TB		inistant Report (1)
31	1.42720/49		3777060	26088974	P1111001	FB5	2011.10	2011.10.27	TB		Notes Report (^2)
32	1 4272217	TAMBEBH GIAN	3777013	26089120	P1111002	CCU	2011.10	2011.10.27	TBS		Micro History (^3)
02	- ALIELII		ornoro	20000120		000	- 2011110	2011.10.21	>		Order Entry (^D)
	0500 L	ade (CEO) Eastern #		780 orders i	were added. To	tal checker	4 - 5213 Orde	ar Marked: 0 of	·1		

7. From Keypad pick Z, Click

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Vorkli	st: TB Cultur	e-Old From Order: 13220	• • • •	To Order:	.6169999	Total: 780	Tested D	ate:			
	∆ Order	Patient Name	Seq #	Aux Order	Billing	Ward	Coll.date	Recv.date	Tests	<u> </u>	Select (CR)
1	L2290736	MCARTHUR ANTHONY	3707221	25830818	P1111001	GIP	2011.08	2011.08.29	TB1		Mark (SP)
2	L3292270	POTVINARTHUR	3743387	25967692	P1111001	ES10T	2011.09	2011.09.29	TB		Remark (^K)
3	L4020716	DI TULLIO ALFRED	3746236	25978341	P1111001	10CMS	2011.10	2011.10.02	TB		Mark All (^A)
4	L4111720	DAVIDSON,BRIAN	3755985	26014967	P1114026	NOPH	2011.10	2011.10.11	TB		
5	L4253744	ALLANISA	3/74/14	26079907	P1111002	170	2011.10	2011.10.26	IB		Unmark All ( N)
5	L4260448		3775147		2012260281	175	2011.10	2011.10.2E	TB - 2 of 2		Define TC (^T)
8	1/261539	HILLIEB G						? ×	Key Text		Define CM (^I)
9	1 4261661	BBOCKLEF							1 }PCR-		Define MC (^M)
10	L4261666	WALSH.SH Tech: 2011 12 16 06:25 MI	ммс						2 }PCH+ 3 }PCB2		Add Besults (^E7)
11	L4261747	MURRIN,G							4 }PHL#		Auto Double(^11)
12	L4261825	LECUYER, No Mycobacteria 19	solated	at 7 weel	KS				5 Optimal}csi	f	Auto-Result ( U)
13	L4262126	MCGARRIT							6 }TBde		Print Worklist (^P)
14	L4262244	EDWARDS							R >REJEC		Report Marked (^J)
15	L4262298	GIBBS,BON							T UPDATED	REPORT	Report All (^G)
16	L4262404	SAN JOSE,							X CORRECT	ED}rep	eset Posted SDB (^+Shift+
17	L4262529	WUNG,SIM						<b>~</b>	1D		Order Commonte (^P)
18	L4262618	MENDELL,						>	1B TD		Urder Comments ( B)
20	14262624								TD		ulture Comments (``+Shift+l
20	1.4262658	SADOWSK CanMesg (F5) Date (F6)	Time (^F6)	Spell (F11)	Keypad (^K)		OK	Cancel	TB	Mic	cro OE Comments (^+Shift+
22	1 4262831	SMITH HABOLD	3775827	26084126	P1114027	LNG	2011-10	2011 10 26	TBS	-	
23	L4262904	ALLANISA	3775882	26084877	P1111002	CCU	2011.10	2011.10.26	TBS		
24	L4263215	GORDON,SCOTT	3776047	26085171	P1111002	ES13	2011.10	2011.10.27	TB		
25	L4263291	TAMBERH, GIAN	3776221	26085443	P1111002	CCU	2011.10	2011.10.27	TB		
26	L4263521	DUMAS,RAYMOND	3776222	26085189	P1111000	15B	2011.10	2011.10.27	TBS		
27	L4270177	KACZMAREK,STEPHEN	3776372		2012260281	17S	2011.10	2011.10.27	TB		
28	L4271054	MAIORANO ANTONINA	3776346	26086785	P1111001	GIP	2011.10	2011.10.27	TBS		
29	L4271505	BILLINGHURST, FRIEDA	3776650	26088147	P1114045	WTBC	2011.10	2011.10.27	TBS		Instant Report (^1)
30	L4271961	WALKER,WAYNE	3776915	26088834	P1115010	18B	2011.10	2011.10.27	TB		Notes Report (^2)
31	L4272049		3777060	26088974	P1111001	FB5	2011.10	2011.10.27	1B TDC		Micro History (^3)
32	L4272217	TAMBERH,GIAN	3777013	26083120	P1111002	LLU	2011.10	2011.10.27	185		Order Entru (^D)
											Sider Endy (10)

8. Click on Set Status to Final ,Click

OK

V

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et Status	? 🔀
O Preliminary	<ul> <li>Final</li> </ul>
🔿 Interim	🔿 None
<b>О</b> К	Cancel
Click or	Add Besults (^F7)

A window is displayed indicating how many orders qualified. The red check mark turns into a green exclamation point

1 N1110030 TESTA, TESTA

2 N1240008 TEST,CBC

10. To check one,

18.1. Double click on Order Number –Opens Result Entry Screen for that order 18.2. Check Test Comment (F8 to see the full comment)

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#### <u>To Fax Instant Report – Result Entry - Micro</u>

NOTE: Results must be verified first or they will be resulted as in-lab

#### **KEYSTROKE**

#### **INSTRUCTIONS/RESULTS**

1.	Log on to <b>SoftMic</b>	
2.	Double Click Result Entry Icon	Search Order Window appears
3.	In Result Entry search screen: Enter Order Number	
4.	Click Next	
5.	Click Finish	Order Screen window appears
6.	Click on <b>Printer</b> icon	
7.	Click on Instant Report or Press I	Instant Report window appears
8.	Click Fax to	Fax Browser Window appears
9.	Select the appropriate fax number	
10	. Number of copies :1 (change if needed)	
11	. Click <b>OK</b>	Report Faxed (1 copy)

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#### **Other Softmic Functions**

### **Starting/Stopping Interface**

### KEYSTROKE

### **INSTRUCTIONS/RESULTS**

### **To Start Interface**

1.	Log on to SoftMic	
2.	Click on Interfaces	
3.	Click on Interface Setup or Press S	Interface Set-up window appears
4.	Open the Instruments Mic file by clicking on the + sig	gn List of Instruments appears
5.	Click on the instrument	
	Bact/Alert GBACT	
	Vitek VITEK	
	BD Probtec BDPRO	
	Inoculab Dynacon INOCU	
6.	Click Start Interface Icon A	Action Report window appears
7.	Click OK	
To Sto	op Interface	
8.	Log on to SoftMic	
9.	Click on Interfaces	
10	. Click on Interface Setup or Press S	Interface Set-up window appears
11.	. Open the Instruments Lab file by clicking on the + sig	gn List of Instruments appears
12	. Click on the instrument	
	Bact/Alert GBACT	
	Vitek VITEK	
	BD Probtec BDPRO	
	Inoculab Dynacon INOCU	
13	. Click Stop Interface Icon	Action Report window appears
14	. Click OK	

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### Manual Downloading –Vitek

### KEYSTROKE

#### **Downloading orders**

1. Log on to **SoftMic** 

Access to SoftMic

**INSTRUCTIONS/RESULTS** 

- 2. Click on Main Menu Interfaces
- 3. Click on Instrument Menu or Press I
- 4. Highlight the Vitek and click Create Loadlist
- 5. Choose way of classifying orders and date range
- 6. Use Add all button to add all tests to list
- 7. Click OK button
- 8. Either right click on the desired order number or click on Mark button and scan in an order number
- 9. Click on the Download Selected Order numbers icon
- 10. Click OK.

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#### SoftMic QC Entry

### **KEYSTROKE**

### **INSTRUCTION/RESULTS**

- 1. Choose a worklist to log onto "Micro Results Entry" window pops up.
- 2. Choose "YES" to the question "Would you like to bridge to SoftMic QC" The "Bridge" window will open and the "SoftMic QC Result Entry" screen appears.
- 3. Press F12.
- 4. Arrow down and press enter at the specific line where desired QC result is to be entered.
- Enter results for each organism from keypad selection.
   \*if all results entered are within expected limits, go to step 14.
- 6. If result entered is out of range, a window for result action will show on the screen.
- 7. Press F2 look for options for actions to be taken
- 8. Arrow down to pick the appropriate action from the provided list
- 9. Press Enter then F12
- 10. Choose 2 "COMMR" if nothing on the list is desired
- 11. Press "Enter" to go to the free text line
- 12. Type in an explanation or corrective action.
- 13. Press F12 this saves QC result
  14. Press 1 to enter Lot number
  15. Press F2 to bring up a list of Action Codes
- 16. Press 6 for Lot Number

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17. P	ress "Enter"		
18. E	nter Lot Number		
19. P	ress F12	to save entry	
20. P	ress 1	to enter Expiry Date	
21. P	ress F2	to bring up a list of Action Codes	
22. P	ress 4 for Expiry Date		
23. P	ress "Enter"		
24. E	nter Expiry Date		
25. P	ress F12	to save entry	
26. P	ress F12	to save session	
27. P	ress "Y"	to answer "Confirm Modification" an	ıd save
28. G	to to the next QC item to be recorded	and proceed as above.	
29. P	ress F12, then F1	to save session and close SoftMic QC	]
30. ** T	*Once in a worklist, o bridge to SoftMic QC, click on "To	ols" in the Main Toolbar Drop down menu will appear	
31. C	hoose SoftMic QC	"Bridge" window to SoftMic QC wil	l appear
32. E	nter your ID		
33. E	nter your system password	Screen defaults to 1-Tasks	
34. C	hoose "E" (Results Entry)	SoftMic QC Results Entry Screen app	pears
35. F	12		

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- 36. Choose a "Task" from the list that corresponds to the bench QC needed.i.e. #3 BC-QC Blood Culture Bench QC (move the cursor by arrowing down and/or paging down for more options)
- 37. F12
- 38. Proceed to enter QC (see Step 4).

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#### SoftLab

### **LIS Serology- Introduction**

### **Test Codes**

Serology at the Department of Microbiology share the same **SCC SoftLab** module as MSH Pathology Department .To distinguish from 3000 other tests in the LIS, all Serology In House tests performed have test codes that start with 8, therefore a complete list can be obtained by entering <u>8</u>,Then F2 to search in any "test" field. Send- out tests starts with the number <u>9</u> and Study /Research with number <u>10</u>. Almost all non-blood Microbiology specimens are processed through the **SCC SoftMic module** (CSF antibodies are processed through the SoftLab module).

### **Instrument-Interfaced Tests**

### ARCHITECT, EVOLIS and COBAS AMPLILINK

The Abbot Architect communicates through a bidirectional interface ie. LIS downloads orders and patient demographics. Results upload back to the LIS .The extension number 96 for Architect and Evolis except Galactommannan BAL extension number 99 and for Amplilink/Taqman extension number is 04 at the end of the 8 digit LIS order number is required.

Other than HbsAg, numeric results initially produced by the Architect are first interpreted with in the Architect into text form (eg. REACTIVE, NEGATIVE, NONREACTIVE).

These results <u>may not be reported</u> until either the LIS translates them into a reportable format (e.g POSITIVE, Negative) or a technologist enters the result manually after performing and reviewing all required confirming tests (see Serology Bench Manual)

For HbsAg only

HbsAg values <0.049 are posted by Architect and then translated by LIS to Negative other results are posted as numeric values to LIS.

