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MediCopia Handheld Device (MC55 and MC55x)-Routine Use

Purpose This procedure provides instructions for the use of the MediCopia application and MC55 and MC55x handheld devices for collection of blood specimens.

Scope This procedure is intended for staff who collect Inpatient/Emergency Room blood samples.

-
- Policy**
- The patient's barcoded wristband must be scanned when using the MediCopia application to ensure positive patient identification.
 - Specimen containers or tubes must be labeled after specimen collection and while at the patient's bedside
 - If the patient is in isolation the specimen(s) are labeled immediately after leaving the room.

Equipment



Continued on next page

MediCopia Handheld Device (MC55 and MC55x)-Routine Use, Continued

**Equipment
con't**

MC55x Handheld	 A handheld device with a blue and silver casing. The screen displays a home screen with various application icons like 'Email', 'Calendar', and 'Settings'. Below the screen is a full QWERTY keyboard.
Zebra QL 220 plus Label Printer	 A grey handheld label printer. A white label is being printed, featuring the text 'LAB 07', 'Lattice MediCopia', a barcode, and a Bluetooth logo. The printer has a small display and buttons at the bottom.
Zebra QLn220 Printer	 A handheld label printer with a black and silver design. A pink label is being printed, containing patient information: 'Patient: Adam Jones', 'Number: 2', 'Collected: 07-06-2011 11:04:41', and 'www.zebra.com'. The printer has a small screen and a directional pad at the top.

Continued on next page

MediCopia Handheld Device (MC55 and MC55x)-Routine Use, Continued

**Equipment
con't**

Handheld Docking Station	
Handheld Battery Charger	
Printer battery charger	

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MediCopia Handheld Device (MC55 and MC55x)-Routine Use, Continued

Safety


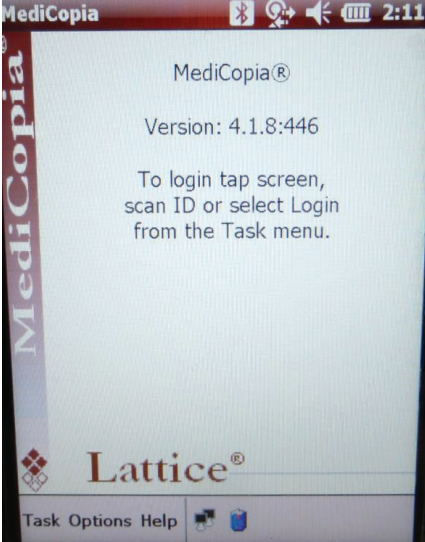
- Keep the handheld device clean by avoiding contact with blood or body fluids.
- Wipe down the outside of the unit if there is any spill.
- When entering an isolation room place the device in a clear zip lock bag to avoid contamination of the unit or the patient's room.
 - If the MediCopia application is present on the room's workstation with an associated label printer, it may be used.
- Refer to Attachment A: How to Disinfect and Clean the Mobile Device/Zebra Printer

Refer to the safety manual for general safety requirements.

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MediCopia Handheld Device (MC55 and MC55x)-Routine Use, Continued


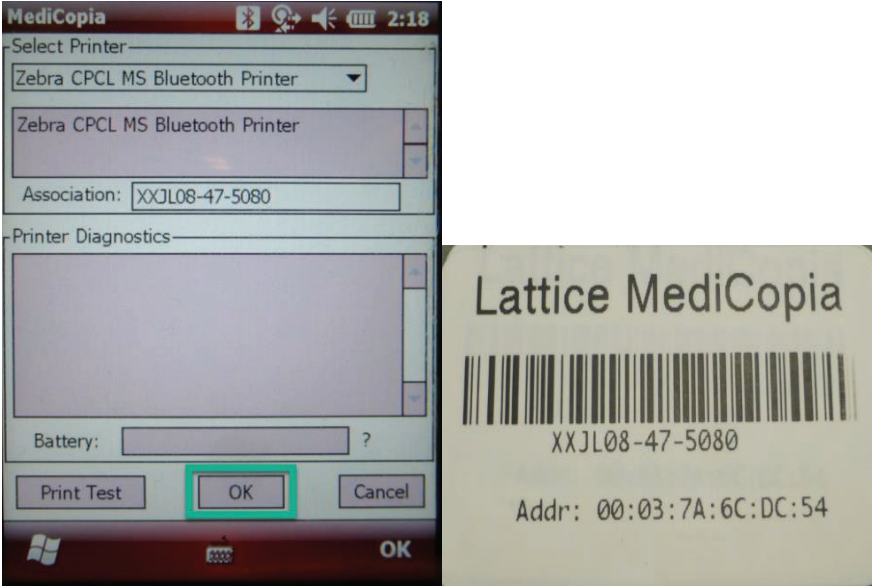
Procedure

Follow the steps below to use the MediCopia handheld device	
Step	Action
1	Pull handheld from docking station or insert battery into handheld to begin use of device.
2	<p>Tap anywhere on the screen and the Home screen will appear.</p> <ul style="list-style-type: none"> Double Tap MediCopia Icon 
3	<p>Tap screen to open login screen</p> 

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MediCopia Handheld Device (MC55 and MC55x)-Routine Use, Continued

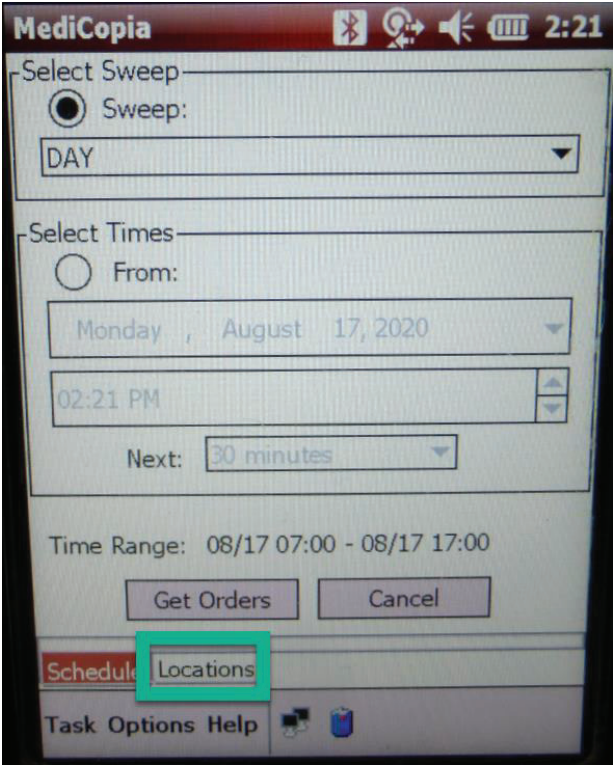

**Procedure
 continued**

Step	Action
4	<p>Login with username and password, then tap “Login”</p> 
5	<p>Scan printer barcode label to associate (link) to handheld device, then Tap ok</p>  <p>To generate test print label, tap the “Print Test” button on the bottom left of the screen.</p>

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MediCopia Handheld Device (MC55 and MC55x)-Routine Use, Continued

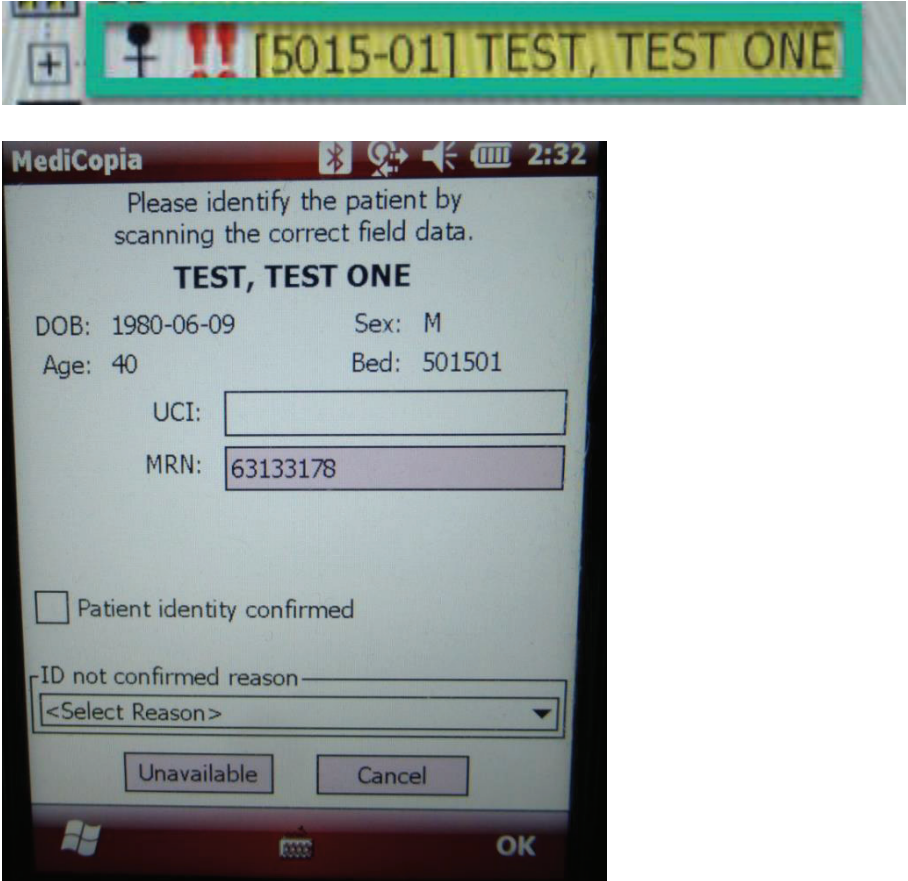
**Procedure
 continued**

Step	Action
6	<p>Tap the locations Tab See Attachment B: Time Selection/Locations</p>  <p>Select appropriate times as required by local protocol/workflow.</p>
7	<p>Click Get Orders</p>  <p>See Attachment C for MedaCopia Symbols See Attachment D for Navigation in Task Tab See Attachment E for Navigation in Options Tab See Attachment F for Navigation in Help Tab See Attachment G for Rainbow/X Labels</p>

