

**Meridian Health
Jersey Shore University Medical Center
Laboratory
Neptune, New Jersey 07753**

SUBJECT: EDM REPORTS	TITLE: REPRINT OF EDM REPORTS – FUNCTION CRPR
EFFECTIVE DATE: 7/2015	SECTION: SPA
APPROVED:	POSITION RESPONSIBLE FOR REVIEW: Laboratory Director or Designee

POLICY: EDM reports (ER, Clinic, CHEMO, etc) are to be printed on red edged paper automatically at 19:30 hrs Monday to Sunday and prepared for distribution. Reports that need to be sent by courier go into envelopes for delivery to those locations.

RESPONSIBILITY: All Specimen Processing Area (SPA) team members.

PROCEDURE:

EDM reports are to be RE-PRINTED as follows when the reports fail to print as scheduled.

FUNCTION: CRPR

HOSPITAL: JSM

BATCH DATE: enter date of report needed.

DEVICE No: 1012

Time (HHMM.SS): (press HOME) to identify the time of batch (there should be only one batch) press enter.

START WITH PATIENT NUMBER: Enter

Printer <1012>: 148 (number of printer to be used)

Accept: A

NOTES;

1. All reports are to be hand delivered to the ER doctor (if unavailable, give to nurse). Note the time and name of the person receiving the report on the SPA problem book.
2. If the reports do not print as scheduled by 830pm.
 - a. Reprint the reports using the above procedure and deliver to ER.
 - b. Notify the SPA supervisor.
 - c. Call IT (ext. 63333) to set up a service ticket that the EDM reports did not print.
 - d. Send a mailbox to all SPA and LIS team members for notification and the reference number of the IT ticket.

Revised:	Reviewed:	Reviewed	Reviewed:
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