Automatic Downloading, Automatic Posting and the Report Scheduler eliminate most manual result entry. However, manual Architect result entry is still required for REACTIVE HbsAG, HBcAb, HCV and HIS (see LIS Serology –Result Entry: By Test) Architect QC tests reqires manual posting (see POSTING QC IN LIS)

### Manual Tests

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All other tests with out an **instrument interface** are regarded as Manual Tests. They should be resulted through **Tasklists** (Section 6 Result Entry: by Tasklist) which link to the required QC. Tasklists for Evolis tests are used to organizing the run, review the results and link to QC.

AXSYM Tests results for TGLN samples are printed out and results are entered manually in LIS.

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### **Basic Lab Query**

### **KEYSTROKE**

#### **INSTRUCTIONS/RESULTS**

The Lab Results Query window enables you to review specific test information

#### Searching for Lab Results in Lab Results Query

- 1. Log on to **SoftLab or SoftMic**
- 2. Double click Lab Ouerv Icon
- 3. Patient Selection Area: Move cursor to MRN# and Key in patient's Medical record Number

Enter any available information at hand The more data you enter, the more specific the query results will be.

## 4. Time Range Area: defaults to One Year: (Time range can be changed by clicking on the drop down arrow)

- 5. Format: Click on All Tests as Ordered Click Advanced to add more than one test to query
- 6. Click Query
- 7. Check Patient Information
- 8. Open Stay folder by clicking on the + sign in front of the folder
- 9. Click on the specific Order
- 10. Close the Lab Results Query Window to exit

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**Results Query appears** 

Lab Results Query Window appears

List of Orders for that Stay appears

Displays results on Results Panel

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### **Bridging from Order Entry-Lab Query**

#### **KEYSTROKE**

#### **INSTRUCTIONS/RESULTS**

4.	Log on to SoftLab or SoftMic	
5.	Double Click Order Entry Icon	Search Window appears
6.	Enter any available information at hand.	
	The more data you enter the more	
	specific the query will be.	
7.	Click Next until the desired Order number	
	with the test in query is found.	
8.	Double Click on the Order or Click Finish	Order Entry Screen appears
9.	In Order Entry Screen, Main Toolbar –	
	Click on Lab Query Icon	
10.	Click on Order Number (with test you like to query)	
11.	Click on Instant Report	
12.	Change Report Layout toRL10	
	<b>Report Format to RR10</b>	
10.	Click Print Preview	Displays Report

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#### **Bridging from Result Entry-Lab Query**

#### **KEYSTROKE**

- 13. Log on to **SoftMic**
- 14. Double Click Result Entry Icon

15.

16. Enter any available information at hand.

The more data you enter the more specific the query will be.

(example Last Name, First Name and MRN given)

- 17. Click Next until the desired Order number with the test in query is found.
- 18. Click Finish
- 19. In Micro Result Entry Screen, Main Toolbar Click on Lab Query Icon
- 20. Click on Order Number (with test you like to query)
- 21. Click on Instant Report
- 22. Change Report Layout toRL10 Report Format to RR10
- 10. Click **Print Preview**

Microbiology Result Entry Window appears

**INSTRUCTIONS/RESULTS** 

**Displays Report** 

Micro Result Entry Screen appears

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#### **Fields and Buttons- Lab Query**

### Lab Results Query Window – Results Query

Field	Description
Last Name	Enter the patient's last name or click the arrow button to display the search results screen and select a patient from the list.
First Name	Enter the patient's first name or click the arrow button to display the search results screen and select a patient from the list.
DOB (Date of Birth)	Enter the patient's date of birth or click the arrow button to display a calendar from which to choose a date.
Other Name	Select the check box to search by other name(s). This is used in conjunction with the Master Patient Index. MPI is an optional feature.
Phonetic Search	Select the check box if you want to use the phonetic search (Soundex) Contact SCC for the default setting in the corresponding hosparam.
Billing	Enter the billing number that will identify the patient.
Order	Select the arrow button to select the order number to be included on the Results Query window.

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Field	Description
MRN	Enter the Medical Record Number that will identify the patient, or click the arrow button to display a list of Medical Record Numbers from which to make a selec- tion.
MPI#	Enter the Master Patient Index Number that identifies the patient. (MPI is an optional feature).
SSN	Enter the Social Security Number that identifies the patient. Enter a maximum of 9 numeric characters in the format xxx-xx-xxxx.
Aux Order	Enter the auxiliary order number that identifies the patient, if applicable. NOTE: The Aux Order field will display according to the hosparam, GUI_
	aux_ordno_display.
Test	Enter the test ID number or click the arrow button to display the search results and select from a list of defined numbers.
Ward	Enter the clinic ID number or click the arrow button to display the clinic search screen and select from a list of defined wards.
Doctor	Click the doctor drop-down arrow to select a doctor from the doctor search screen. Click the drop-down arrow to designate the type of doctor: • Req Requesting Doctor • Att Attending Doctor
	In the field adjacent to the doctor field, click the down arrow to display the Doctor Search Screen and select a doctor from the list.
Reg/Depot	Click the arrow button to display a list of region(s)/depot(s) from which to make a selection.
Orders Sorted by Collection Time	Select the check box if you want to sort the orders by collection time.
Time Range	Click the drop-down arrow to select one of the following options to search for orders within a specific time range: • One Day • One Week • One Month • One Year • Date Range (Default)
From/To Date	If you select Date Range in the previous field, these fields become available for use. Enter the range of dates you want to include in your query, or click the arrow button to display a calendar from which to choose a date for each field.
Format	Click the option button next to the query format you want to use. If you select Other, enter the other format or click the arrow button (or press F2) to display a list of defined formats.Select from the following options: • QQ1 • All tests as ordered

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Field	Description
	Other
Button	Description
Defaults	From the Results Query window, click the Defaults button to Save, Clear, or Restore. Restore a set of defaults.
Office Query	When data entry is complete, click Query to initiate the search. The Office Query window is displayed.
Blood Bank Query	From the Results Query window, click the Blood Bank Query button to bridge to Blood Bank. The Blood Bank Query Search window will display. After entering your search criteria, click Next.
Advanced	From the Results Query window, you can click the Advanced button to open the Advanced Test Criteria window. This window enables you to enter more detailed search criteria. NOTE: You can enter your search criteria in upper or lowercase font.
Query	When data entry is complete, click Query to initiate the search. The Lab Results Query window is displayed.
Close	Click this button to close the window.
Clear	Click this button to remove entered data.
Open in New Win- dow	The Open in New window enables you to perform a search that opens in a new win- dow. This enables you to perform multiple searches without losing the patient data from previous searches.

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### **Building Tasklist**

## KEYSTROKE

Creating a Tasklist

- 1. Log on to SoftLab
- 2. Double Click on **Tasklist Icon** Tasklist window appears
- 3. Click on **New Icon** Defaults to **Processed**:last 3 days (change if needed)
- 4. Creation Template: Enter Test Code (eg. 8VD) ,Click drop down or Press F2 for list
- 5. Select Status: pending and nonverified
- 6. At samples 1.Q,2.Q, 3.Q, etc. scan control barcodes for each control For controls with numeric values QC names are entered automatically in the tasklist
- 7. Click Add Missing or Press F6, check that numbers displayed match samples then "Yes" If you want to print screen to view and check order numbers against tubes in rack
  - a. Click Printer Icon in Tasklist Menu
  - b. Click **Print Preview**

DO NOT SAVE THE TASKLIST UNTIL IT MATCHES WHAT YOU HAVE.

Click **Delete Button or Press F8** to delete samples

Click Insert or Press F5 to insert samples on the list

- 8. Click Save icon then "Yes"
- 9. Click OK
- 10. To print the Tasklist
  - a. Click **Printer Icon** in Tasklist Menu
  - b. Print To: Select Report Printer ID
  - c. Defaults to Layout : TL\_List
  - d. Defaults to Number of Copies: 1
  - e. Click OK
- 11. When setting up the test run, record the lot# of the kit and expiry date on the Tasklist beside the controls.
- 12. After performing the test, manually record the results of the controls and patients samples on this original Tasklist. Ensure that the initials of the Tech performing the test and checking and verifying the test (if appropriate) is recorded.

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### **Editing Tasklist**

You may need to edit the tasklist that was created and saved before if you have more samples to add or delete from the list.

### **KEYSTROKE**

### **INSTRUCTIONS/RESULTS**

Tasklist window appears

- 13. Log on to SoftLab
- 14. Double Click on **Tasklist Icon**
- 15. Tasklist ID: Scan or Enter Tasklist ID
- 16. Highlight and Delete Tech ID (if you are not the one who created the tasklist)
- 17. Click Edit Icon
- 18. Click to the next available Field
  - a. Click Add Missing or Press F6

The Add Missing (F6) button enables you to add orders to the tasklist

#### b. Click Insert Button or Press F5

The Insert (F5) button enables you to insert an order between orders on the tasklist.

#### b. Click Delete Button or Press F8

The Delete (F8) button enables you to delete/remove orders from the tasklist.

19. Click Save icon then click "Yes" to save

### 20. Click OK

- 21. To print the Tasklist
  - a. Click Printer Icon in Tasklist Menu
  - b. Print To: Select Report Printer ID
  - c. Defaults to Layout : TL\_List
  - d. Defaults to Number of Copies: 1
  - e. Click OK

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### **Reprinting Tasklist**

### **KEYSTROKE**

### TO REPRINT TASKLIST

- 1. Double Click Tasklist Icon
- 2. Tasklist ID: Scan the Tasklist ID
- 3. Delete Tech ID
- 4. Click Open Folder Icon in Tasklist Menu
- 5. Click Printer Icon in Tasklist Menu
- 6. Print To: Select Report Printer ID
- 7. Defaults to Layout : TL\_List
- 8. Defaults to Number of Copies: 1
- 9. Click **OK**

Test will be changed to "no tests qualified" once test is already resulted.

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Defaults to Tasklist ID

**INSTRUCTIONS/RESULTS** 

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#### **Fields And Buttons Descriptions - Tasklist**

The following section provides reference information about the buttons, windows, and dialog boxes that correspond to the Tasklist option. This reference section provides quick information about the fields and buttons used when working in tasklist window.

Field	Description
Tasklist ID	This field displays the Tasklist ID. When you create a new tasklist, the next avail- able tasklist ID is automatically generated. Reference laboratory test can qualify for tasklists at the specimen/ordered test level for the system. <b>NOTE:</b> The Tasklist can be utilized in Autotracking without the user hav- ing to rescan specimens into specimen tracking.
Tech	This field defaults to the technologist currently signed on to the system. If you want to change the technologist ID, click the arrow button (or press $F2$ ) to select from a list of valid technologists.
Creation Date/Time	These fields automatically default to the current date and time.