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MediCopia Handheld Device (MC55 and MC55x)-Routine Use, Continued

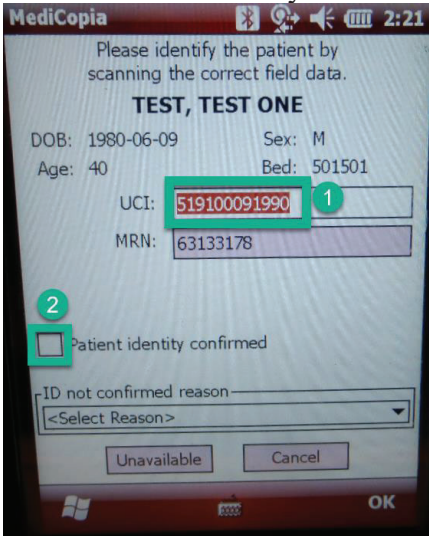
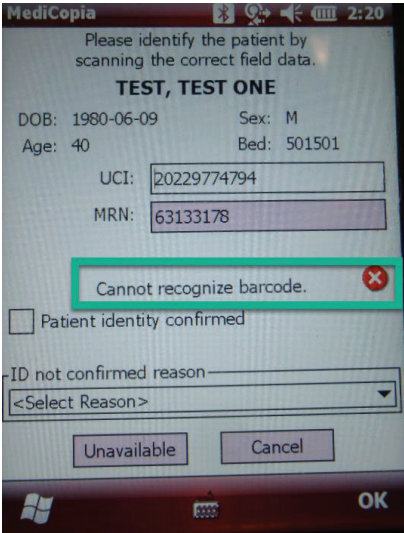
Procedure continued

Step	Action
8	<p>To open patient orders: double tap patient or scan FIN to open patient confirmation screen.</p>  <p>If patient able, ask patient to state their full name and date of birth. If patient unable to state their full name and date of birth, an adult responsible for the patient may be asked if available.</p> <ul style="list-style-type: none"> • Visually check the armband to verify • Confirm patient id by Scanning Patient Armband UCI then tap “Patient Identity Confirmed” <p>If patient not available for collection see Attachment I Reschedule</p>

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MediCopia Handheld Device (MC55 and MC55x)-Routine Use, Continued

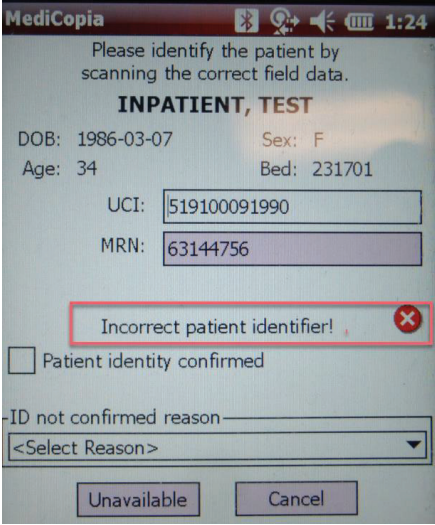
Procedure continued

Step	Action
9	<p>Upon scanning the correct UCI the following screen will appear</p> <ol style="list-style-type: none"> 1. UCI (correct patient) scanned 2. Check “Patient Identity Confirmed” message to proceed 
10	<p>Errors in barcode scanning may occur.</p> <ul style="list-style-type: none"> • Attempt to rescan the barcode • A new armband may need to be issued to patient 

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MediCopia Handheld Device (MC55 and MC55x)-Routine Use, Continued

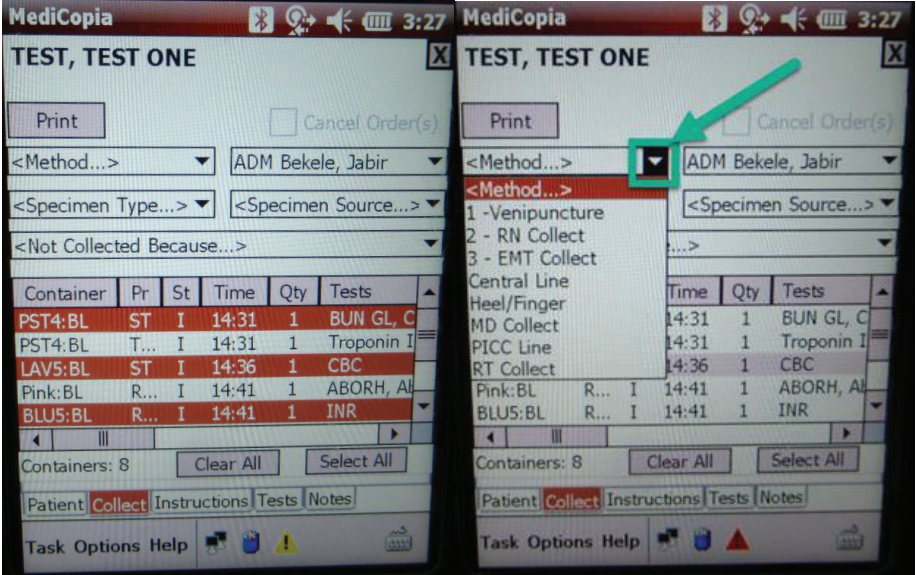
Procedure continued

Step	Action
11	<p>An error message will display if wrong patient is scanned</p>  <p>Verify wrong patient and cancel to exit from message.</p>

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MediCopia Handheld Device (MC55 and MC55x)-Routine Use, Continued

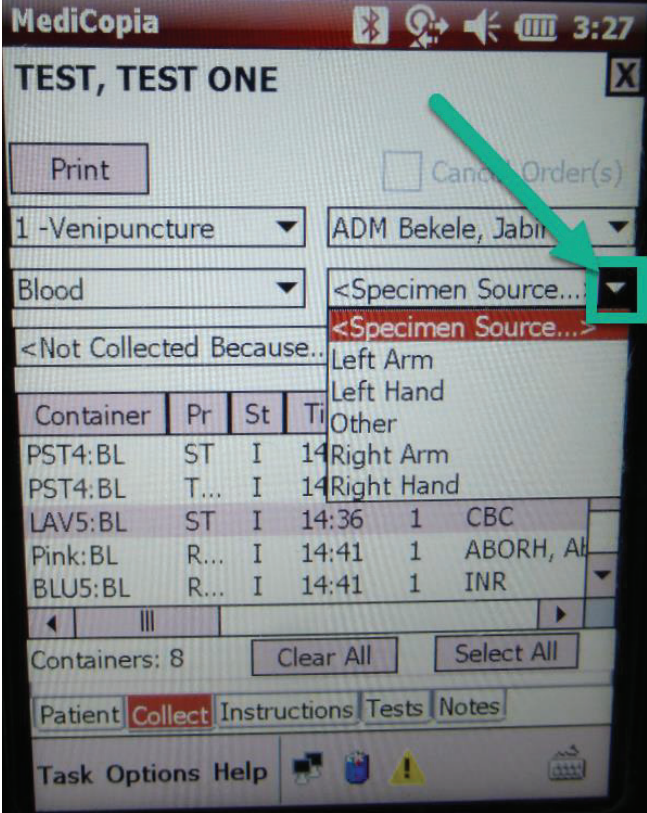
Procedure continued

Step	Action
12	<p>Once patient identify is confirmed available order(s) for patient will show on screen</p> <ul style="list-style-type: none"> • After collecting specimens, select corresponding order(s) for printing of labels by selecting all orders or only collected order(s). • Refer to <i>Procedure for Venipuncture</i> • Tap the Method dropdown and select applicable method • To add Notes to collection container, see Attachment J 

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MediCopia Handheld Device (MC55 and MC55x)-Routine Use, Continued

