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MediCopia Administrator Website

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Purpose	This procedure provides instructions for to navigate in the MediCopia Administrator Website for viewing of order status, order management, instant messaging, and generation of reports.
Scope	This procedure is intended for laboratory staff whom use web administration for management of orders and messaging in MediCopia.
Policy	Refer to current policies regarding patient orders management and collection of specimens.

Procedure Order Status	Follow	the steps belo	w to Loo	k Up Order Status		
	Step			Action		
	1	Using deskto Admin Webs	op worksta site	ation or another devic	e connect to the MediCo	opia
		http://kppipro	<u>od.appl.k</u>	<u>o.org/</u>		
	2	Login to Med A. Click B. Enter C. Enter D. Click	diCopia on facilit "Login II "Passwor Login	y dropdown and selec O" ·d"	ct applicable location.	
		Common BEL BPK FON HAR LAF		MediCopia L	ogin	
		MNH MVH OCA OCI	Facility: Login ID:	BL A	Change password	
		OMC PCM RIV SND SNZ SUN WLA WOD	Password:	<u> </u>	D Login	

Procedure		
Order Status		
continued		
	Step	Action
	3	To view specimen orders click
		A. Order Status
		B. Specimen orders
		User: Jabir ADM Bekele
		Facility: BPK 🗸
		Operational Functions
		Order Status 🗸 🔥
		Generate Specimen Orders
		Ocherate opeciment Orders
		Specimen Dispatch
		Seasimen Ordere
		Specimen Orders
		Patient Management
		Reports
		System Status
		User Management
		Setup Functions
		Base Tables
		Configuration
		Devices
		Specimen Tables
		Users

MediCopia Administrator Website

Step	Action
4	Enter information as needed to lookup in appropriate field(s)
	 A. Patient Information entry field B. Order lookup date/time entry field C. Order status checkbox(s) D. Accession #, Container Type, Collection Method, Non-Performed Reason E. Collect By and Cancelled By entry field F. Click Display orders
	Select Criteria Display Orders
	Patient Information Last Name: First Name: FID: FID: FID: FID: FID: FID: FID: FID
	Order Information Work Shift Scheduled Shift Coder Status Order Types ASAP ASAP AsAP Emergency Routine Stat Timed Collected Collected Cancelled
	Accession Number: -Collected or Cancelled by- Container Type: <all> Collection Method: <all> Via Dial Container Type: Collected or Cancelled by- Last Name: Search First Name: Clear Login ID: Clear</all></all>
	INOT-PERFORMED Reason: <all></all>

Continued on next page

 5 Orders will display showing the following fields Patient Location Patient Name MRN Accession Number Order Scheduled Time Container Type Test(s) name Priority Status CollectionType(Nurse or Phlebotomist) 	
 Patient Location Patient Name MRN Accession Number Order Scheduled Time Container Type Test(s) name Priority Status Collection Type(Nurse or Phlebotomist) 	
 Patient Name MRN Accession Number Order Scheduled Time Container Type Test(s) name Priority Status CollectionType(Nurse or Phlebotomist) 	
 MRN Accession Number Order Scheduled Time Container Type Test(s) name Priority Status CollectionType(Nurse or Phlebotomist) 	
 Accession Number Order Scheduled Time Container Type Test(s) name Priority Status CollectionType(Nurse or Phlebotomist) 	
 Order Scheduled Time Container Type Test(s) name Priority Status CollectionType(Nurse or Phlebotomist) 	
 Container Type Test(s) name Priority Status CollectionType(Nurse or Phlebotomist) 	
 Test(s) name Priority Status CollectionType(Nurse or Phlebotomist) 	
 Priority Status CollectionType(Nurse or Phlebotomist) 	
 Status CollectionType(Nurse or Phlebotomist) 	
CollectionType(Nurse or Phlebotomist)	
Providence O. 1 - Protoco	
Select Criteria Display Orders	
Location 1 Patient – MRN – Accession – Scheduled – Container – Tests	Pri St
Image: Second state BPM BEN-QTS-TC-XOAGBV, 000021970893 2-20-248- 2020-09-04 LAV5:BL CBCN of CBC	Diff 🔹 🕕
Print All Print Selected First Page Prior Page Next Pag	Last F
Selected Order Operations	
O Cancel	Update
	Orders
CReschedule	
O Change Type	Clear
Change Type Change Instructions	Clear