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Creation Template This f Enter arrow templ templ	ield displays the template code previously created for use in the tasklist. the worklist template code previously created for use in this tasklist, or click button (or press F2) to display a list of all defined codes. Once a worklist ate code is entered, the heading of the template displays to the right of the ate code.
Specimens only Chec	k this box to access tests by specimen only.
Qualification Type This f a qua	<ul> <li>ield displays a qualification type. Click the drop-down arrow button to select lification type.</li> <li><b>1-9</b> — This number of tests should be present on the order</li> <li><b>A</b> — All tests should be present on the order</li> </ul>
•	S — At least one test should be present on the order
Processed This f essector. The d the St	ield is used to specify a time frame during which, if specimens were proc- d, they will qualify to the tasklist. To enter a custom time frame, select Cus- ate that is used to qualify tests to the tasklist depends on what you select in tatus field.
Status Used for qu • •	in conjunction with the Processed field. Select one of the following statuses alifying tests to the tasklist: PendingTests for which results have not been entered. Uses the collected date or to be collected date for the specimens. NonverifiedTests for which results have been entered in the result database. Includes resulted manually or from instruments. Uses the resulted date. Pend + NonverTests with both a pending and nonverified status (as described above). Uses the collected date or to be collected date for the specimens. AllSearches for all tests. Uses the collected date or to be collected date for the specimens. Verified - Tests for which results have been verified. Uses the verified date for the specimens. Not ReviewedThis option is used to compile a worklist of all tests that are to be reviewed. The test must be the first test on the worklist template(s) and defined as an individual test in the Individual Tests Setup file. The result for test must have pending in the result field or remain blank in order to appear on the list. The template must have all other test results completed/verified except for the review test. Reviewable This option is used to compile a worklist of all tests that are reviewable. The test must be the first test on the worklist template(s) and defined as an individual test in the Individual Tests Setup file. The result for test must have pending in the result field or remain blank in order to appear on the list. The template must have all other test results completed/verified except for the review test. Reviewable This option is used to compile a worklist of all tests that are reviewable. The test must be the first test on the worklist template(s) and defined as an individual test in the Individual Tests Setup file. The template must have all other results completed/verified. The result for the test must have one of the following values: reviewed with results and verified, pending, or left blank. The difference between this option and not reviewed is

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Field	Description
	tests are disqualified for review.
Received only	This box allows you to qualify the tests specimens if the have been received.
Reg/Depot	You can qualify the tests by a two-character depot code.
	NOTE: The depot of the user's terminal default into the depot field when creating a Tasklist, when that terminal is defined in the Multisite Depot setup table. The system will leave the depot field empty if the terminal is not defined in the Depot setup. The user can change the default setting in the Depot field as needed.
Туре	This column indicates whether it is a "Q" QC specimen or an "S" standard spec- imen. This column is blank for a normal patient specimen.
Mark	This column indicates if a test has been marked for review on the tasklist window.
Specimen #	This column displays the order number related to the qualifying test/specimen.
Name (last, first, middle)	This column displays the patient name related to the qualifying order.
Ward	This column displays the ward as it is defined in the ward setup.
Coll.	This column displays the tests specimen collected time.
Recv.	This column displays the tests specimen received time.
Prior.	This column displays the tests specimen priority.
Tests	This column displays the qualifying test from the task list template.
	NOTE: The exact number of required tests can be defined for tasklist qualification in Template setup using the hosparam, TL_AlterFormat "RE_TASKREP". Additionally, non-qualifying but related verified test results from previous orders can be defined to print on the tasklist. Infor- mation from the related test results that may pertain to the qualifying tests will be included on the tasklist for a specified time frame. If these additional tests are not verified, they will show as "pending".
Barcode	This field displays the scanning barcode identifier for the selected test order. NOTE: The Tasklist option has the ability to scan a barcode printed on the Standard and the Alternate Tasklist formats.
Spec ID	This column displays the specimen tube type for the qualifying test.
Wrkst	This column displays the performing workstation for the qualifying test.
Auxillary#	This column displays the HIS order number.

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Button	Description
Add Missing but- ton (F6)	The Add Missing (F6) button enables you to add orders to the tasklist. To add order the tasklist, click the Add Missing button or press F6.
Insert Button (F5)	The Insert (F5) button enables you to insert an order between orders on the task- list. To insert an order on the tasklist in between orders, click the Insert button or press F5.
Delete Button (F8)	The Delete (F8) button enables you to delete/remove orders from the tasklist. To delete/remove orders from the tasklist, select the line number for the order, then click the Delete button or press F8.
Send to Ref. Lab button	The Send to Ref. Lab button enables you to display the Request for Reference Lab window is displayed.
Search	This button allows you to search for the specimen's barcode identifier.

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#### <u>Result Entry – One Order Number</u>

You may need this to enter the results of test performed that requires the use of a keypad., ie results that are REACTIVE in initial testing and repeat testing was done.HCA negative results(also on rare occasions, HBsAb or HBeAg, VZ-NEGATIVE need to be changed from "neg" to "Negative" in LIS). Manual tests for which a tasklist are made are best entered under Result Entry by Tasklist

#### KEYSTROKE

#### **INSTRUCTIONS/RESULTS**

To enter Result

8. Click **Save Icon** then "**Yes**" to save

1.	Log on to <b>SofLab</b>	
2.	Double Click Result Entry icon	Search Order window appears
		Defaults to Select tests by: Tests
3.	Click on Order field and Scan or manually Enter	Order Number
4.	Click Next	Result Entry Window appears
		Defaults to <b>Result field</b>
5.	Enter QC results at this time (if appropriate)	
	a. The Results for QC entry box appears when the	QC was not yet entered on that day
	b. if not Click QC Current Result (+)	
	or <b>Press SHIFT and</b> + at the same time	Results for QC Window appears
	c. Click on QC result field and enter result	
	d. After all QC results are entered Click Close	Automatically saves the entry.
7	Enter Detions Decult using the learned	
1.	LINCI F AUGIN RESULT USING THE REYDAU.	

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## **Result Entry - Batch Resulting (Tasklist)**

This type of result entry is used for manual test for which a tasklist was made: VDRL, Monospot, HTLE, VZ, 8HAGE etc.

#### **KEYSTROKE**

#### **INSTRUCTIONS/RESULTS**

- 1. Log on to **SoftLab**
- 2. Double Click Batch Resulting Worklist Icon appears

Batch Worklist window

Test Template appears, Creation date

Defaults Select tests by: Tests

And Tech User Id appears

**Test Code appears** 

3. Click drop down and select **Tasklist** 

- 4. Scan or Enter Tasklist number manually
- 5. Click on **Test** drop down
- 6. Click **OK**

#### **Enter QC results at this time (if appropriate)**

d. Click on OC result field and enter result e. After all QC results are entered Click Close

f. Close the Result Entry Screen of the Order

- a. Results for QC when the QC was not yet entered on that day
- b. Open up Result Entry window for one order by pressing enter on highlighted order
- c. Click **OC Current Result** (+) or **Press SHIFT and** + at the same time

Results for QC Window appears

Automatically saves the entry. Brings you back to tasklist

**Result Mark Orders window appears** 

7. Click Mark All or Press Ctrl+A (if you want to enter the same to all the numbers) If you want to enter result on selected Orders only

## a. Click on the Order Number

- b. Click Mark or Press Space Bar Marks Order
  - or **Right Click** on Mark field of the Order
- c. Repeat Steps a and b until all Orders are marked
- 8. Click Add Result or Press Ctrl+F7
- 9. Using the keypad ,(Press Ctrl + K to display keypad) then enter result
- 10. You have option to verify or not at this point, Add Message, Add Result Comment, Add Specimen comment

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11. Click Save Icon, then "Yes" to save

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## Verifying Result – One Order

## **KEYSTROKE**

## **INSTRUCTIONS/RESULTS**

## To verify results of one Order Number

- 1. Log on to **SofLab**
- 2. Double Click **Result Entry** icon

Search Order window appears Defaults to **Select tests by:Tests** 

- 3. Click on Order field and Scan or manually Enter Order Number
- 4. Click Next

- Result Entry Window appears Defaults to **Result field**
- 5. To verify one test ( highlight the one you wanted to verify) Click **Verify** ,then Click **Save** Icon then "**Yes**" to save
- 6. Click **Verify All** if you wanted to verify all the test results you entered then "**Yes**" to save.

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## Verifying Result – Tasklist

## **KEYSTROKE**

## INSTRUCTIONS/RESULTS

## To check if results are entered correctly and to verify tests from Tasklist

1.	Log on to SoftLab	
2.	Double Click Batch Resulting Worklist icon	Batch Worklist window appears
		Defaults Select tests by: Tests
3.	Click drop down and select Tasklist	
4.	Scan or Enter Tasklist number manually	Test Template appears, Creation date
		And Tech User Id appears
5.	Click on test drop down	Test Code appears
6.	Click OK	Empty Tasklist appears
7.	Click Not Verified or Press Ctrl+8 (Filters- left l	hand side)
	Orders not yet verified in that specific wordlist are	listed.
8.	Open up Result Entry window for one order by pre	essing enter on highlighted order
	Or double click on Order Number	
9	To verify one test ( highlight the one you wanted to	o verify) Click Verify or Press "["

- 9. To verify one test ( highlight the one you wanted to verify) Click **Verify** or Press " [ ", then Click **Save** Icon then "**Yes**" to save
- 10. Click **Verify All or** Press "; " if you wanted to verify all the tests results you entered then "**Yes**" to save.

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#### **Fields and Buttons Descriptions – Result Window**

#### **Results Window – Patient Demographics Area**

The top area of the Results window is the patient demographics area. It displays the patient and order information for the selected order.

Field	Description
Name (last, first, middle)	This field displays the patient's full name.
MRN	This field displays the patient's MRN.
Sex	This field displays the patient's gender.
Age	This field displays the patient's age.
Ward	This field displays the ward associated with the patient.
Room	This field displays the patient's room number.
Order	This field displays the patient's order number.
Prior	This field displays the priority of the order (R=Routine, U=Urgent, S=Stat, T=Timed).
Aux#	This field displays the HIS order number.
Collected	This field displays the collected date and time for the order.
Tests	This field displays all ordered test on the patient's order.
Call	This field opens the Call box where the user can mark an order to be called, com- plete a call, remove a call, or view the call history.
Button	Description
More Button	The More button enables you to view additional patient information. To view addi- tional patient information (for example, insurance information, etc.), click More.
Comment(s)	This field opens a read-only comment box that shows all entered free-form text or canned message comments and the tags associated with the patient. <b>EXAMPLE:</b> Patient comments, Order comments, Specimen com- ments, or Test comments.
Spec Comment	This field opens the Specimen Comment box that allows the user to enter free- form text in a specimen comment or a canned message.