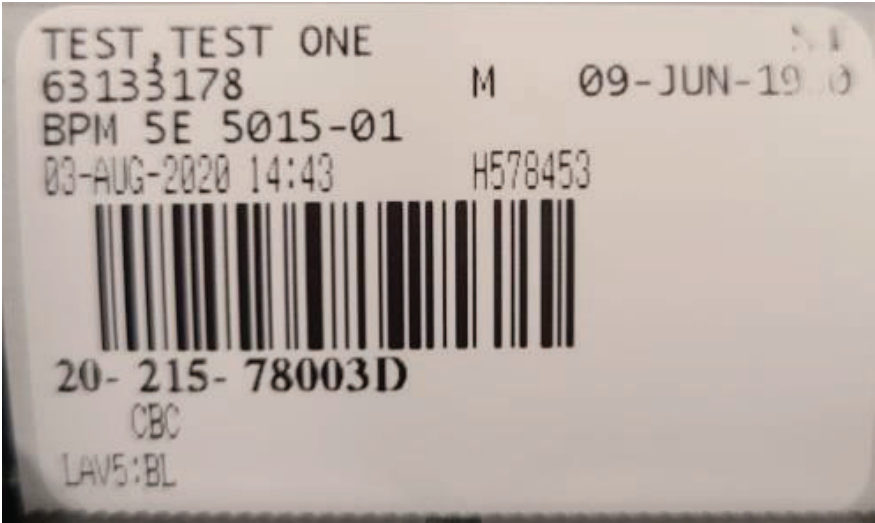
Procedure continued

Step	Action																								
13	<p>Follow local protocol for documentation of specimen source.</p> <p>Tap the source dropdown and select applicable source</p>  <p>The screenshot shows the MediCopia interface with the following details:</p> <ul style="list-style-type: none"> Header: MediCopia, TEST, TEST ONE Buttons: Print, Cancel Order(s) Fields: 1 -Venipuncture, ADM Bekele, Jabir Dropdown: Blood, <Specimen Source...> Dropdown Menu: <Specimen Source...>, Left Arm, Left Hand, Other, Right Arm, Right Hand Table: <table border="1"> <thead> <tr> <th>Container</th> <th>Pr</th> <th>St</th> <th>Ti</th> </tr> </thead> <tbody> <tr> <td>PST4:BL</td> <td>ST</td> <td>I</td> <td>14</td> </tr> <tr> <td>PST4:BL</td> <td>T...</td> <td>I</td> <td>14</td> </tr> <tr> <td>LAV5:BL</td> <td>ST</td> <td>I</td> <td>14:36</td> </tr> <tr> <td>Pink:BL</td> <td>R...</td> <td>I</td> <td>14:41</td> </tr> <tr> <td>BLU5:BL</td> <td>R...</td> <td>I</td> <td>14:41</td> </tr> </tbody> </table> Buttons: Clear All, Select All Navigation: Patient, Collect, Instructions, Tests, Notes Footer: Task Options Help 	Container	Pr	St	Ti	PST4:BL	ST	I	14	PST4:BL	T...	I	14	LAV5:BL	ST	I	14:36	Pink:BL	R...	I	14:41	BLU5:BL	R...	I	14:41
Container	Pr	St	Ti																						
PST4:BL	ST	I	14																						
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MediCopia Handheld Device (MC55 and MC55x)-Routine Use,
 Continued

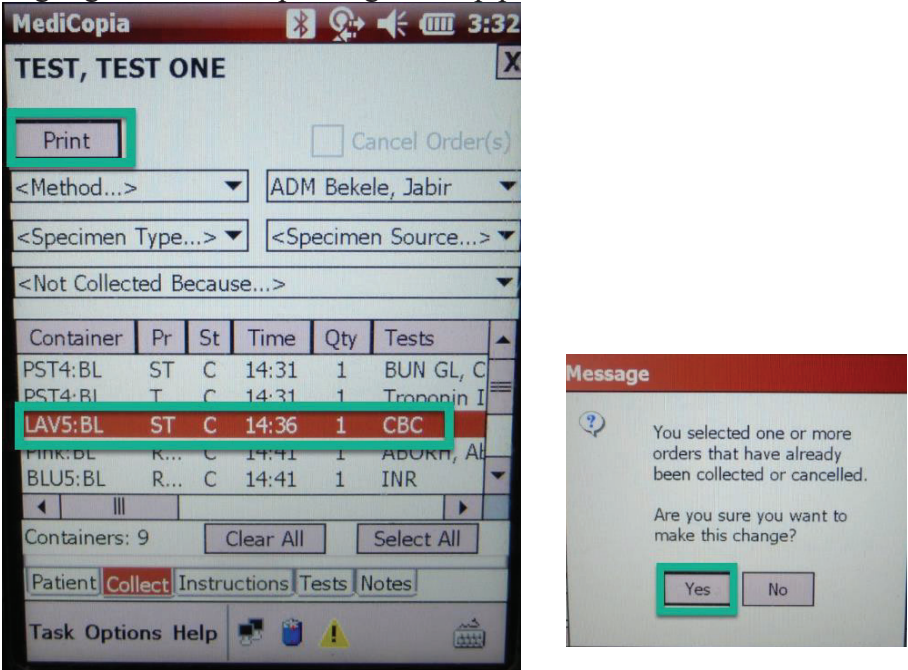
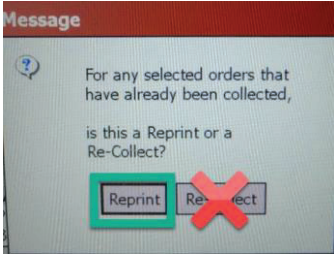
**Procedure
 continued**

Step	Action
14	<p>After specimen collection, tap the print button to generate the MediCopia Cerner label for the corresponding orders selected.</p>  <p>NEVER PREPRINT LABEL(S) IN MEDICOPIA!</p>
15	<p>After clicking the print button a “C” will appear under the “ST” header for all collected orders.</p> <ul style="list-style-type: none"> • This will send a message to Cerner with status updated as “Collected” with collection information (collector NUID Collection Date and Time). • Cerner will then update KPHC order <p>Transport collected specimens to laboratory per local protocol.</p>

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MediCopia Handheld Device (MC55 and MC55x)-Routine Use, Continued

**Procedure
 continued**

Step	Action
16	<p>To reprint a label (printer malfunction, or other reason) Highlight order for reprinting then tap print button</p>   <p>Select yes and then tap Reprint button and label will be generated from printer.</p> <p>Never use the re-collect button in the Medicopia Application.</p> <ul style="list-style-type: none"> • This is information does not update in Cerner and can lead to inaccurate resulting for the patient. • If you are recollecting a specimen you will need to request a new order be placed in KPHC. <p>Tap “X” in upper right corner to leave patient screen</p>
17	Refer to Attachment H: Instant Messaging to message to another user.

Continued on next page

MediCopia Handheld Device (MC55 and MC55x)-Routine Use, Continued

- Attachments**
- Attachment A: How to Disinfect and Clean the Mobile Device/Zebra Printer
 - Attachment B: Time Selection/Locations
 - Attachment C: MediCopia Symbols Legend
 - Attachment D: Navigation-Task Tab
 - Attachment E: Navigation-Options Tab
 - Attachment F: Navigation-Help Tab
 - Attachment G: Rainbow/X Label
 - Attachment H: Instant Messaging
 - Attachment I: Reschedule
 - Attachment J: Notes
-

- Non-Controlled Documents** The following non-controlled documents support this procedure.
- MediCopia User Reference Guide
-

Controlled Documents The following controlled documents support this procedure.

Reference
Procedure for Venipuncture
MediCopia Administrator Website

Authors

Preanalytical Processing Work Group
 Ann M Sintef MT(ASCP), SBB, HP, CQA(ASQ)
 Jabir Bekele, MediCopia Systems Administrator

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MediCopia Handheld Device (MC55 and MC55x)-Routine Use,
Continued**ATTACHMENT A: How to Disinfect and Clean the Mobile Device/Zebra****Printer, Page 1 of 2****Approved Cleaning Agent Ingredients**

The cleaning agents used to disinfect and clean the printer must contain one of the active ingredients listed below:

- Isopropyl and Ethyl alcohol (including wipes)
- Ammonium
- Hydrogen peroxide
- Phosphoric acid
- Bleach/sodium hypochlorite
- Mild dish soap

Note: It may be dangerous to combine some or all of the chemicals listed above. As such, always follow the prescribed directions on the approved cleaning agent from the list below.

Approved Cleaning Agents**Alcohols:**

- Ethanol (ethyl alcohol)
- Isopropanol (isopropyl alcohol; IPA) 70%
- Isopropyl alcohol
- Super Sani-Cloth® (PDI)
- Sani-Cloth® Plus (PDI)
- Alcohol Prep Pads (PDI)
- CaviWipes™ (Metrex)
- Windex® Blue (S.C. Johnson)
- CaviCide® (Metrex)
- Viraguard® (Veridien)

Hydrogen Peroxide/Acid:

- Hydrogen peroxide
- Oxivir® Spray (Diversey)
- Virex® 5 Wipes (Diversey)
- CidexPlus® (Johnson & Johnson)
- Lysol® Healthcare
- Wescodyne®

Ammonium:

- Ammonium Chloride
- 409® Glass and Surface Cleaner (Clorox)
- Virex® 256 (Diversey)
- Sani-Cloth® HB (PDI)
- MadaCide-1 (Mada Medical)
- Super HDQ® L 10 (Spartan)

Bleach:

- Dispatch® (Clorox)
- Bleach/sodium hypochlorite solution
- Cloro-Wipe® Towelette (Surgipath)
- Clorox® Healthcare Dispatch
- Sani-Cloth Bleach* (PDI)

Soap/Saline:

- Saline 10%
- Ethylene Glycol
- Mild dish soap

Active ingredients or cleaning agents not listed on this page should not be used.

