

***Kaiser Permanente Medical Center, San Francisco  
Northern California Region***

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|  | **Work Instruction** |

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| **Title:** | **Accession Result Entry Troubleshooting Tips** | **WI Number** SFOWI-1337  **Revision:** 1 |

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| **Department:**  Chemistry Clinical Lab Post-Analytical Clinical Lab Pre-Analytical Coagulation Hematology Immunohematology Lab Information System Microbiology Urinalysis  **Area:**  2238 Geary Blvd SFO Clinical Lab 2425 Geary Blvd SFO Hospital Lab 4131 Geary Blvd French Campus Lab Mission Bay Clinical Lab | ***Approved & Released Work Instruction*** | **Implementation Date:** 11/03/2017 |

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| **Type of Document:**  Work Instruction | **Review Period -** 340 **Days** |

I. Purpose:

The Accession Result Entry (ARE) Troubleshooting Tips document addresses issues that are prone to errors, such as reporting numeric results with “>” or “<”, re-directing samples for local analysis, sending an order and specimen to another Kaiser Permanente (KP) lab, correction of verified results, handling results that do not cross interface, and add-on tests. The troubleshooting document is applicable to CLS, MLT, and lab assistants who assist in the pre-analytic workflow.

II. Policy:

ARE procedures, which cover proper result entry steps for general lab tests, are followed to ensure CLIA boundary is honored and integrity of result flags is maintained.

III. Procedure (Tips Document):

 Accession Result Entry Troubleshooting Tips.Word.docx

IV. References:

Regional Documents:

A. Standardized Accession Result Entry Procedure (RWLQCWI-2149)

B. Accession Result Entry Troubleshooting Tips (RWLQCWI-2164)

**Associated Documents:**

External Documents









Associated Quality System Documents - None

**Document Revision History:**

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| **Revision:** 1 | **Date Created:** 11/03/2017  **Date of Last Revision:** 11/03/2017 | **Last Approval Date:** 11/03/2017 |

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| **Document Author:**  Maureen R Fitzgibbons/CA/KAIPERM | **Document Manager:**  Filipina S Perucho/CA/KAIPERM |

**Reason for Change:**

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| **Revision:** | **Sec/Para Changed** | **Change Made:** | **Date** |
| 1 | N/A | Initial issue of document. Created in consultation with NCAL-LQC and RILIS Teams. | 11/03/2017 |
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| **Notification List:** |  |

**Approvals:**

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| **Name:** Eric Suba/CA/KAIPERM  **Title:** Chief of Pathology; CLIA Director | Nov 3, 2017 03:50:30 PM PDT - Approved by: Eric Suba/CA/KAIPERM |