




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

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 Work Instruction		
Title: Accession Result Entry Troubleshooting Tips		WI Number: SFOWI-1337 Revision: 1
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
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



Freertext Result Type Requiring Manual Entry.docx Examples of Free Text Resulting.docx



Examples of Shared Accession Numbers.docx Examples of ECR.docx

Associated Quality System Documents - None

Document Revision History:

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
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Reason for Change:

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

Notification List:

Approvals:

First Approver's Signature	
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

Document History Section