Continued on next page

MediCopia Handheld Device (MC55 and MC55x)-Routine Use,
 Continued

**ATTACHMENT A: How to disinfect and Clean the Mobile Device/Zebra
 Printer, Page 2 of 2**

<p>Regular Cleaning and Disinfecting</p> <p>The following steps should be taken by healthcare workers in order to disinfect their mobile device/printer after or prior to use.</p> <p>Caution• Do not spray or spill any liquid on the device/printer or allow liquid to pool up on any surfaces. Liquids entering the device/printer can lead to damage of the sensitive electronics.</p> <p>1. Cleaning the display</p> <ol style="list-style-type: none"> a. Do not allow any abrasive materials to touch the display. b. Remove any dirt particles with a damp cloth. c. Wipe the display window using a cloth moistened with one of the approved cleaning agents. d. Do not spray cleaning directly onto the display window. e. Do not let liquid pool around or on the display window. f. After cleaning, dry the display with a soft, non-abrasive cloth to prevent streaking. <p>2. Cleaning the device/printer housing</p> <ol style="list-style-type: none"> a. Never apply cleaning agent directly to the device/printer. b. Dampen a soft cloth with one of the approved cleaning agents. Do not saturate the cloth, which could lead to excess liquid entering the device/printer. c. Gently wipe all plastic surfaces thoroughly. d. Do not wrap the device/printer in the pre-moistened cloth. e. If necessary, use a cotton-tipped applicator to reach tight areas 	<p>Regular Cleaning and Disinfecting-con't</p> <p>3. Cleaning the device/printer keypad</p> <ol style="list-style-type: none"> a. Dampen a soft cloth as previously described. b. Be sure to clean the device/printer keys, and if necessary, in between the keys, using a cotton-tipped applicator. <p>4. Drying</p> <ol style="list-style-type: none"> a. Let the device/printer air dry before use. <hr/> <p>Chemicals Known to Damage Plastics</p> <p>The following chemicals can potentially damage the plastics on the devices/printers and should not come in contact with the device/printer:</p> <ul style="list-style-type: none"> • Ammonia solutions • Acetone • Ketones • Ethers • Aromatic and chlorinated hydrocarbons • Aqueous or alcoholic alkaline solutions • Ethanolamine • Toluene • Trichloroethylene • Benzene • Carboic acid <p>Note: Some common hand sanitizers used in the healthcare environment may contain some of the harmful chemicals listed above. Please dry your hands completely before handling the printer to prevent inadvertent contamination and damage to the plastic</p>
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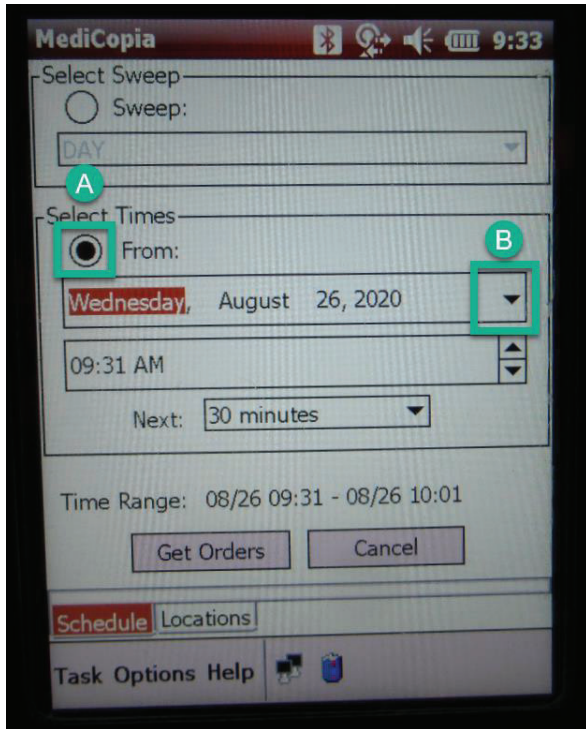
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MediCopia Handheld Device (MC55 and MC55x)-Routine Use, Continued

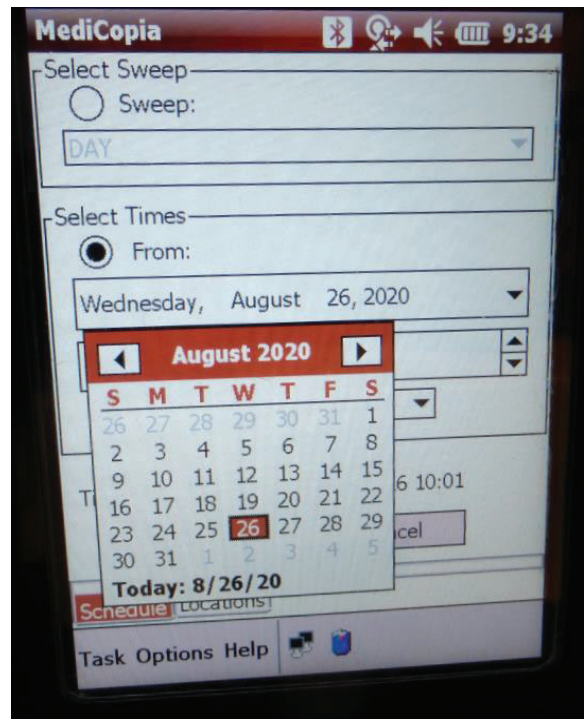
ATTACHMENT B Time Selection/Locations Page 1 of 3

Time Selection

- A. Tap Select Time Bubble
- B. Tap to select date (if necessary)



- C. Select date from calendar



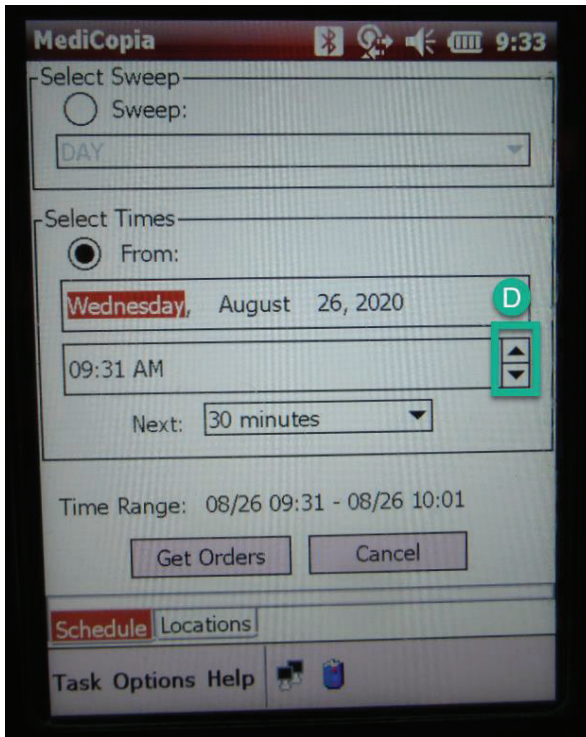
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MediCopia Handheld Device (MC55 and MC55x)-Routine Use, Continued

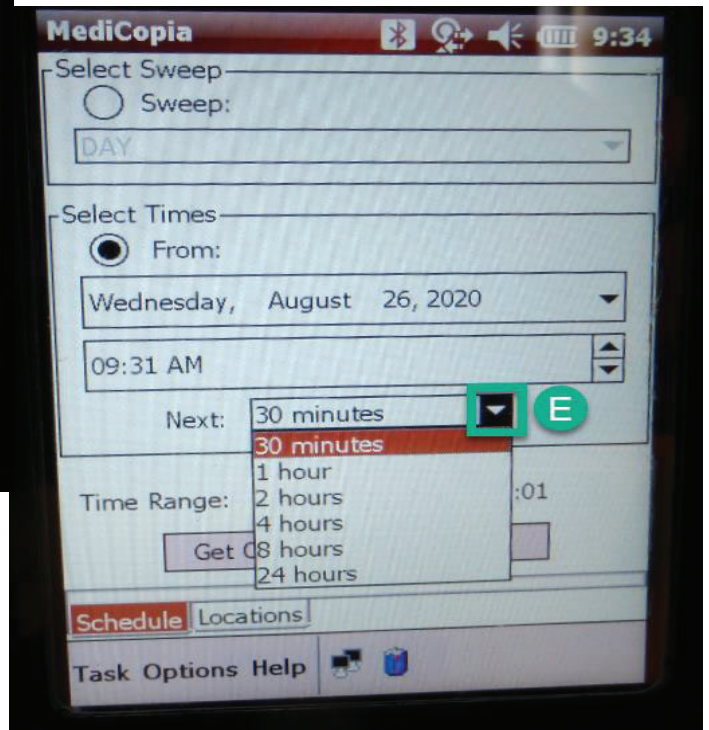
ATTACHMENT B Time Selection/Locations

Page 2 of 3

D. Change time (if necessary)



E. Tap on applicable time frame dropdown



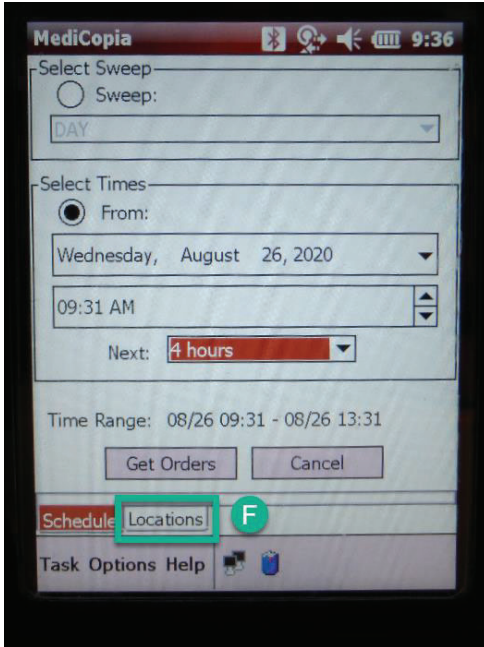
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MediCopia Handheld Device (MC55 and MC55x)-Routine Use, Continued