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#### **Results Window - Result Information Area**

The bottom area of the Results window is the Result Information Area

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Field	Description
T Ind	This column displays the ID for the individual test. If there is a group test in the T Ord cell, the individual test(s) will be listed in this cell. The system will default infor- mation into this cell.
Result	Enter the result for each test. This cell will accept alphanumeric characters as dic- tated by the ranges in Individual Test Setup.
FI	Displays symbolic representation of the flag associated with the result.
Flags	The Flags button enables you to display all Order Entry flags associated with the selected test. Click the Flags toolbar button to display flags associated with the test selected. The Flags field displays a written description of the flag associated with result. The size of the field can be changed by clicking the vertical line and dragging it to the left or right. The flags are as follows:

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	L low normal
	H high normal
	AB abnormal
	ABL abnormal low
	AGH abnormal high
	P panic
	PL panic low
	PH panic high
	A, X absurd
	XL absurd low
	XH absurd high
	%D% delta failed
	aD absolute delta failed
	No flag indicates that the test result was normal.
м	A check mark in this column indicates that there is a comment attached to the test. The system will default information in this field.
Prev Res	This column displays the previous result value for the test. The system will look back through the current stay for a previous value of that test and display it in this column. Read only column.
С	This field indicates that the result is based on a calculation.
Prev Date	This column displays the date of the previous result value for the test.
Status	<ul> <li>This column displays each status that applies to the result of the test. The following is a list of the possible status characters that apply to this column:</li> <li>L — labeled, indicates the specimen has been labeled.</li> </ul>
	<ul> <li>C — collected, indicates the specimen has been collected (if both the L and C flags are present the specimen has been received).</li> </ul>
	<ul> <li>D — downloaded, indicates the ordered test has been downloaded to an instrument.</li> </ul>
	<ul> <li>P — posted, indicates the result has been posted from an instrument</li> </ul>
	<ul> <li>V — verified, indicates the result has been verified.</li> </ul>
	<ul> <li>R —— reported, indicates that a patient report has been printed (For</li> </ul>
	instance, single-sheet reported, chart reported, or discharge reported).
	<ul> <li>E — edited, indicates the current result displayed has been edited</li> </ul>
	<ul> <li>X — reflexed, indicates the test was reflexed.</li> </ul>
	<ul> <li>! — called, indicates the result has been called and no longer qualifies to the call list.</li> </ul>
	<ul> <li>+ — indicates that review is required</li> </ul>
Tech	This column indicates the technician who performed the test.
DateV	The date the test was verified will default into this field upon verification of the
	result. This column cannot be edited.
TimeV	The time the test was verified will default into this field upon verification of the result. This column cannot be edited.

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Field	Description
T Ord	This field displays the test ID as it was order in Order Entry. The system defaults information into this fieldd.
TAT Status	<ul> <li>The three settings for this field indicate the status of the "turnaround time" for the particular test. The settings include:</li> <li>Green box with arrows – The TAT has not exceeded 90% of the maximum TAT.</li> <li>Yellow box with arrows – The TAT has exceeded 90% of the maximum TAT.</li> <li>Red box with arrows – The maximum TAT has been exceeded. The maximum TAT time is determined in Setup &gt; Tests Maintenance.</li> </ul>
Units	This read-only field displays the units of measure for the test.
QC Status	This field displays the QC status for an individual test. The status may be passed or failed. Passed QC status indicates that the test may be resulted. If the statusis failed, the test may not be resulted.
Wrkst	This field indicates the workstation where the test is being performed.
Spec	This field indicates the specimen type.
D	<ul> <li>"D" displays a symbolic representation of the delta flag associated with the result. The size of this field may be changed by clicking the vertical line and dragging it to the left or right. The symbols are as follows:</li> <li>Blue % symbol – Percent of delta failure.</li> <li>Green "A" symbol – Absolute delta failure.</li> </ul>
Date	This read-only field indicates the date the result was entered in the system. Once a result is entered, the current date will automatically populate this field.
Time	This read-only field indicates the time the result was entered in the system. Once a result is entered, the current time will automatically populate this field.
Prev Time	This column displays the time of the previous result value for the test.
Prev Order	This column displays the order number of the previous result value for the test.
T Name	This column displays the test name that is listed in the T Ind column. The test name comes from the Test Name field in the test setup.
T Ind S	This column displays the second ID that comes from the second ID field in the test setup.
Button	Description
Comment Button	The Comment button enables you to add a comment for the result. Click the Com- ment button, or select the shortcut \., to enter a comment for the current spec- imen.
Coll/Rec Button	The Coll/Rec button enables you to collect and receive the specimen at the same time. Click the Coll/Rec button, press CTRL+[or choose Specimens > Coll/Rec from the Results window to display a window that enables you to collect and receive the specimen at the same time.
Verify Button	The Verify button enables you to verify one result at a time. Click the Verify button to verify a result.
Verify All Button	The Verify All button enables you to verify all the results at the same time. Click the Verify All button to verify all the results.

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Button	Description
Check Button	The Check button enables you to check result information. Click the Check button to display the Result Information window.
Cancel Button	The Check button enables you to cancel a specifically selected test.
Rev Button	The Rev button enables you to mark the result for Pathologist review. Click the Rev button or choose Results > Rev to mark the result to go to the Pathologist for review. Only tests that have results can be marked for review. Any test that is marked for review will display a plus sign (+) within the Status column.
Failed reason But- ton	The Failed reason button enables you to view why a test failed to render a result.
Canned Msg But- ton	The Canned Msg button enables you to enter a canned message for a result. Enter leading characters of the canned message, or click the Canned Msg button, or choose Results > Message to add a canned message to this result. A list of defined messages displays. Select the desired message and press ENTER. The verification window then displays.
Def Res Button	The Default Res button enables you to enter a default result. Click the Default Res button, press F2, or choose Results > Default to enter default result.
Tst Hist Button	The Test History button enables you to view a test's history. Click the Test His- tory button or choose Results > Test History to view a test's history.
Res Info Button	The Res Info button enables you to open a Change Resulting Information window.
Customize Button	The Customize button enables you to open the Show Columns window where you can select the columns you want to display on the results grid.
Show Spec Button	The Show Spec button opens the specimen information window.
Formulary Button	The Formulary button enables you to print the formulary for the displayed test ID.
Scattergram Button	The Scattergram button enables you to view automated differential results. This is only available with certain Hematology analyzers. If this function is desired, con- tact SCC to determine if it is available with the analyzer you are using.

Note: To see more functions right click anywhere in Result Information Area. Failed reason Button does not apply for this version

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#### **Fields and Buttons Descriptions - Tasklist**

The following section provides reference information about the buttons, windows, and dialog boxes that correspond to the Tasklist option. This reference section provides quick information about the fields and buttons used when working in tasklist window.

Field	Description
Tasklist ID	This field displays the Tasklist ID. When you create a new tasklist, the next avail- able tasklist ID is automatically generated. Reference laboratory test can qualify for tasklists at the specimen/ordered test level for the system. <b>NOTE:</b> The Tasklist can be utilized in Autotracking without the user hav- ing to rescan specimens into specimen tracking.
Tech	This field defaults to the technologist currently signed on to the system. If you want to change the technologist ID, click the arrow button (or press $F2$ ) to select from a list of valid technologists.
Creation Date/Time	These fields automatically default to the current date and time.

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Field	Description
Creation Template	This field displays the template code previously created for use in the tasklist. Enter the worklist template code previously created for use in this tasklist, or click arrow button (or press F2) to display a list of all defined codes. Once a worklist template code is entered, the heading of the template displays to the right of the template code.
Specimens only	Check this box to access tests by specimen only.
Qualification Type	<ul> <li>This field displays a qualification type. Click the drop-down arrow button to select a qualification type.</li> <li>1-9 — This number of tests should be present on the order</li> <li>A — All tests should be present on the order</li> </ul>
	<ul> <li>S — At least one test should be present on the order</li> </ul>
Processed	This field is used to specify a time frame during which, if specimens were proc- essed, they will qualify to the tasklist. To enter a custom time frame, select Cus- tom. The date that is used to qualify tests to the tasklist depends on what you select in the Status field.
Status	<ul> <li>Used in conjunction with the Processed field. Select one of the following statuses for qualifying tests to the tasklist:</li> <li>Pending-Tests for which results have not been entered. Uses the collected date or to be collected date for the specimens.</li> <li>Nonverified-Tests for which results have been entered in the result database. Includes resulted manually or from instruments. Uses the resulted date.</li> <li>Pend + Nonver-Tests with both a pending and nonverified status (as described above). Uses the collected date or to be collected date for the specimens.</li> <li>All-Searches for all tests. Uses the collected date or to be collected date for the specimens.</li> <li>Verified - Tests for which results have been verified. Uses the verified date for the specimens.</li> <li>Not Reviewed-This option is used to compile a worklist of all tests that are to be reviewed. The test must be the first test on the worklist template(s) and defined as an individual test in the Individual Tests Setup file. The result for test must have pending in the result field or remain blank in order to appear on the list. The template must have all other test results completed/verified except for the review test.</li> <li>Reviewable- This option is used to compile a worklist of all tests that are reviewable. The test must be the first test on the worklist template(s) and defined as an individual test in the Individual Tests Setup file. The result for test must be the first test on the worklist template(s) and defined as an individual test in the Individual Tests Setup file. The template must have all other test must be the first test on the worklist template(s) and defined as an individual test in the Individual Tests Setup file. The template must have all other test test that are reviewable. The test must be the first test on the worklist template(s) and defined as an individual test in the Individual Tests Setup file. The template must have all other results (s) and defined as an individual test in the Individual Tests</li></ul>
	ing, or left blank. The difference between this option and not reviewed is that the test in question can have a result whether verified or not. Canceled

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Field	Description
	tests are disqualified for review.
Received only	This box allows you to qualify the tests specimens if the have been received.
Reg/Depot	You can qualify the tests by a two-character depot code. <b>NOTE:</b> The depot of the user's terminal default into the depot field when creating a Tasklist, when that terminal is defined in the Multisite Depot setup table. The system will leave the depot field empty if the terminal is not defined in the Depot setup. The user can change the default setting
Туре	This column indicates whether it is a "Q" QC specimen or an "S" standard spec-
Mark	This column indicates if a test has been marked for review on the tasklist window.
Specimen #	This column displays the order number related to the qualifying test/specimen.
Name (last, first, middle)	This column displays the patient name related to the qualifying order.
Ward	This column displays the ward as it is defined in the ward setup.
Coll.	This column displays the tests specimen collected time.
Recv.	This column displays the tests specimen received time.
Prior.	This column displays the tests specimen priority.
Tests	This column displays the qualifying test from the task list template. <b>NOTE:</b> The exact number of required tests can be defined for tasklist qualification in Template setup using the hosparam, TL_AlterFormat "RE_TASKREP". Additionally, non-qualifying but related verified test results from previous orders can be defined to print on the tasklist. Infor- mation from the related test results that may pertain to the qualifying tests will be included on the tasklist for a specified time frame. If these additional tests are not verified, they will show as "pending".
Barcode	This field displays the scanning barcode identifier for the selected test order. <b>NOTE:</b> The Tasklist option has the ability to scan a barcode printed on the Standard and the Alternate Tasklist formats.
Spec ID	This column displays the specimen tube type for the qualifying test.
Wrkst	This column displays the performing workstation for the qualifying test.
Auxillary#	This column displays the HIS order number.

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Button	Description
Add Missing but- ton (F6)	The Add Missing (F6) button enables you to add orders to the tasklist. To add order the tasklist, click the Add Missing button or press F6.
Insert Button (F5)	The Insert (F5) button enables you to insert an order between orders on the task- list. To insert an order on the tasklist in between orders, click the Insert button or press F5.
Delete Button (F8)	The Delete (F8) button enables you to delete/remove orders from the tasklist. To delete/remove orders from the tasklist, select the line number for the order, then click the Delete button or press F8.
Send to Ref. Lab button	The Send to Ref. Lab button enables you to display the Request for Reference Lab window is displayed.
Search	This button allows you to search for the specimen's barcode identifier.