- Step		Action
6	To lookup Spe	cimen Order Detailed Report click on glasses icon
	Specimen Or er Sta	atus
	Sel Criteria	Display Orders
	Location ↓ P	atient – MRN – Accession – Scheduled – Container – Tests Pri St Type
	BPM 5E T 5015-01 C	'EST, TEST 000063133178 20-257- 73104E 2020-09-14 BLU5:BL INR • <
	Print All Print Sele	cted First Page Prior Page Next Page Last Page
	Specimen Orde	er Detailed Report will display.
	Specimen Order De	etailed Report - 2020-09-25 14:00:35
	Patient: MRN:	TEST, TEST ONE 000063133178
	Birth Date:	1980-06-09
	Gender: Hospital:	Male
	Location:	BPM 5E 5015-01
	Accession #:	20-257-73104E
	Order Type(s):	P 2020-00-14 12-28
	Order Status:	Completed
	Priority:	Routine
	Order Description:	13:28 BLU5:BL
	Quantity:	1
	Special Instructions:	
	ReprintedLabels:	2020-00-14 14:04:42 Revende
	Identification Methods.	2020-09-14 14.04.42 Dateode.
	On 2020-09-14 at 13:18:25	the order was entered into the MediCopia system.
	On 2020-09-14 at 13:18:25 On 2020-09-14 at 14:04:42	the order was entered into the MediCopia system. , the order was completed by Jabir ADM Bekele from device Web-Based Client. Blood was collec
	On 2020-09-14 at 13:18:25 On 2020-09-14 at 14:04:42, from the Left Arm by 1 -V method: Basede	the order was entered into the MediCopia system. , the order was completed by Jabir ADM Bekele from device Web-Based Client. Blood was collec enipuncture. The patient was in location BPM 5E 5015-01 at the time of the status change. Ident
	On 2020-09-14 at 13:18:25 On 2020-09-14 at 14:04:42, from the Left Arm by 1 -W method: Barcode.	the order was entered into the MediCopia system. , the order was completed by Jabir ADM Bekele from device Web-Based Client. Blood was collec enipuncture. The patient was in location BPM 5E 5015-01 at the time of the status change. Ident
	On 2020-09-14 at 13:18:25 On 2020-09-14 at 14:04:42 from the Left Arm by 1 -W method: Barcode.	i the order was entered into the MediCopia system. , the order was completed by Jabir ADM Bekele from device Web-Based Client. Blood was collec enipuncture. The patient was in location BPM 5E 5015-01 at the time of the status change. Ident
	On 2020-09-14 at 13:18:25 On 2020-09-14 at 14:04:42 from the Left Arm by 1 -V method: Barcode.	i the order was entered into the MediCopia system. , the order was completed by Jabir ADM Bekele from device Web-Based Client. Blood was collec enipuncture. The patient was in location BPM 5E 5015-01 at the time of the status change. Ident

MediCopia Administrator Website

Procedure

Follow the steps below to **Reschedule an Order**

Reschedule

Step	Action
1	On Specimen Order Status screen:
	NOTE: Per local protocol laboratory may request RN/Provider to
	cancel and resubmit order in Health Connect to avoid negative inpact on
	turnaround time. Other local protocols may apply when reschedule.
	A. Click checkbox next to order that requires rescheduling
	B Click on "Reschedule" radio button
	C Click on Reschedule Reason drondown and select applicable
	ontion
	D. Click on Colondor Icon to set Peschedula Data/Time
	D. Click on Calender Icon to set Reschedule Date/Thile
	E Click on Undets Selected Orden
	E. Click on Update Selected Order
	Select Criteria Display Orders
	Image: Section of the secti
	v A 15 5015-01 TEST, TEST ONE 000063133178 20-252-74096D 2020-09-09 13:39:56 LAV5:BL CBC 1 € P
	Vor Der M 5E 5015-01 TEST, TEST ONE 000063133178 20-252-74096B 2020-09-09 13:44:56 Pink:BL ABORH, Ab Screen 2-Gel Image: Pink:BL Vor BPM 5E 5015-01 TEST, TEST ONE 000063133178 20-252-74096B 2020-09-09 13:44:56 BLU5-BL INIP Image: Pink:BL ABORH, Ab Screen 2-Gel Image: Pink:BL Image: Pink:Pink:Pink:Pink:Pink:Pink:Pink:Pink:
	Image: Second
	Image: Second
	Print All Print Page Prior Page Next Page Last Page
	OCB Reschedule Reason: Select a Reason> ▼ C
	© Reschedule Time: Select a Reason> Orders
	Change Type No Arm Band Nurse Request Clear
	Change Instructions Patient Not in Room Patient Refused
	Receive in Lab Patient Transfered Pt w/ Procedure
	Pt. Receiving Blood Unable to Draw 1st try
	Unable to draw pt. W/ IV
	Reschedule Reason: Patient Not in Room D ? September, 2020 × E Selected
	Reschedule Time: 2020-09-09 14:02 Eur Mon Tue Wed Thu Fri Sat
	Notes: 6 7 8 9 10 11 12
	20 21 22 23 24 25 26
	i 5 6 7 6 9 50 Time: 14 i 02
	Select date