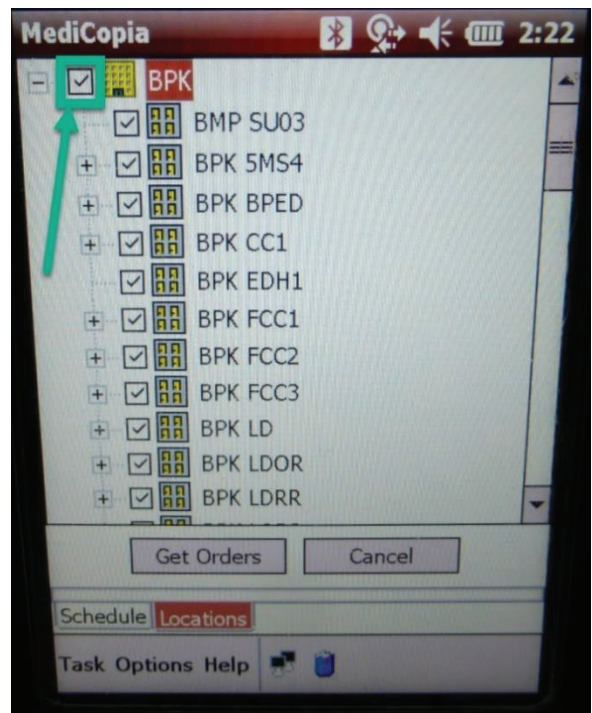
ATTACHMENT B: Time Selection/Location

Page 3 of 3

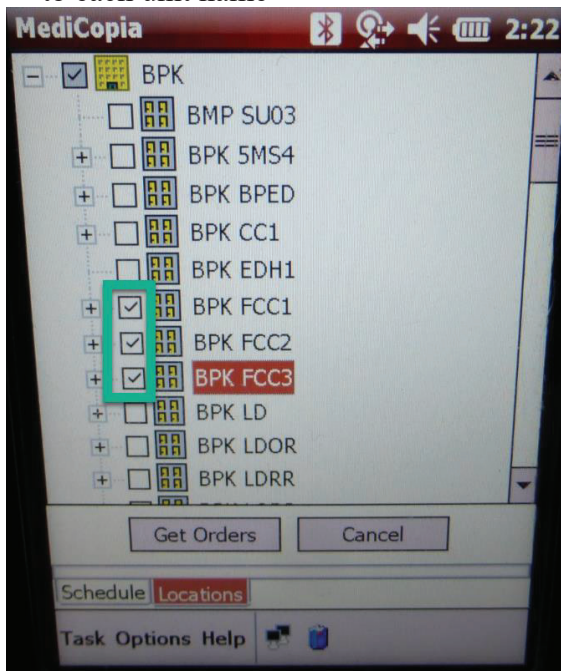
F. Tap Locations Tab to select Hospital or appropriate units



G. Tap All Hospital Check Box to select all units












H. To select specific units tap on checkbox next to each unit name



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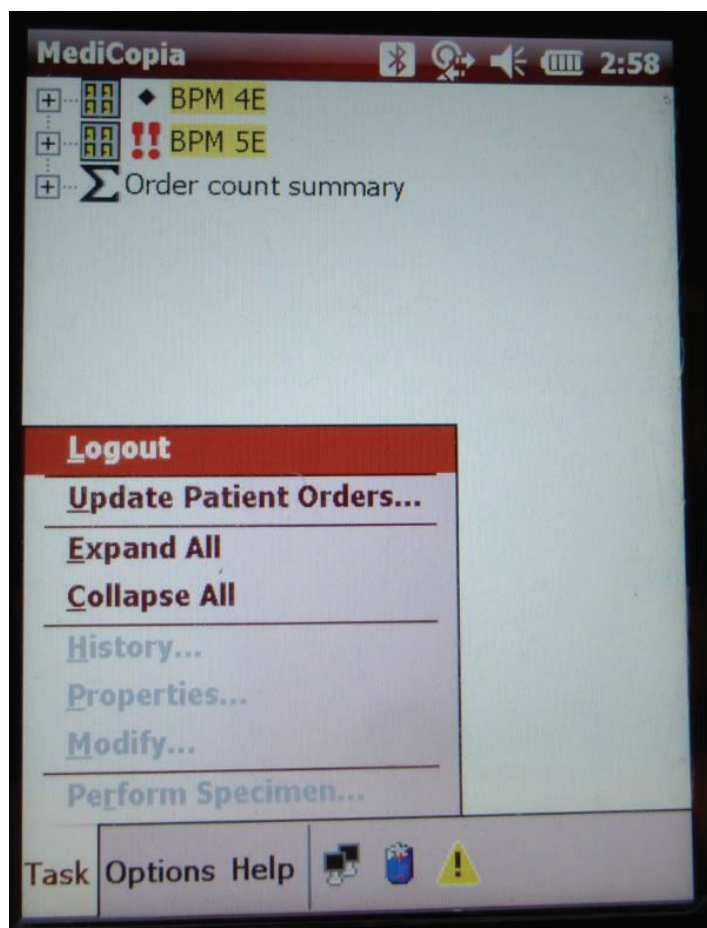
MediCopia Handheld Device (MC55 and MC55x)-Routine Use,
Continued**ATTACHMENT C**
MediCopia Symbols Legend

Symbol	Description
	Unit or Department Location
	Patient
	Status - Cancelled
	Status - Complete
	Status - Incomplete Routine
	Status - Incomplete STAT
	Status - Incomplete Timed
	Lattice Home
	Keyboard

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MediCopia Handheld Device (MC55 and MC55x)-Routine Use, Continued

ATTACHMENT D Navigation in Task Tab



Logout: Tap to logout of MediCopia Application

Update Patient Orders: Tap to return to Schedule/Locations screen

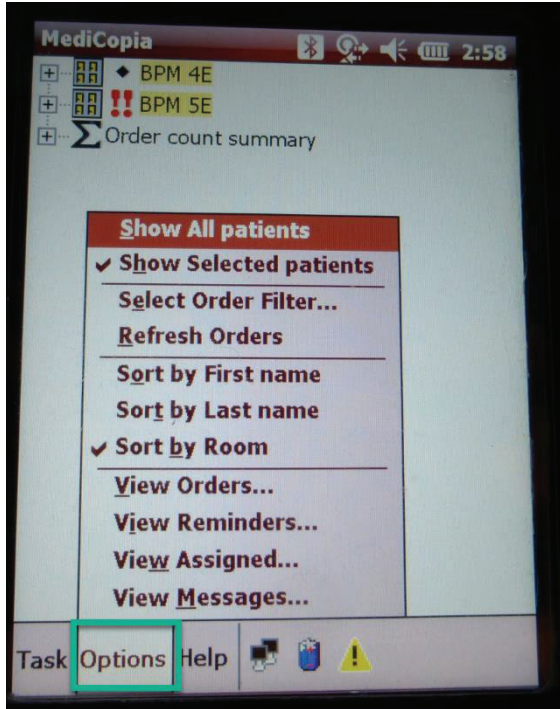
Expand All: Tap to expand all patients' orders

Collapse All: Tap to collapse all expanded orders

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MediCopia Handheld Device (MC55 and MC55x)-Routine Use, Continued

ATTACHMENT E Navigation in Options Tab



Show All patients: Tap to see all patients in selected units/Hospital

Show Selected Patients (Default): Shows only patients with open orders

Refresh Orders: Tap to refresh MediCopia Application

Sort By First Name: Sort open orders by patient first name

Sort By Last Name: Sort open orders by patient last name

Sort By Room (Default): Sort by room by in unit

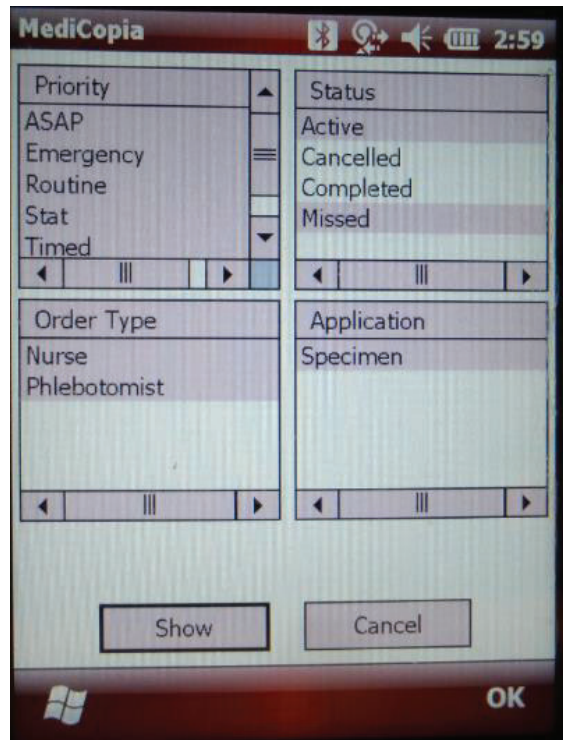
View Orders: View all available orders as a list

View Reminders: View all STAT orders available

View Assigned: View all orders assigned to user

View Messages: View all instant messages sent via MediCopia application.