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### **Fields and Buttons Descriptions - Result Search Window**

#### Search for Order Window

Field	Description
Select tests by	<ul> <li>In the Select Tests By field, select one of the following options from the drop- down list: <ul> <li>Template – Selecting the Templates option displays a field in which to enter the worklist template code. Click the arrow button (or press F2) to list all defined codes to select one to insert into this field. A template lists all tests that are to appear on the appropriate worklist when created.</li> </ul> </li> <li>To use a counting keypad (for example, , manual differential), Result Entry by template must be selected. <ul> <li>Workstation – Displays a field in which to enter the workstation ID. Click the arrow button (or press F2) to list all defined codes to select one to insert into this field. All tests belonging to this workstation are retrieved. This option is especially useful when entering results from reference lab- oratories since all tests performed by a given reference lab should have the same Workstation ID (for example, , IML, SK, REF1, etc.).</li> <li>Tests – Displays fields for you to enter up to 8 individual or group test codes. Click the arrow button (or press F2) to display a search screen. Select the desired test code and click OK, or press ENTER to insert into this field.</li> <li>All Active – When chosen, all orders that are currently active are available for result entry after defining the remaining criteria.</li> <li>All – When chosen, all orders that are active and non-active are available for Result Entry after defining the remaining criteria.</li> </ul> </li> <li>NOTE: The Tests, All active, and All options are not recommended for use due to the space and time constraints on the system for processing.</li> </ul>
Order	This field enables you to enter the order number.
Patient name	This field enables you to enter the patient's name.
MRN	This field enables you to enter the patient's MRN.
Billing	This field enables you to enter the billing number.

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### **Fields and Buttons - Interface**

# Select Instrument and Results Window Field Descriptions

Field	Description
Select Instrument	Select your desired instrument from the Select Instrument pane.
Select Date	After choosing a specific instrument, select your desired date, or double-click to see all results for the current month. Click the heading to sort by date or by the number of results.
What to Display	<ul> <li>Click the drop-down arrow to select one of the following options:</li> <li>All - displays all results</li> <li>Not Posted - displays results not posted</li> </ul>
Starting From	Enter part or all of the order/sequence number (based on the How to Display field) to edit all more recent records, or leave the field blank to start with the first record. <b>NOTE:</b> Order numbers consist of the month, day, and sequence number as usual, plus a two-digit extension; (this is the Bar Code Suffix assigned in the Specimen/Tube Types Setup File.
How to Display	Click the drop-down arrow to select one of the following options: <ul> <li>By OrderDisplays results by Order number</li> <li>By SequenceDisplays results by Sequence number</li> </ul>
Ending At	Enter data or leave set at the default ZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZ
Comment(s) But- ton	The Comments button enables you to enter (or view existing) a comment in the Comment window. A check mark will display if there is a comment.
Spec Comm But- ton	The Spec Comm button enables you to enter (or view existing) a comment in the Comment window. A check mark will display if there is a comment.

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Field	Description
Name (last, first, middle)	This field displays the patient's last, first and middle names. This is a display-only field.
MRN	This field displays the Medical Record Number assigned to the patient. This number is unique and can be system generated, manually entered, or taken from the HIS.
Sex	This field displays the patient's gender.
Age	This field displays the patient's age.
Ward	This field displays the patient's ward.
Room	This field displays the patient's room.
More Button	The More button displays the Patient Information window, which allows you to view additional information about the patient, as well as relative insurance data. <b>NOTE:</b> To view insurance information, click the Insurance tab.
Order	This field displays the order number, including the two-digit extension (based on the Barcode Suffix assigned in the Specimen/Tube Types Setup file, see Setup – Specimen Tube Types).
Prior	This field display's the order's priority.
Seq	This field displays the sequence number.
Spec	This field displays the specimen tube type.
Collected	This field displays the collected date.
Tests	This field displays the patient's test.
Button	Description
Call Button	The Call button enables you to display the Call window, with Call List information. A check mark displays in this button if call information has been entered in the Call window.

# Instrument Menu Window – Patient Demographics Work Area

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Comment(s) But- ton	The Comments button enables you to enter (or view existing) a comment in the Comment window. A check mark will display if there is a comment.
Spec Comm But- ton	The Spec Comm button enables you to enter (or view existing) a comment in the Comment window. A check mark will display if there is a comment.

Instrument Menu Window – Instrument Tab

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Field	Description
Ltst	This column displays a list of orders with all of the corresponding order infor- mation. This is the default setting for the instrument loadlist view.
Stst	This column displays the system code names of the tests chosen by the sort option.
Result	This column displays the result associated with the test.
FI	This column displays symbolic representation of the flag associated with the result.
Flags	This column displays the specific flag associated with the test result.
М	A check mark in this column indicates that there is a comment attached to the test. The system will default information in this column.
Prev Res	This column displays the previous test result.
Prev Date	This column displays the previous test date.
Error	This column displays the error code from the Error translation table. For example, "L" may signify too low and "0" may represent no sample found.
	<b>NOTE:</b> Select Error Message from the View menu or place the mouse cursor over the error code to view the error description from the Error Translation Table.
Status	This column displays each status that applies to the result of the test. The fol- lowing is a list of the possible status characters that apply to this column: • L:Labeled, indicates the specimen has been labeled.
	<ul> <li>Collected, indicates the specimen has been collected (if both the L and C flags are present the specimen has been received).</li> </ul>
	<ul> <li>D: Downloaded, indicates the ordered test has been downloaded to an instrument.</li> </ul>
	P: Posted, indicates the result has been posted from an instrument
	V: Verified, indicates the result has been verified.

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Field	Description
	<ul> <li>R: Reported, indicates the result has qualified to a single sheet report and the report has been printed. The result has been flagged as reported in the report option.</li> <li>E: Edited, indicates the current result displayed has been edited</li> <li>X: Reflexed, indicates the test was reflexed.</li> <li>I: Called, indicates the result has been called and no longer qualifies to the call list.</li> <li>+: Indicates review is required</li> </ul>
Tech	The ID of the resulting tech will default into this column upon result entry. This col- umn cannot be edited.
DateV	This column displays the date the test was verified.
TimeV	This column displays the time the test was verified.
DateP	Date posted
TimeP	Time posted
T Ind S	The individual test ID.
T Name	The test name
Wrkst	The ordering/performing workstation.
Prev Order	Previous order number
D	Delta checking indicator (if delta checking is out for test result)
QC Status	Displays the QC status (performed, out, timed out)
Units	The units of the test
TAT Status	Turn around time status (white, green, yellow or red)
Button	Description
Comm [ent] Button	The Comm button enables you to add a comment for the result. Click the Comm button to enter a comment for the current result.
Post All Button	The Post All button enables you to post all results for the test.
Part Post Button	The Part Post button enables you to post tests individually.
Rerun&DnLoad Button	To toggle the rerun status for the selected order, click the Rerun&DnLoad Button. The entire order will be rerun.
Rerun Rep Button	The Rerun report button enables you to rerun the selected report.
Check Button	The Check button enables you to check result information. Click the Check button to display the Result Information window.
Canned Msg But- ton	The Canned Msg button enables you to enter a canned message for a result. Enter leading characters of the canned message (or press [ ) or click the Cnd Msg button to add a canned message to this result. A list of defined messages dis- plays. Select the desired message and press ENTER. The verification window then displays.

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Button	Description
Tst Hist Button	The Tst Hist button enables you to view a test's history. Click the Tst Hist button to view a test's history.
Scat Button	This button enables you to display a scattergram of the currently selected test.
QC Last Res But- ton	The QC Last Res Button enables you to display the last QC results run.
QC Comm Button	The QC Comm button enables communication with quality control.

#### Instrument Menu Window - Results Tab

Field	Description
Order	The column displays the order number.
Flags	This column displays the current status/flags that are set for a particular order (for example, , "Q" = Quality Control Record or "S" signifying a Stat order).
Seq #	This column displays the sequence numbers.
Т#	The T # column displays the total number of tests.
Time	This column displays the time the order was run on a particular analyzer.
Test list	The column displays the tests.
Barcode	This column displays the barcode.
Specimen ID	This column displays the setup ID for tube type.
TAT Status	This column displays the turnaround for testing.
R Date	This column displays the received date.
R Time	This column displays the received time.
C Date	This column displays the collected date.
C Time	This column displays the collected time.
Instrum	The column displays the instrument ID.
Aux Order	This column displays an alternate patient ID from Order Entry.

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## **Starting/Stopping Interface**

## KEYSTROKE

**To Start Interface** 

# INSTRUCTIONS/RESULTS

	15. Log on to SoftLab	
	16. Click on Interfaces	
	17. Click on Interface Setup or Press S	Interface Set-up window appears
	18. Open the Instruments Lab file by clicking on the + sig	n List of Instruments appears
	19. Click on the instrument	
	Evolis EVOLS	
	Abbott Architect ARCHI	
	Cobas Amplilink AMPLI	
	20. Click Start Interface Icon A	ction Report window appears
	21. Click OK	
Го	Stop Interface	
	22. Log on to SoftLab	
	23. Click on Interfaces	
	24. Click on Interface Setup or Press S	Interface Set-up window appears
	25. Open the Instruments Lab file by clicking on the + sig	n List of Instruments appears
	26. Click on the instrument	
	Evolis EVOLS	
	Abbott Architect ARCHI	
	Cobas Amplilink AMPLI	
	27. Click Stop Interface Icon	Action Report window appears
	28. Click OK	1 11

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**Procedure Manual** 

# MANUAL POSTING - AMPLILINK

# **KEYSTROKE**

# **Posting Manual Results**

- 11. Log on to SoftLab
- 12. Click on Main Menu Interfaces
- 13. Click on **Instrument Menu or Press I**

Select Instrument and Results window appears

**INSTRUCTIONS/RESULTS** 

- 14. Click on 6 AMPLI Cobas Amplilink
- 15. Select Date : Choose (Click)the file date that you want to post
- 16. Select What to Display: Not Posted
  - How to Display : By Order
- 17. Click OK

Instrument Menu Appears list of Orders not yet posted (Flags -empty)

# (If Flag is V; it means it was already posted)

- 18. Click on the Order Number you wanted to post
- 19. Review the result in the interface with the result sheet from Amplilink
- 20. DO NOT POST THE ORDERS THAT NEEDS TO BE REPEATED (ex.dilution to be done)
- 21. Click Post All Test button or Press ";"
- 22. For **Partial Posting**

Click to the test you want to post first then Click Partial Posting button or Press "["

- 23. Click "Yes" to verify result with posting
- 24. Click Next Icon to go to the next order
- 25. Click x Button on Instrument Menu Window to exit.

# Posting calculated values after dilution:

# For one Order:

- 1. Log on to SoftLab
- 2. Click on Main Menu Interfaces
- 3. Click on Interface Menu or Press I

Select Instrument and Results window appears

- 4. Click on 6 AMPLI Cobas Amplilink
- 5. Select Date: Choose (Click)the file date that you want to post
- 6. Select What to Display: All

# How to Display : By Order

Starting At: Scan the Order number or Enter the Order number with ext 96 at the end

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Access to SoftLab

Access to SoftLab

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#### Ending At: same number as above

7. Click OK

Instrument Menu Appears Defaults Result field

- 8. Change result to calculated value
  - 1. Click on result field
  - 2. Type over the old result with the calculated value
  - 3. Click "Yes" to save
- 12. Click Post All **Test** button or Press "; "
- 13. Click "Yes" to verify result with posting
- 14. Click x Button on Instrument Menu Window to exit

If you have more than one Order to change result and post follow **Posting Manual Results Steps** above

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## FIELDS AND BUTTONS- INTERFACE

# Select Instrument and Results Window Field Descriptions

Field	Description	
Select Instrument	Select your desired instrument from the Select Instrument pane.	
Select Date	After choosing a specific instrument, select your desired date, or double-click to see all results for the current month. Click the heading to sort by date or by the number of results.	
What to Display	<ul> <li>Click the drop-down arrow to select one of the following options:</li> <li>All - displays all results</li> <li>Not Posted - displays results not posted</li> </ul>	
Starting From	Enter part or all of the order/sequence number (based on the How to Display field) to edit all more recent records, or leave the field blank to start with the first record. <b>NOTE:</b> Order numbers consist of the month, day, and sequence number as usual, plus a two-digit extension; (this is the Bar Code Suffix assigned in the Specimen/Tube Types Setup File.	
How to Display	Click the drop-down arrow to select one of the following options: <ul> <li>By OrderDisplays results by Order number</li> <li>By SequenceDisplays results by Sequence number</li> </ul>	
Ending At	Enter data or leave set at the default ZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZ	
Comment(s) But- ton	The Comments button enables you to enter (or view existing) a comment in the Comment window. A check mark will display if there is a comment.	
Spec Comm But- ton	The Spec Comm button enables you to enter (or view existing) a comment in the Comment window. A check mark will display if there is a comment.	

