



VETERANS ADMINISTRATION MARYLAND HEALTH CARE SYSTEM  
BALTIMORE DIVISION  
10 NORTH GREENE STREET  
BALTIMORE, MD 21201

GEN00027.1

**PATHOLOGY & LABORATORY MEDICINE SERVICE**

**Computer Program/ Patch Validation Procedure 1  
General Procedure Manual# GEN00027**

**Purpose:**

Computer programs must be checked for proper performance when first installed and after any changes or modifications. Any changes or modifications to the system must be documented, and the laboratory director or designee must approve all changes, additions and deletions in programs, the test library, and major computer functions before they are released. Documentation must be retained for at least two years beyond the service life of the system.

**Procedure:**

1. Information Technology (IT) will notify the Laboratory Information Manager (LIM) or designee of pending patches or changes related to the Laboratory package and provide documentation of the patch contents.
2. The LIM or designee will coordinate with IT to schedule date and time for installation that will have a minimal impact on the operation of P&LMS.
3. The LIM will coordinate laboratory personnel and procedures during the time and date of the installation.
4. After installation the LIM or designee will document proper functioning with the help of Lab staff; that all affected applications are functioning correctly and provide training as necessary
5. The LIM or designee will:
  - a. Complete the "Patch / Application change Validation Record".
  - b. Review the form with the Chief of Service for his signature.
  - c. Place the signed record in the General Manual.

*Note: Documentation must be retained for at least two years beyond the service life of the system.*

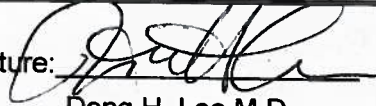
**References:**

1. College American Pathologist- Laboratory General Checklist, September 2007

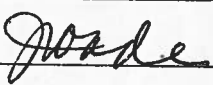


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DATE ADOPTED	Author of Procedure/Policy	Chief of Service
1/15/2008	Paul D. Gruver, MT	Signature:  Dong H. Lee M.D.

Policy/Procedure(s) Retired:		Date retired:
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Review Date	Version Number	Signature of reviewer
11/13/17	1	

**REVISION HISTORY**

Date revised	Revision #	Changes made	Signature
11/12/17	N/A	Reformatted, changed document control number from GEN00028	