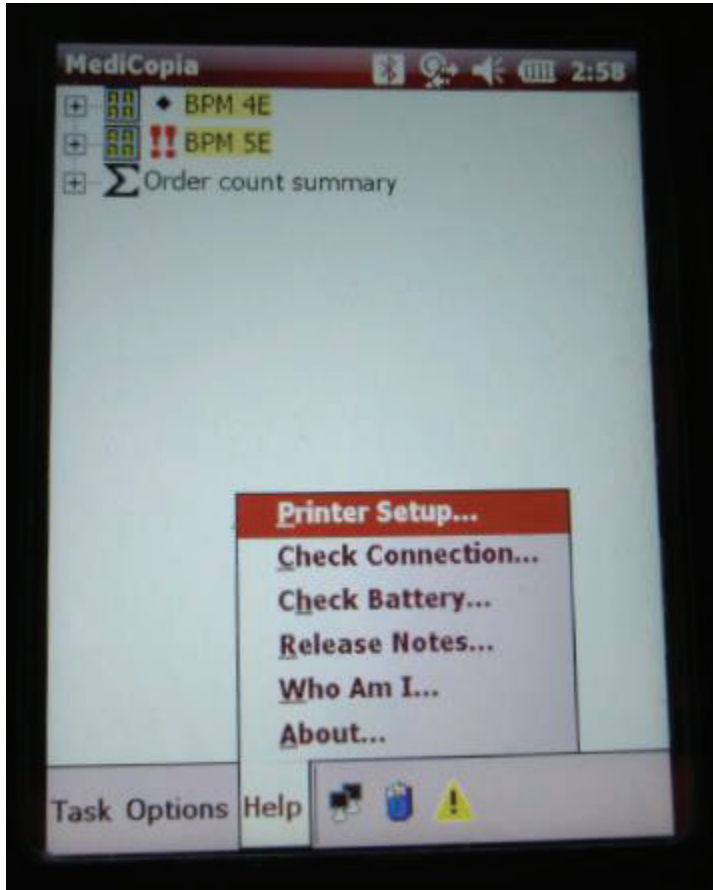
Select Order Filter: Tap open order filter view menu



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MediCopia Handheld Device (MC55 and MC55x)-Routine Use, Continued

ATTACHMENT F Navigation in Help Tab



Printer Setup: Tap re-enter printer selection screen

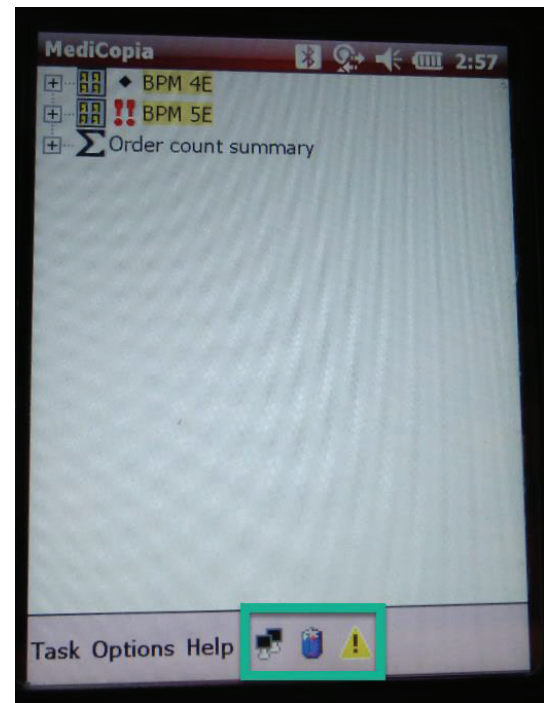
Check Connection: View connection messages during login

Check battery: View Battery power

Release Notes: Any current release notes in system

Who Am I: Information on whom is using current handheld and what printer is connected

About: Information regarding current version of MediCopia installed on handheld



Dual Monitors: Connection Status

Battery Icon: View Battery power

Hazard Icon: View all STAT orders currently pending

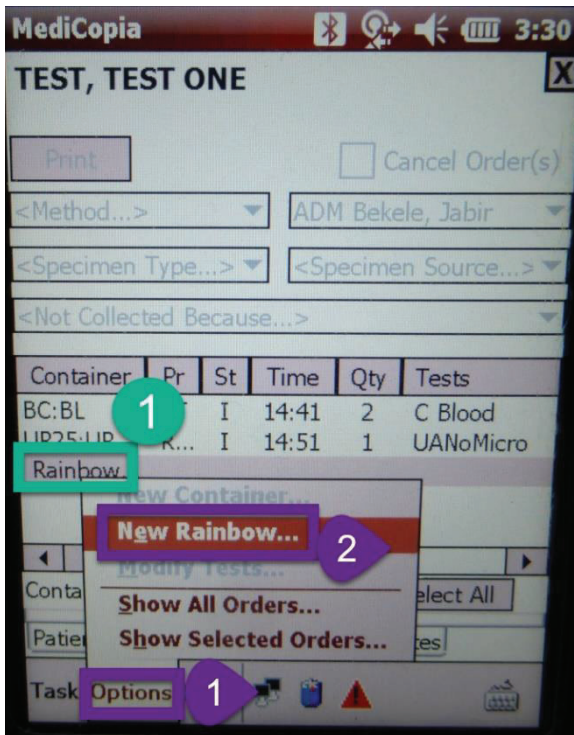
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MediCopia Handheld Device (MC55 and MC55x)-Routine Use, Continued

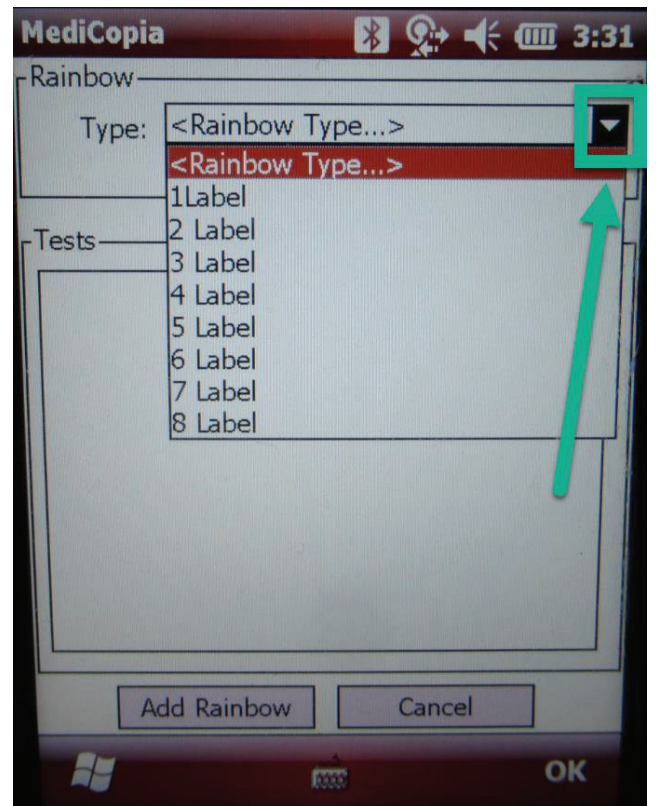
ATTACHMENT G Rainbow/"X" Label Page 1 of 2

To create a rainbow/X label there are two methods

- 1) Double tap the rainbow order icon (see green 1)
- OR
- 2) Tap "Options" on bottom ribbon then tap "New Rainbow" (see purple 1 and 2)



Tap "Rainbow Type" dropdown and select the number of labels needed for collection

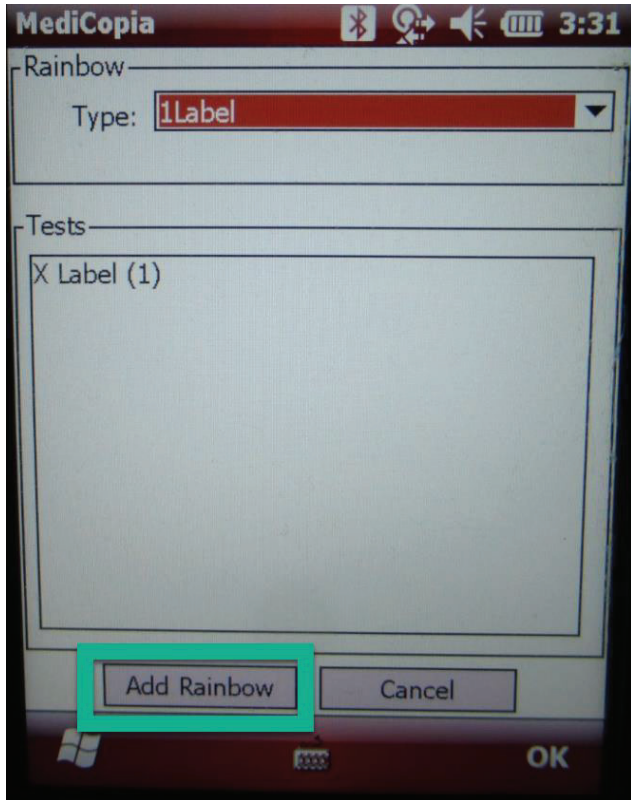


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MediCopia Handheld Device (MC55 and MC55x)-Routine Use, Continued

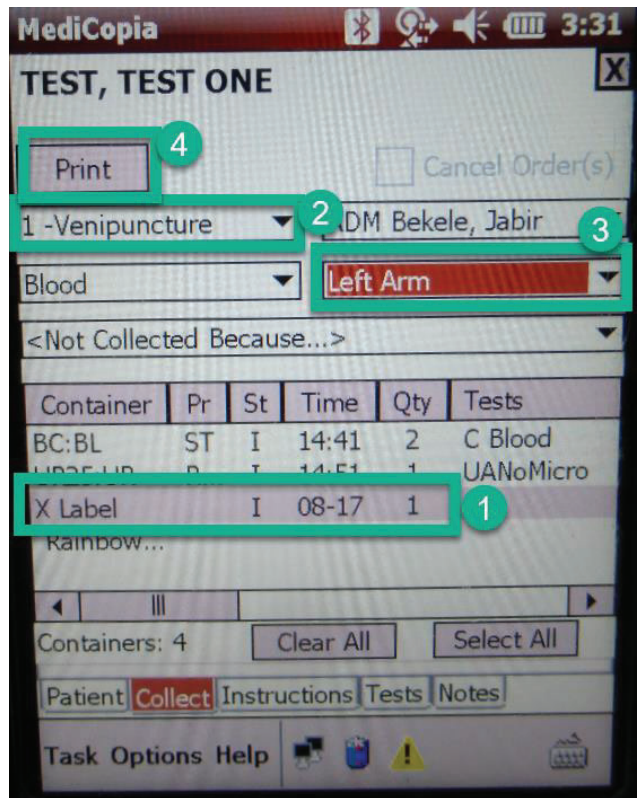
ATTACHMENT G Rainbow/"X" Label Page 2 of 2

Tap "Add Rainbow"



After collection

- 1) Make sure X-Label order is highlighted
- 2) Select Method
- 3) Select Source per local protocol
- 4) Click Print button and label will be generated.