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Field	Description
Name (last, first, middle)	This field displays the patient's last, first and middle names. This is a display-only field.
MRN	This field displays the Medical Record Number assigned to the patient. This number is unique and can be system generated, manually entered, or taken from the HIS.
Sex	This field displays the patient's gender.
Age	This field displays the patient's age.
Ward	This field displays the patient's ward.
Room	This field displays the patient's room.
More Button	The More button displays the Patient Information window, which allows you to view additional information about the patient, as well as relative insurance data. <b>NOTE:</b> To view insurance information, click the Insurance tab.
Order	This field displays the order number, including the two-digit extension (based on the Barcode Suffix assigned in the Specimen/Tube Types Setup file, see Setup – Specimen Tube Types).
Prior	This field display's the order's priority.
Seq	This field displays the sequence number.
Spec	This field displays the specimen tube type.
Collected	This field displays the collected date.
Tests	This field displays the patient's test.
Button	Description
Call Button	The Call button enables you to display the Call window, with Call List information. A check mark displays in this button if call information has been entered in the Call window.

# Instrument Menu Window – Patient Demographics Work Area

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Comment(s) But-	The Comments button enables you to enter (or view existing) a comment in the
ton	Comment window. A check mark will display if there is a comment.
Spec Comm But- ton	The Spec Comm button enables you to enter (or view existing) a comment in the Comment window. A check mark will display if there is a comment.

# Instrument Menu Window – Instrument Tab

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Field	Description	
Ltst	This column displays a list of orders with all of the corresponding order infor- mation. This is the default setting for the instrument loadlist view.	
Stst	This column displays the system code names of the tests chosen by the sort option.	
Result	This column displays the result associated with the test.	
FI	This column displays symbolic representation of the flag associated with the result.	
Flags	This column displays the specific flag associated with the test result.	
М	A check mark in this column indicates that there is a comment attached to the test. The system will default information in this column.	
Prev Res	This column displays the previous test result.	
Prev Date	This column displays the previous test date.	
Error	This column displays the error code from the Error translation table. For example, "L" may signify too low and "0" may represent no sample found.	
	<b>NOTE:</b> Select Error Message from the View menu or place the mouse cursor over the error code to view the error description from the Error Translation Table.	
Status	This column displays each status that applies to the result of the test. The fol- lowing is a list of the possible status characters that apply to this column: • L:Labeled, indicates the specimen has been labeled.	
	<ul> <li>Collected, indicates the specimen has been collected (if both the L and C flags are present the specimen has been received).</li> </ul>	
	<ul> <li>D: Downloaded, indicates the ordered test has been downloaded to an instrument.</li> </ul>	
	P: Posted, indicates the result has been posted from an instrument	
	V: Verified, indicates the result has been verified.	

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Field	Description
	<ul> <li>R: Reported, indicates the result has qualified to a single sheet report and the report has been printed. The result has been flagged as reported in the report option.</li> <li>E: Edited, indicates the current result displayed has been edited</li> <li>X: Reflexed, indicates the test was reflexed.</li> <li>I: Called, indicates the result has been called and no longer qualifies to the call list.</li> <li>+: Indicates review is required</li> </ul>
Tech	The ID of the resulting tech will default into this column upon result entry. This col- umn cannot be edited.
DateV	This column displays the date the test was verified.
TimeV	This column displays the time the test was verified.
DateP	Date posted
TimeP	Time posted
T Ind S	The individual test ID.
T Name	The test name
Wrkst	The ordering/performing workstation.
Prev Order	Previous order number
D	Delta checking indicator (if delta checking is out for test result)
QC Status	Displays the QC status (performed, out, timed out)
Units	The units of the test
TAT Status	Turn around time status (white, green, yellow or red)
Button	Description
Comm [ent] Button	The Comm button enables you to add a comment for the result. Click the Comm button to enter a comment for the current result.
Post All Button	The Post All button enables you to post all results for the test.
Part Post Button	The Part Post button enables you to post tests individually.
Rerun&DnLoad Button	To toggle the rerun status for the selected order, click the Rerun&DnLoad Button. The entire order will be rerun.
Rerun Rep Button	The Rerun report button enables you to rerun the selected report.
Check Button	The Check button enables you to check result information. Click the Check button to display the Result Information window.
Canned Msg But- ton	The Canned Msg button enables you to enter a canned message for a result. Enter leading characters of the canned message (or press [) or click the Cnd Msg button to add a canned message to this result. A list of defined messages dis- plays. Select the desired message and press ENTER. The verification window then displays.

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Button	Description
Tst Hist Button	The Tst Hist button enables you to view a test's history. Click the Tst Hist button to view a test's history.
Scat Button	This button enables you to display a scattergram of the currently selected test.
QC Last Res But- ton	The QC Last Res Button enables you to display the last QC results run.
QC Comm Button	The QC Comm button enables communication with quality control.

# Instrument Menu Window – Results Tab

Field	Description
Order	The column displays the order number.
Flags	This column displays the current status/flags that are set for a particular order (for example, , "Q" = Quality Control Record or "S" signifying a Stat order).
Seq #	This column displays the sequence numbers.
Т#	The T # column displays the total number of tests.
Time	This column displays the time the order was run on a particular analyzer.
Test list	The column displays the tests.
Barcode	This column displays the barcode.
Specimen ID	This column displays the setup ID for tube type.
TAT Status	This column displays the turnaround for testing.
R Date	This column displays the received date.
R Time	This column displays the received time.
C Date	This column displays the collected date.
C Time	This column displays the collected time.
Instrum	The column displays the instrument ID.
Aux Order	This column displays an alternate patient ID from Order Entry.

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#### **Toolbars - Interface**

#### Instrument Menu Window Toolbar Button Descriptions

The following functions are accessible from the Instruments Menu toolbar or from the corresponding menu.

lcon	Name	Description
B	Open	To open an existing record, click the Open button, press CTRL + O, or select Instrument > Open.
Ð	Open Results for Desired Date	To select and activate different result files, click the Open Results for Desired Date button. Once the button is selected, a result file selection window is displayed.
	Save Loadlist and/or Results list	To save the loadlist and/or the results list you have added or edited, click the Save button, select File > Save, or press CTRL + S.
<b>7</b>	Reread loadlist/Results list	To refresh the results list with new information (changes/ad- ditions/deletions) made to specific interface setups, click the Reread loadlist/Results list icon or press F5.
9	Print	To print the currently displayed record to a specified printer, click the Print button or select File > Print.
	Bridge to Order Entry	To bridge to the Order Entry option, click the Bridge to Order Entry button.
₽	Bridge to Worklist	To go to the Result Entry screen (Worklist entry) for manual result entry, click the Bridge to Worklist button or press the "/" key.
<mark>.</mark> Ma	Bridge to QC Label	To print labels for Quality Control Specimens in QC, click the Bridge to QC Label button or press Alt + T + L.
÷	Previous Record	To go to the previous record, click the Previous Record button.
$\rightarrow$	Next Record	To advance to the next record, click the Next Record button.
2	Help Topics	To display overview help information for the current window, click the Help Topics button or select Help > Help Topics.

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lcon	Name	Description
12	Help (F1)	To display help information for any field, button, checkbox, or option button, click the Help button, press F1, or select Help $\geq$ What's This.
	Run Report (CTRL+R)	To display the Available Reports window, click the Run Report button or press CTRL + R, or select Tools > Run Report. Select the report that you want to generate and click OK.
■T <mark>=</mark>	Launch Report Viewer (SHIFT+F2)	To view reports that have been generated and then saved in elec- tronic format, click the Launch Report Viewer (SHIFT+F2) but- ton or press SHIFT + F2, or select Tools > View Existing Report.
5	Lab Results Query	To bridge to the Lab Results Query option, click the Lab Results Query button or select Tools > Lab Results Query. The system queries the database and displays lab results information for the current record.
¥¥	Specimen Tracking	To bridge to the Specimen Tracking option, click the Specimen Tracking button or select Tools > Specimen Tracking.
<b>I</b>	Check Printers	To clear a printer or stop a print job, click the Check Printers but- ton.
<b>7</b>	Printer Status	To view the current status of all printers, click the Printer Status button.
в,	Toggle Cancel Status	To toggle the status between Canceled and Original, click the Toggle Cancel Status button, or click Results > Cancel.
	Corresponding Loadlist / Results records	To view the Loadlist Menu, click the Corresponding Load- list/Results records button or tab. The number that displays on the Loadlist tab shows the number of records stored in the Load- list database for the selected instrument interface.
-	Open Interface Setup	As a quick bridge to view or maintain parameters for interfacing Laboratory Instruments, Hospital Information System (HIS), Clinical Information System (CIS), Billing System, and separate program functions/servers using different protocol than the Soft- Lab® system, click the Open Interface Setup button.
*	Check Communication with the Listening Pro- gram	To check on the running status of your instrument interface, click the Check Communication with the Listening Program but- ton.
\$	Start Interface	To start or restart the communication necessary for a particular interface, click the Start Interface button.

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lcon	Name	Description
*	Stop Interface	To stop communication with an interface, click the Stop Inter- face button. A confirmation message will appear with the PID number that was stopped.
	Hide / Show Statistic Pane	To display Instrument statistics (for example, , Results posted results, rerun results, rejected results), click the Hide/Show Sta- tistic Pane button. A window will appear on the lower left portion of the screen with the appropriate statistics.
	Free-text Comments	To add a result comment to a test, click the Free-text Comments button. A window displays, allowing free-text comment entry, tag entry etc.
<u>D</u> ì	Error Messages for Selected Records	To display the meaning of the entry in the Error field (for the test where the cursor is), click the Error Message button, or click View > Error Message.
	Multiple Records Post- ing	To post multiple records, click the Multiple Records posting but- ton.
	QC Posting	To posts Quality Control results to SoftQC, click the QC Posting button.
Z	Specimen Comment	To add or view a specimen comment, click the Specimen Com- ment button to open the Result Comments window. You can enter a free-text comment or canned messages.
ŝ	Show Specimens	To display specimen details, click the Show Specimens button to open the Order- Specimen(s) window.
	Canned Messages of the Selected Result	To enter a canned message of a result, click the Canned Mes- sages of the Selected Result button. Select an appropriate canned message form the browser window.
Dx	Display Diagnosis	To display the specimens' diagnosis, click the Display Diag- nosis button. The Diagnosis window displays.