SCPMG Laboratory Systems Preanalytical Processing Procedure

Procedure Change Type	Follow	the steps below to Change Type of Order (Lab vs Nursing)
	Step	Action
	1	On Specimen Order Status screen:
		A Click checkbox next to order that requires changing
		B. Click on "Change Type" radio button
		C = C + C + C + C + C + C + C + C + C +
		C. Click on "New Order Type" dropdown and select applicable
		option
		D. If needed add notes in "Notes" intake box NOTE: Local
		protocol may require staff to add a note and include reason, name of
		RN/Provider and date/time notified
		E Click on Undets Selected Orden
		E. Click on Opdate Selected Order
		Specimen Order Status
		Select Criteria Display Orders
		Patient - MRN - Accession - Scheduled - Container - Tests Pri St Type
		V 20 21 A 5015-01 TEST, TEST ONE 000063133178 20-252-74096G 2020-09-09 13:34:56 PST4:BL Troponin I GL 2 1 P
		vor ⊔ BPM 5E 5015-01 TEST, TEST ONE 000063133178 20-252-74096D 2020-09-09 13:39:56 LAV5.BL CBC
		BPM 5E 5015-01 TEST, TEST ONE 0000631331/8 20-252-74096B 2020-09-09 13:44:56 Pmk:BL ABORH, Ab Screen 2-Gel ● ● P
		VOI □ DEAL 3E 5015-01 TEST, TEST ONE 000063133178 20-232-74096E 2020-09-09 13:44:56 BC-051 □ C Bload
		vor □ BPM 5E 5015-01 TEST. TEST ONE 000063133178 20-252-74096C 2020-09-09 13:54:56 UR25:UR UANoMicro
		Print All Print Selected First Page Prior Page Next Page Last Page
		[Selected Order Operations
		O Cancel New Order Type: <select an="" order="" type=""> ✓ C D Update Selected C Cancel D Selected</select>
		O Reschedule Notes: Octest in Order Types
		O Change Type B Phlebotomist Respiratory Therapist
		O Change Instructions
		O Receive in Lab
	L	

MediCopia Administrator Website

ProcedureFollow the steps below to Instant Message UserInstantMessaging

Step	Action
1	After Log on, to open instant messaging
	A. Click on yellow envelope
	B. Click on recipient dropdown
	User: Jabir ADM Bekele Close
	Facility: BPK V A Time † From To Message
	Operational Functions
	Patient Management
	Reports
	System Status
	User Management
	Setup Functions
	Base Tables
	Configuration
	Devices Reply Reply All Delete Delete All
	Specimen Tables
	Users To : <select a="" recipient="" send<="" th=""></select>
	[BPK Staff] [Lab Staff]
	Test, Phlebotomist
	· · · · · · · · · · · · · · · · · · ·
2	Compose Message Box opens
	A. Enter message in Message text box
	B. Click "Send" Button
	Compose Message
	To: Test, Phlebotomist 🗸 Clear 🖁 Send
	Message:
	Test Message
	Å

SCPMG Laboratory Systems Preanalytical Processing Procedure

MediCopia Administrator Website

Procedure Instant Messaging continued

Step			Action	
3	Message	will appear in system	n	
	Instant M	lessages: Jabir ADM	I Bekele	Close
	Time ↑	From	To	Message
	12:20	ADM Bekele, Jabir	Test, Phlebotomist	Test Message
	R	eply Reply	All Delete	Delete All

SCPMG Laboratory Systems Preanalytical Processing Procedure

Procedure Generate a Report	Follow	the steps below to Generate a Report
itepoit	Step	Action
	1	Note: Access to reports function is restricted to selected users. After Log on to view specimen orders: A. Click "Reports" B. Click "Run Reports" "User Jabie ADM Belefe "Patient Management Run Reports Schedule Reports System Status User Management Sector Sector Base Tables Configuration Devices Specimen Tables Users
	2	Click "Application" dropdown and select "Specimen" Report Selection Application: <select an="" application=""> Report: <select an="" application=""> Specimen</select></select>