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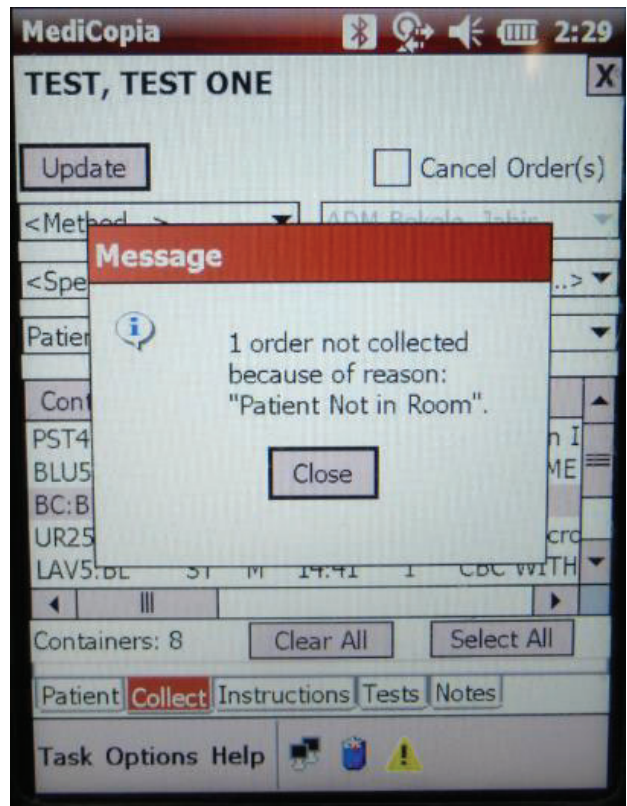
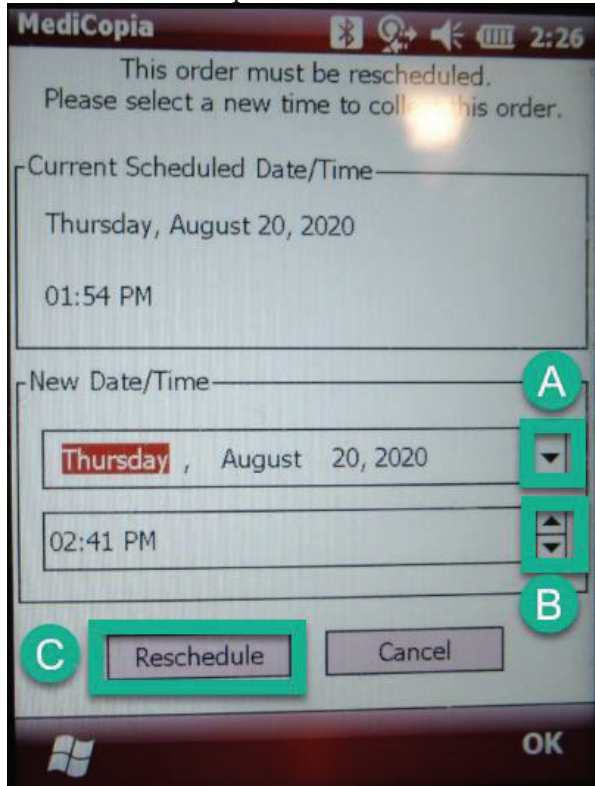
MediCopia Handheld Device (MC55 and MC55x)-Routine Use, Continued

ATTACHMENT G Reschedule

Page 3 of 3

Change Scheduled time

- A. Adjust date is needed
- B. Adjust Time if needed
- C. Tap “Reschedule”



Message will appear stating indicting
order not collected

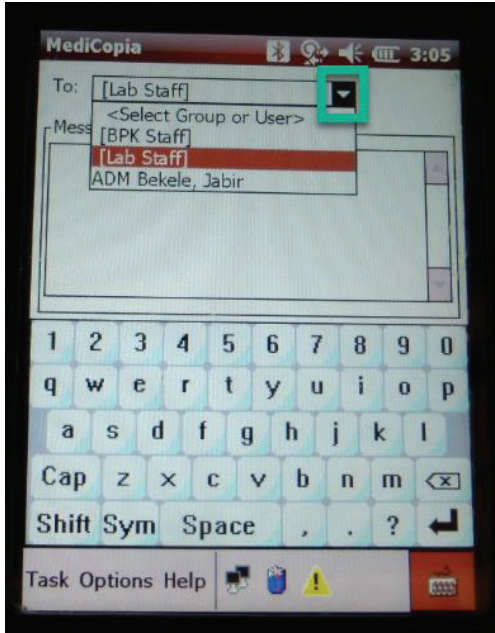
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MediCopia Handheld Device (MC55 and MC55x)-Routine Use, Continued

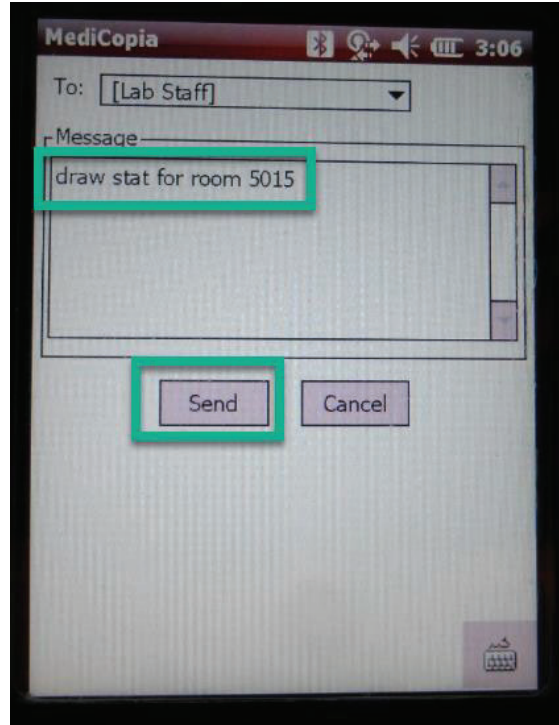
ATTACHMENT H

Instant Messaging

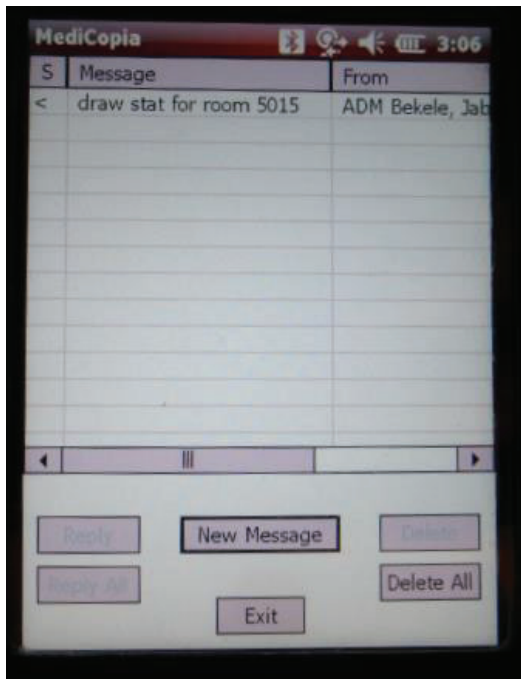
Select recipient from dropdown



Type message into message field and tap enter on keyboard or “Send” button and message will be sent



All Messages Screen



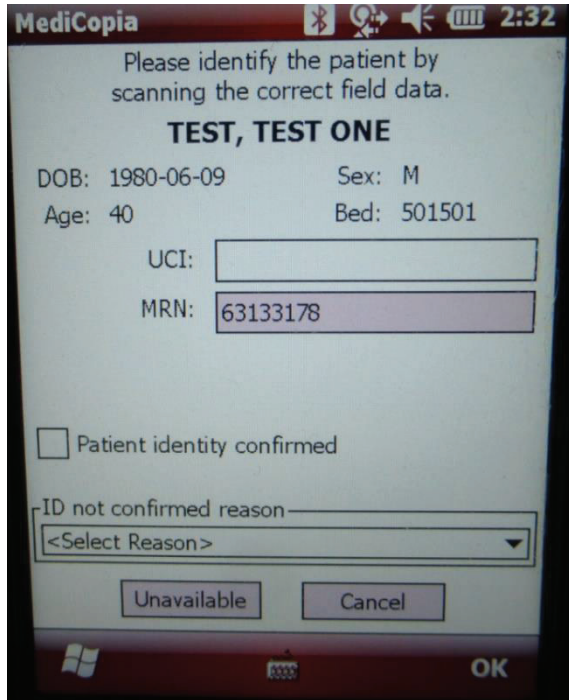
Tap “Exit” button to leave screen

Continued on next page

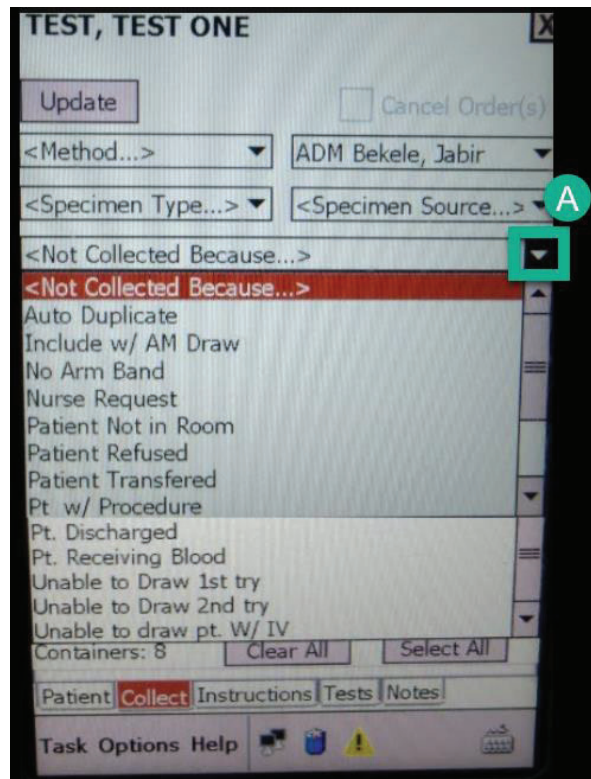
MediCopia Handheld Device (MC55 and MC55x)-Routine Use, Continued