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### **Printing Report( Results Report)**

#### NOTE: Results must be verified first before printing.

#### **KEYSTROKE**

#### **INSTRUCTIONS/RESULTS**

- 1. Log on to **SoftLab**
- 2. Double Click on Results Report Icon if displayed
- 3. or Click on **Reports** in Main menu,
- 4. Click Results **Report or Press R**

Report Launcher Screen appears Defaults to Results Report Report Tag:

- 5. From Order: Scan or Enter Order number
- 6. To Order (Enter same as above)
- 7. Number of copies defaults to 1 ,change if needed
- 8. Results : ALL
- 9. **Region**: No entry
- 10. Print Click drop down to change to All
- 11. Patient type Select appropriate type if known
- 12. Layout RL10, Format RR10 for all serology report except
- 13. Formats :For Transplant antibody- **RR12**, For HBV DNA and HCV RNA Report Format : **RR20**
- 14. **Req.Doctor**: Enter if known
- 15. Phleb route ID : Leave Blank
- 16. Copies and Priorities don't change unless needed
- 17. Select Appropriate Report Printer
- 18. Click Print to:
- 19. Flag as Reported ? No

Report Printed (1 copy)

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#### <u>To Fax Instant Report – Order Entry</u>

NOTE: Results must be verified first or they will be resulted as in-lab

#### **KEYSTROKE**

#### **INSTRUCTIONS/RESULTS**

<ul><li>12. Log on to SoftLab</li><li>13. Double Click Order Entry Icon</li><li>14. In Order Entry field: Enter Order Number</li></ul>	Search Order Window appears
15. Click <b>Next</b>	
16. Click <b>Finish</b>	Order Screen window appears
17. Click on <b>Printer</b> icon	
18. Click on Instant Report or Press I	Instant Report window appears
19. Report Layout : RL10 Report Format : RR 10 (format	for all serology report except)
20. Formats :For Transplant antibody- RR12,	
For HBV DNA and HCV RNA Report Forma	at : <b>RR20</b>
21. All Chapters : checked	
22. Number of copies :1 (change if needed)	
23. Click Fax to	Fax Browser Window appears
24. Select the appropriate fax number	
25. Click <b>OK</b>	Report Faxed (1 copy)

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#### **Entering New Control Lot Number**

#### **KEYSTROKE**

#### **INSTRUCTIONS/RESULTS**

- 1. From **SoftLab Main Menu**
- 2. Click **Tools** then **SoftQC**
- 3. 4 Maintenance

#### To Add new level

4. A Add new level:

Create New Level window appears

Bridges to SoftQC

- 5. New level will be based on Lot#: Enter old Lot # with N,P,P1,P2 or P3 at the end
- 6. Press Enter
- 7. New Lot#: Enter New Lot # with N,P,P1,P2 or P3 at the end
- 8. Expiration date: Enter expiration date ,F12,F12 ans 'Y'
- 9. Repeat with each level

#### To Deactivate Old Lot#

- 10. **D** Deactivate Lot #
- 11. Enter old Lot #
- 12. **F12**, **F12**, and '**Y**'
- 13. Repeat with each level

#### To Activate New Lot#

- 14. V actiVate Lot #
- 15. Enter new Lot #
- 16. F12, F12, and 'Y'
- 17. Repeat with each level

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# **OC Entry**

# **INSTRUCTIONS/RESULTS**

# QC Entry for one Order (Result Entry Screen)

(See Result Entry One Order)

- 1. The Results for QC entry box appears when the QC was not yet entered on that day
- 2. if not Click OC Current Result (+)
- or **Press SHIFT and** + at the same time
- 3. Click on **OC result field** and enter result
- 4. After all QC results are entered Click Close

# **QC Entry when Resulting by Tasklist (Tasklist Window)**

(See Result Entry -Tasklist)

- 1. The Results for QC entry box appears when the QC was not yet entered on that day
- 2. If not open up Result Entry window for one order by pressing enter on highlighted order
- 3. Click QC Current Result (+) or **Press SHIFT and** + at the same time Results for QC Window appears 4. Click on **OC result field** and enter result
- 5. After all OC results are entered Click Close
- 6. Close the Result Entry Screen of the Order

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**KEYSTROKE** 

Automatically saves the entry. Brings you back to tasklist

Results for QC Window appears.

Automatically saves the entry.

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# Pending List Review for Architect and 8SERO Tests

#### **KEYSTROKE**

# **INSTRUCTION/RESULTS**

Access to SoftLab

- 1. Log onto the system
- 2. Click on **SoftLab tab**
- 3. Go to **Resulting Worklist**
- 4. <u>Select tests by</u> **Template**
- 5. Type ARCHI for Architect or 8SERO for all serology Orders on Template field
- 6. Choose **Pend** + **Nonver** as <u>Status</u>
- 7. Space out **from order#**
- 8. Click **OK**
- 9. Pending List displays
- 10. Review List

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#### Send Out Workflow

- 1. Organize samples into worklist, TB Culture-New, Parasitology New, Send Out List Worklist
- 2. Open worklist
- 3. Mark Orders
- 4. Use Macro appropriate for the worklist
- 5. Check at least One Order for accuracy
- 6. Unmark
- 7. Proceed to PRINTING FORMS

#### PRINTING PHL FORMS FOR TB AND PARA AND OTHER SENDOUT

- (Use Paper with PHL Template)
- 1.Worklist should be still open
- 2. Click Mark
- 3. Scan Order
- 4. Highlight # the order by moving the cursor up
- 5. Click instant report
- 6. Select Printer (do only once)
- 6. Change Report Layout to MIC10 (needs to change every order)

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] 🖆   🥐 🐥  ] 🕵 🚧 🖪										
Worklist: Parasitology - New From	Order: L605	0000 To Or	der: L6159999	Total: 5 T	ested Date:					
#   △ Order   Patient Name	Aux Order	Ward Coll.	date Recv.date	Tests	Source	Site	Iso #	Status	Sele	st (CR)
1 L6123190 MIGHTON,ANDREW		12S 201	1.12.14 2011.12.15	STLO	SOP			1	Mari	< (SP)
2 L6123477 NEWDICK,PATSY		17S 201	1.12.12 2011.12.15	STLO	SOP			1	Rema	ark (^K)
3 L6143561 TIMMY,STEPHEN	26301978	Instant Repor			2	1 S		i i i	Mark	All (^A)
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#### 7.Click OK

_	QC/Sendout Worklist	
	Error creating a report! Possible reasons: 1. Server is not running. 2. Can Not Establish Communication with Micro Autoreporting. 3. Network failure.	

#### 8.Click OK

8. Match Order and Sample

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9. Attach Labels to form 10. Pack into PHL bags

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#### Unmark Mark Highlight # moved cursor up Click instant report Micres - [QC/Sendout Worklist (PARAN)] \_ @ X 🚈 File Edit View Results Tests Media Isolates Panels Worklist Tools Window Hel Name Scope PARA New 0 Window 🖆 🖬 🔮 🎒 🔶 🔶 🚽 🖉 😾 🔺 🖉 🛫 🔛 🕵 😰 😵 TB New TB Old Window 1 Double Click or Press a Number or Letter 🎻 🦻 👙 🐘 📰 🗒 Worklist: Parasitology - Nev From Order: L6050000 To Order: L6159999 Total: Tested Date: Select (CR) Aux Order Coll.date Recv.date Tests # △ Order | Patient Name Ward Source Site Iso # Status 1 L6123190 MIGHTON, AND REW 12S 2011.12.14 2011.12.15 STLO SOP Mark (SP) 2 L6123477 NEWDICK,PATSY 17S 2011.12.12 2011.12.15 STLO SOP Remark (^K) 3 L6143561 TIMMY,STEPHEN 26301978 1.5 Instant Report Mark <u>A</u>ll (^A) 4 L6152394 WILSON, EVAN Unmark All (^N) 5 L6152781 BORTOLUSSI, ROBERT 26307387 1 S. Print To: MDQRSER SER Report 1 Define TC (^T) 🕎 Instant Report Define CM (^I) Define MC (^M) Report Layout: MIC10 Report Format: "REPSET 💌 Add Results (^F7) Auto-Result (^U) Number of Copies: 1 Print Worklist (^P) Report Marked (^J) Report All (^G) Reset Posted SDR (^+Shift+P) Print Preview Fax To.. ΟK Cancel Micro OE Comments (^+Shift+M) Instant Report (^1) Notes Report (^2) Micro History (^3) Order Entry (^D) Search (^F8) Mark (^F8) 5 orders were added. Total checked = 3841. Order Marked: 1 of 1 Enter #: Ln 1, Col 6 User : MIRAF Env: LIVE2 Term : M5586 NUM READ 2011.12.15 23:40 Ready 🤨 🏩 🏉 🗾 🐻 🖼 🧿 🥘 🛛 😹 Macro ... 🔛 SoftMi... 🎯 🔒 🖉 🧶 🥼 🔮 🔛 😳 🍐 11:40 PM 🛃 start dicres ... Docum...

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<sup>4</sup> Micres - [QC/	/Sendout Worklist (PARA						SEND OUT BE	NCH MAC	ROS		×	_ 2
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t 🗠 Order	Patient Name	Aux Order	Ward	Coll date	Becy date	Tests	Source	Site	lso #	Status 🗎	Selec	zt (CR)
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#### **Printing PHL Serology and HIV Forms**

## KEYSTROKE

#### **INSTRUCTIONS/RESULTS**

- 26. Log on to **SoftLab**
- 27. Click on **Utilities**, then double click **Print Scheduler** Report Launcher Sc
- 28. Click on + for yellow folder **ALT RL10A REP**
- 29. Click on HIV FORM or PHL FORM
- 30. Click on **Setup Form** tab
- 31. Scroll down to **Order** # field
- 32. Scan Order number
- 33. Click on Send To : Drop down
- 34. Select printer, Click OK
- 35. Click Run

Report Launcher Screen appears Subfolders appears

Select printer window appear

PHL Form printed

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## Printing PHL Forms for TB and Parasitology and Other Sendout

#### SOFTMIC

(Use Paper with PHL Template)

- 1. Open Send Out Worklist
- 2. Click Mark
- 3. Scan Order
- 4. Highlight # the order by moving the cursor up
- 5. Click instant report
- 6. Select Printer (do only once)

6. Change Report Layout to MIC10 (needs to change every order)

Micres - [QC/Sendout Worklist (PARAN)]		SEND OUT BENCH MACROS	🛛 🗖 🔀
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# A Order Patient Name Aux Order	Ward Coll.date Recv.date Tests	Source Site Iso # Stat	us Select (CR)
1 L6123190 MIGHTON,ANDREW	12S 2011.12.14 2011.12.15 STLD	SOP I	Mark (SP)
2 L6123477 NEWDICK,PATSY	17S 2011.12.12 2011.12.15 STL0	SOP I	Bemark (^K)
3 L6143561 TIMMY,STEPHEN 26301978	Instant Report	1 S I	Mark All (^A)
4 L6152394 WILSON,EVAN     5 L6152781 BOBTOLUISSI BOBEBT 26307387	instant Report	1 S	Unmark All (^N)
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# 7.Click OK

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QC/Sendout Worklist 🔀
Error creating a report! Possible reasons: 1. Server is not running. 2. Can Not Establish Communication with Micro Autoreporting. 3. Network failure.