MediCopia Administrator Website

Procedure Generate a Report continued

Step	Action							
3	Click report dropdown an select from list of reports							
	Most commonly used reports:							
	Draws by Caregiver By Time Increment							
	• Draws by Caregiver by Work Shift							
	 Detailed collection by Caregiver 							
	• Detailed concetion by Caregiver							
	<select a="" report=""></select>							
	<select a="" report=""></select>							
	Cancel Reasons by Caregiver							
	Charge Report by Nursing Unit							
	Collection Status by Nursing Unit							
	Collections by Nursing Unit							
	Detailed Collection by Caregiver							
	Detailed Turnaround Time by Caregiver							
	Detailed Turnaround Time by Container							
	Detailed Visits by Caregiver							
	Draws by Caregiver by Time Increment							
	Draws by Caregiver by Work Shift							
	Draws by Caregiver							
	Draws by Nursing Unit							
	Lattice Collection Rate							
	No Draw Reasons by Caregiver							
	No Draw Reasons by Nursing Unit							
	On Behalf Of Collections by Caregiver							
	Outlying Orders							
	PPID Methods by Caregiver							
	Recollects by Caregiver							
	Recollects by Location							
	Reschedule Reasons by Caregiver							
	Reschedule Reasons by Nursing Unit							
	Specimen Collection Containers by Caregiver by Time Increment							
	Specimen Collection Containers by Caregiver							
	Specimen Collection Containers by Nursing Unit by Time Increment							
	Specimen Collection Containers by Nursing Unit							
	Specimens by MRN							
	System Changes							
	Total Draws by Time Increment							
	Turnaround Time by Caregiver Draws for Priority							
	Turnaround Time by Caregiver for Priority							
	Turnaround Time by Nursing Unit Draws for Priority							
	Turnaround Time by Nursing Unit for Priority							
	Unregistered Chents							

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SCPMG Laboratory Systems Preanalytical Processing Procedure

MediCopia Administrator Website

Procedure Generate a Report continued

Step	Action							
4	Click on Format Dropdown							
	PDF: Portable Document Format							
	RTF: Rich Text File							
	XLS: Older version of excel file							
	XLS Data: Newer version of excel file							
	Format: PDF 🗸							
	Orientation: PDF							
	RTF							
	-Report Parame XLS							
	UserRole: XLS Data							
5	Click on Orientation dropdown Landscape: Default View Portrait Orientation: Landscape ✓ rReport Parame Landscape							
	Portrait							
	UserRole:							
6	Click "User Role" dropdown (PhlebStd is default)							
	-Report Parameters-							
	UserRole: DhhbbStd							
	TimeFrame: PhiebStd							
	TimeIncrement:							
	InurseStd							
	OrderMgr							
	PhiebSup							
	<other></other>							

MediCopia Administrator Website

Procedure Generate a Report continued

Step	Action									
7	Click "Time Frame" dropdown									
	TimeFrame:	Yest	erday	~						
	TimeIncrement:	Yest	erday							
		Last	Week							
		Last	Month	1						
		Toda	ay							
		This	Week							
		This	Montl	h						
		<ot< th=""><th>her></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th></ot<>	her>							
8	For selected time	fram	e selec	et "<0	ther>'	,				
	User can input Da	te/Ti	me for	r custo	om tin	ne fran	ne			
	Burn Brannets September, 2020 ×									
	Run Reports			<		Today		> _	»_	
	-Report Selection-		Sun	Mon	Tue	Wed	Thu	Fri	Sat	
	Application:		30	31	1	2	3	4	5	
	-	респ	6	7	8	9	10	11	12	
	Report: I	Draws	13	14	15	16	17	18	19	
	Format:	PDF	20	21	22	23	24	25	26	
	Orientation: I	anda	27	28	29	30	1		3	
		Janus	4						10	
	Report Paramete	18	Tir	ne:	1	2:26				
	UserRole:			Se	lect da	te				
	TimeFrame:	< <u>C</u>)ther>	~	Fre	om:				****
					To	: [****
	TimeIncrement:	60		~						
							Generat	e Repor	t	

Procedure				
Generate a Report				
continued				

Step	Action							
9	Click "Time Increment" Dropdown							
	TimeIncrement: 60 V							
	60							
	720							
	1440							
	<other></other>							
	For selected time frame select " <other>" and input value in value field</other>							
	TimeIncrement: <other> Value: 15</other>							
10	Click Generate report							
	Generate Report							