ATTACHMENT I Reschedule Page 1 of 3

Tap “Unavailable” for Patient order that needs to be rescheduled



A. Tap “Not Collected Because” dropdown



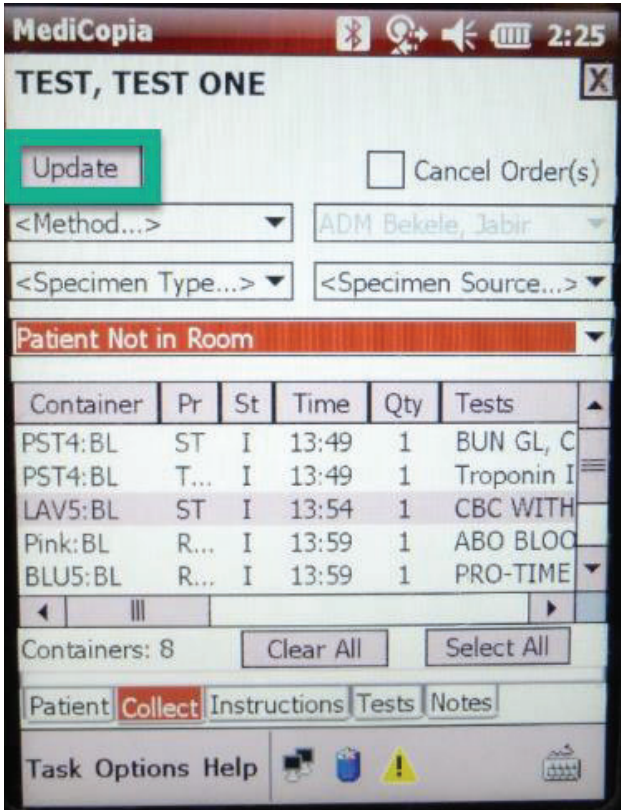
Continued on next page

MediCopia Handheld Device (MC55 and MC55x)-Routine Use, Continued

ATTACHMENT I Reschedule

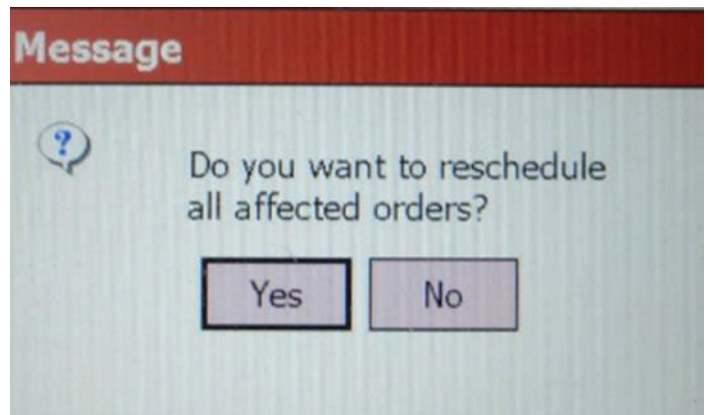
Page 2 of 3

B. Once reason is selected tap “Update”



C. Click “Yes” or “No” to reschedule order per local protocol

- If yes continue to Step D

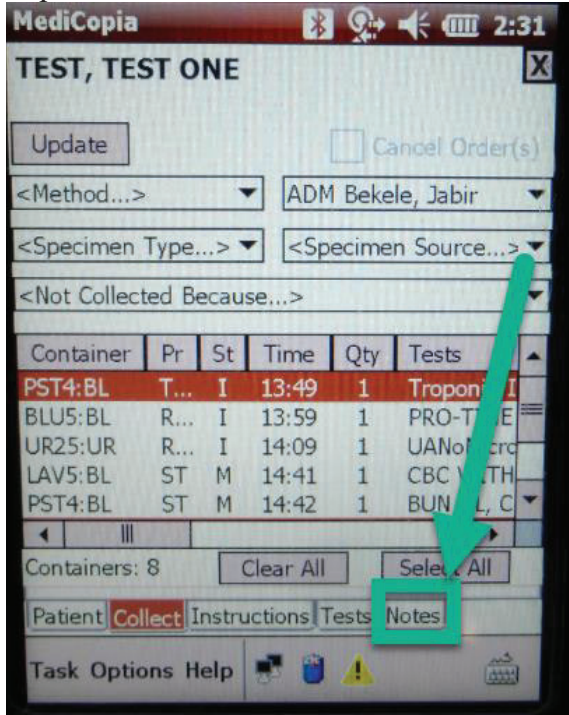


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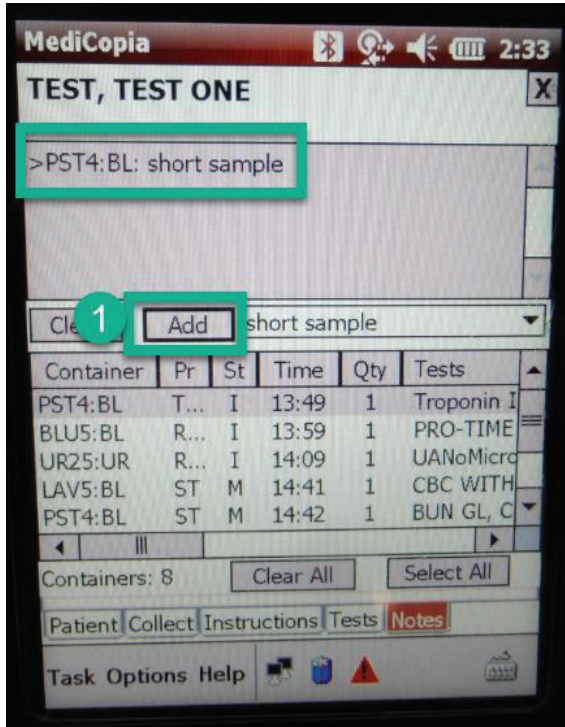
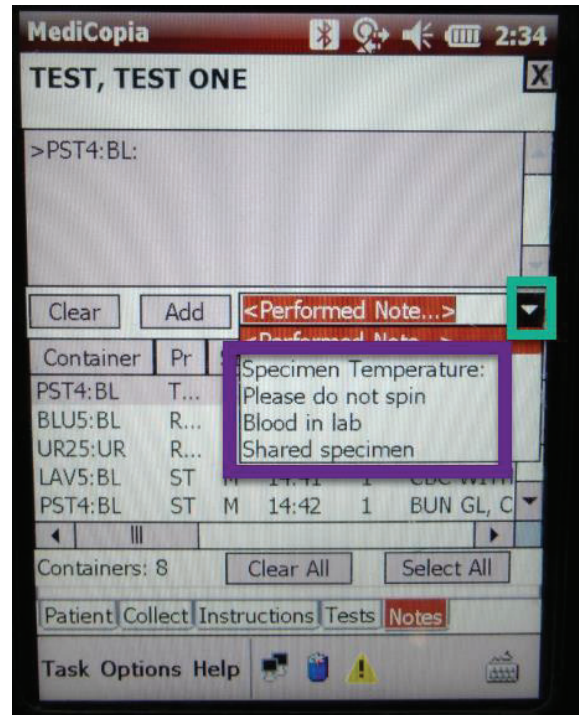
MediCopia Handheld Device (MC55 and MC55x)-Routine Use, Continued

ATTACHMENT J Notes

Tap “Notes” Tab



Select prewritten option (display in Corner?)



1) To write a free text note tap on performed note and enter note

- Click “Add” and note will be inputted next to container information
- All Performed Note entries added will appear in MediCopia history

Signature Manifest**Document Number:** SBMC-PPP-0636**Revision:** 01**Title:** MediCopia Handheld Device Routine Use**Effective Date:** 20 Apr 2021

All dates and times are in Pacific Standard Time.

New Preanalytic Regional**Initial Approval**

Name/Signature	Title	Date	Meaning/Reason
Qiyamaa Portillo (K237031)	Assistant Director Operations	13 Apr 2021, 11:15:04 AM	Approved

Operations Director Approval

Name/Signature	Title	Date	Meaning/Reason
Janice Wolf (K119893)	Director Operations Area Lab	20 Apr 2021, 01:35:20 PM	Approved

Medical Director Approval

Name/Signature	Title	Date	Meaning/Reason
Sony Wirio (A478893)	Pathologist, Medical Director	20 Apr 2021, 02:53:01 PM	Approved