8.Click OK

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#### **Enter and Verify PHL Results**

# **SOFTLAB**

1. Double Click Resulting Worklist Template : 9SERO FOR ENTERING RESULTS FOR VERIFYING RESULTS Set range: From order # \_\_\_\_\_ To \_\_\_\_\_ Received only

Status: Pending or All Status: Nonverified

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- 3. Search by: Order : Enter LIS #
- 4. Click Find or Press ENTER
- 5. Check Patient Info

#### TO ENTER RESULTS

- a. Enter results using the keypad
- b. "\" Enter canned message and PHL #

c. Save

d. Enter next LIS # Step 3

#### TO VERIFYING RESULTS

- a. Check Result and open message "  $\setminus\,$  " to check canned message and PHL #
- b. Click Verify to verify one, or verify all
- c. Click Save Icon
- d. Enter next LIS # Step 3

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# **Reporting SoftMIC results though Call List**

# **KEYSTROKE**

- 1. Log on to **SoftMic**
- 2. Double click "Call List Request" Red telephone icon. Call List screen appears
- 3. Seach criteria is defaulted to look back 2 days. Modify search criteria to last 14 days.
- 4. Click "Search" to find any pending calls
- 5. Expand "Micro Orders" by clicking on the + sign
- 6. Double click on a patient order to view information to call. Contact information will be displayed on the top right. The complete report is displayed on the bottom half of the screen.
  - Results to telephone will be documented in the "Person/Msg line" in the contact information screen.
  - The ward and phone number to call will be displayed here as well.
- 7. Once the call is made
  - Click the box beside "Called" in the Contact information section
  - Click in the Person/Msg field and document the result communicated, the person who took the result and that a readback was performed.
  - Save the order (click save icon) •
- 8. For call placed on the list with no information, confirm with bench technologists the need for a phone call.
- 9. To cancel a call, mark the order as called and note in Person/Msg field "Call removed from list – No instructions noted".
- 10. Save the order.

# **Documenting A Call**

# **KEYSTROKE**

**INSTRUCTIONS/RESULTS** 

- 1. Log on to **SoftLab or SoftMic**
- 2. Double click Lab Query Icon in SoftMic Lab Results Query Icon in SoftLab

**Results Query appears** 

3. Make sure Patient Demographic Pane is displayed in the screen

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**INSTRUCTIONS/RESULTS** 

Results screen appears

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- 4. Query specimen by Lab Order number, MRN or other patient demographic.
- 5. Call Button can be accessed at Patient Demographic Pane only
- 6. If not Click on
- 6. Click Call Button

Call Window appears	

2	Call	K
22	Doctor 00001 TESTING ONLY, DISREGARD M	
4 2 2	Call comm	
2	Called: Ward 🕑 By: MIMMC	
	Person/Msg: 2011.09.07 v 08:27	
	V DK K Cancel	]

7. Once call is done click on Called box

Green check mark appears

displays Patient Demographic Pane

- 8. Click on Location Filed Drop Down to select Ward or Doctor
- 9. Click on Doctor ID field to select Doctor's ID
- 10. Phone Number and Extension number will populate automatically, to change highlight the number, press delete key and enter new number.
- 11. Enter Contact person information and other relevant information in Person/Msg field.
- 12. To check Call History, Click on History Button
- 13. Click to exit Call Window.

# Printing Extra LIS Labels

# KEYSTROKE

- 1. Log on to **SoftLab**
- 2. Click + to open **Phlebotomy**



3. Double Click Label Printing

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- 4. Select Printer
- 5. Click Auto print
- 6. Scan Barcode Label ( automatic printing)



7. If more than 1 label is needed Click Label Properties Tab and change number of copies



8. Click Print

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SoftStore

# Logging On Procedure to SoftLabMicStore

Set Caps Lock off, use lower case only for log in.

# KEYSTOKE

# 1. Click on **SoftLabMic** icon on desktop

#### 2. Enter **user id**

- 3. Press tab
- 4. Enter password
- 5. Click OK

# 6. If not in the correct module, click the appropriate tab at the bottom right. SoftLab SoftMic SoftStore

# INSTRUCTIONS/RESULTS

The Login window appears.

A main menu appears.

The correct main menu appears.

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#### Add a New Specimen Vial to the Freezer

Note: To freeze (store) a vial of a specimen without any isolate.

KeyStroke	Instructions/Results
1. Click on Store Vial icon	Store vial screen appears
2. Click on Search Lab icon	Microbiology search screen appears. Curser is on the order number window.
3. Type lab number or barcode	
4. Click the <b>Next</b> button	Search results screen appears with order.
5. Click <b>OK</b> button	Information populates screen.
Note: If more than one test/specimen	
6. Hold the <b>Shift</b> key down and click on the second test. Click <b>OK</b> button.	Information populates screen
7. < <b>F8</b> >	To bring you to test ID for first test/specimen.
8. <b><f9< b="">&gt;</f9<></b>	To bring you to the INV study for first test.
9 < <b>F2</b> > or click <b>Drop down arrow</b>	Shows list of studies
10. Page up or down or $<\Box \downarrow >$	Move curser to the correct study and press Enter.
11. <b><ctrl a=""></ctrl></b> or click <b>Auto assign location</b>	To assign location
12. Click the <b>Save</b> icon or <b><ctrl s=""></ctrl></b> if only one test/specimen	
13. Click <b>Yes</b> button	To print labels.

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Continue from step 14 if storing one test/specimen.

# If there are multiple tests/specimens to freeze:

Keystroke	Instructions/Results
a) Click on the next test/specimen	
b) < <b>F9</b> >	To bring you to the INV study
c) <b><ctrl a=""></ctrl></b> or click Auto assign location	To assign location
d) Click the <b>Save</b> icon or <b><ctrl s=""></ctrl></b>	To save
e) Click <b>Yes</b> button	To print labels.
g) <f2> or click Drop down arrow</f2>	Shows list of studies
h) Page up or down or $<\Box \downarrow>$	Move curser to the correct study and press Enter
i) < <b>Ctrl A</b> > or click <b>Auto assign location</b>	To assign location
j) Click on the <b>Save</b> icon or <b><ctrl b="" s<="">&gt;</ctrl></b>	
k) Click <b>Yes</b> button	To print labels.
14. Choose the printer in the Print labels screen.	
15. Click the <b>OK</b> button.	Labels print.
16. Click the $\mathbf{X}$ in the top right corner	Exits Store vial.

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#### Add a New Isolate Vial to the Freezer

**Note:** Do not freeze (store) until isolates have complete ID and sensitivity. If the information is incomplete when the isolate is stored, click the **UM** (update mic) icon under Edit in Store vial.

KeyStroke	Instructions/Results
1. Click on Store Vial icon	Store vial screen appears
2. Click on Search Mic icon	Microbiology search screen appears. Curser is on the order number window.
3. Type lab number or barcode	
4. Click the <b>Next</b> button	Search results screen appears with order.
5. Click <b>OK</b> button	Information populates screen.
Note: If more than one isolate	
6. Hold the <b>Shift</b> key down and click on the second isolate. Click <b>OK</b> button.	Information populates screen
7. <b><f8></f8></b>	To bring you to test ID for first organism.
8. < <b>F9</b> >	To bring you to the INV study for first organism.
9 < <b>F2</b> > or click <b>Drop down arrow</b>	Shows list of studies
10. Page up or down or $<\Box \downarrow >$	Move curser to the correct study and press Enter.
11. <b><ctrl a=""></ctrl></b> or click <b>Auto assign location</b>	To assign location
12. Click the <b>Save</b> icon or <b><ctrl s=""></ctrl></b> if only one isolate	
13. Click <b>Yes</b> button	To print labels.

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#### Continue from step 14 if storing one isolate or one vial of the specimen.

# If there are multiple isolates to freeze:

Keystroke	Instructions/Results
f) Click on the next isolate	
g) <b><f9< b="">&gt;</f9<></b>	To bring you to the INV study
h) <b><ctrl a=""></ctrl></b> or click Auto assign location	To assign location
i) Click the <b>Save</b> icon or <b><ctrl b="" s<="">&gt;</ctrl></b>	To save
j) Click <b>Yes</b> button	To print labels.
g) < <b>F2</b> > or <b>click Drop down arrow</b>	Shows list of studies
h) Page up or down or $<\Box \downarrow >$	Move curser to the correct study and press Enter
i) < <b>Ctrl A</b> > or click <b>Auto assign location</b>	To assign location
j) Click on the <b>Save</b> icon or <b><ctrl b="" s<="">&gt;</ctrl></b>	
k) Click <b>Yes</b> button	To print labels.
14. Choose the printer in the Print labels screen.	
15. Click the <b>OK</b> button.	Labels print.
16. Click the $\mathbf{X}$ in the top right corner	Exits Store vial.

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#### **Reprint Labels**

To reprint a label for a vial that has been entered into SoftStore previously

# **KEYSTROKE INSTRUCTIONS/RESULTS** 1. Click on **SoftStore** tab Main menu appears 2 Click on Store vial Store vial screen appears 3. Click on Switch to Edit/Read mode icon Search screen appears. 4. **<F3>** Cursor goes to order number field 5. Enter or barcode in order number 6. Press Enter twice Order appears on screen 7. Click on the Print labels icon Choose the appropriate option – either print labels for current test or print labels for all tests. 8. Choose the printer in the print labels screen 9. Choose the number of labels to print

10. Click **OK** button

Click X in top right corner to exit Store vial.

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# **Record of Edited Revisions**

#### Manual Section Name: Laboratory Information Systems Bench Procedure Manual

Page Number / Item	Date of Revision	Signature of
		Approval
Annual Review	March 16, 2002	Dr. T. Mazzulli
Annual Review	March 30, 2003	Dr. T. Mazzulli
Annual Review	May 26, 2004	Dr. T. Mazzulli
Annual Review	May 10, 2005	Dr. T. Mazzulli
Annual Review	July 12, 2006	Dr. T. Mazzulli
Annual Review	August 13, 2007	Dr. T. Mazzulli
Revised the name Ulticare to Mysis-EPR throughout	November 04, 2008	Dr. T. Mazzulli
manual		
Annual Review	November 4, 2008	Dr. T. Mazzulli
Annual Review	March 30, 2009	
Annual Review	March 22, 2010	Dr. T. Mazzulli
Removed AxSym Interface Startup	June 28, 2010	Dr. T. Mazzulli
Annual Review	December 05, 2011	Dr. T. Mazzulli
Annual Review	May 31, 2012	Dr. T. Mazzulli
Annual Review	May 31, 2013	Dr. T. Mazzulli
Updated UHN/MSH logo	October 01, 2014	Dr. T. Mazzulli
Bridgepoint MRN change to HI#########		
Annual Review		
Annual Review	October 01, 2015	Dr. T. Mazzulli
Annual Review	October 01, 2016	Dr. T. Mazzulli
Annual Review	October 01, 2017	Dr. T. Mazzulli
Instructions added for Reporting calls using Call List	January 08, 2018	Dr. T. Mazzulli
Annual Review	January 08, 2018	Dr. T. Mazzulli
Annual Review	January 15, 2019	Dr. T. Mazzulli

Full document review included in all updates. Bi-annual review conducted when no revision had been made within 2 years.

Page Number / Item	Date of Revision	Edited by:
Minor spellcheck edit	March 11, 2021	Jessica Bourke
Minor formatting change	April 11, 2021	Jessica Bourke
Added info for TGH SCCGH MRN	May 12, 2021	Wayne Chiu

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Page Number / Item	Date of Revision	Edited by:
Added section Printing extra LIS Labels	July 8, 2021	Wayne Chiu
Updated procedure for cancelling an Order (pg 56)	July 16, 2024	Qin LIu

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