SCPMG Laboratory Systems Preanalytical Processing Procedure

MediCopia Administrator Website

ProcedureFollow the steps below to Schedule a ReportSchedule aReport

Step	Action							
1	Note: Access to reports function is restricted to selected users.							
	After Log on to schedule a report:							
	A. Click "Reports"							
	B. Click "Schedule Reports"							
	User: Jabir ADM Bekele Eacility: BPK							
	Logout Schedule Reports							
	Operational Functions							
	Order Status Name - Freq							
	Patient Management Show Inactive							
	Reports Application:							
	Run Reports Report: Select a Report>							
	Schedule Reports B Format: PDF V Orientation:							
	System Status Frequency: Monthly Next Run:							
	User Management Recipients: (Use commas, semicolons, or white space							
	Setup Functions							
	Base Tables							
	Devices							
	Uterro							
	USCIS							
2	Click "Application" dropdown and select "Specimen"							
	Report Selection							
	Application: <select an="" application=""> 🗸</select>							
	Report: <a>Select an Application>							
	Specimen							
3	Format PDH Cenerate a Report section above to select							
5	a report report format and orientation							
4	Select frequency to run report							
	Frequency: Monthly V							
	Daily							
	Weekly							
	Monthly							

MediCopia Administrator Website

Procedure Schedule a Report continued

Step	Action						
5	Select Next run date/time						
	Next Run: 2020-09-11 12:43						
6	Add recipients in input box using commas, semicolons, or white space to separate recipients. Recipients: (Use commas, semicolons, or white space to separate recipients) abir.r.bekele@kp.org, bruce.v.golovkin@kp.org						
7	Select "User Role" in report Parameters Report Parameters UserRole: PhlebStd TimeFrame: PhlebStd TimeIncrement: All Roles NurseStd OrderMgr PhlebSup <other></other>						
8	Select Time Frame TimeFrame: Yesterday ✓ TimeIncrement: Yesterday Last Week Last Month Today This Week This Month <other></other>						

Procedure
Schedule a Report
continued

Step			A	ction							
9	For selected time fram	et "<0	ther>	"							
	User can input Date/Time for custom time frame										
	Run Reports	- 2		Septe	mber,	2020		×			
	1	« .	- C		Today		\rightarrow \downarrow	» 🖕			
	-Report Selection	Sun	Mon	Tue	Wed	Thu	Fri	Sat			
	Application: Specie	30 r	31	1	2	3	4	5			
	Report: Draw	6	7	8	9	10	11	12			
		13	14	15	16	17	18	19			
	Format: PDF	20	21	22	23	24	25	26			
	Orientation: Lands	3 27	28	29	30	1	2	3			
	Report Parameters-	4	5	6	7	8	9	10			
	UserRole: Ph	111	me:	5-	2:20	5					
	TimeErame:	ther	~	Se Bri	aect da	te					
		Juner>		То					199711		
	Time In growth CO				· .						
	Innemcrement. 60		~								
						Generat	e Repor	rt			
10	Click "Time Incremen	t Drop	down ³	•							
	TimeIncrement: 60	~	·]								
	60										
	720										
	1440		1								
	<ot< td=""><td>ner></td><td>1</td><td></td><td></td><td></td><td></td><td></td><td></td></ot<>	ner>	1								
	For selected time fram	e sele	et "<0	ther>	" and	input	value	in val	ue field		
	TimeIncrement:	ther>		Valu	e: 15						

Procedure

SCPMG Laboratory Systems Preanalytical Processing Procedure

MediCopia Administrator Website

Schedule a Report						
continued	Sten	Action				
-	11	Click "Add"				
	11	Cheve Justice				
		rSelected Scheduled Report				
		Application: Specimen V Active Add				
		Report: Draws by Caregiver by Time Increment				
		Format: PDF V Orientation: Landscape V Delete				
		Frequency: Monthly ✓ Next Run: 2020-09-11 12:43 ● Clear				
		Recipients: (Use commas, semicolons, or white space to separate recipients) abir.r.bekele, bruce.v.golovkin				
		Report Parameters				
		UserRole: PhlebStd V				
		TimeFrame: Yesterday				
-		Report is now scheduled.				
	12	To edit (modify) an existing scheduled report:				
		After Log on to schedule a report:				
		A. Click "Reports"				
		B. Click "Schedule Reports"				
		C. Click on the Report which requires modification				
		User: Jabir ADM Bekele Facility: BPK				
		Logout Schedule Reports				
		Operational Functions				
		Order Status Frequency - Fe Specimen Detailed Turnaround Time by Caregiver Monthly xl				
		Reports T A				
		Run Reports				
		Schedule Reports Report: Select a Report>				
		System Status Format: PDF V Orientation: Landscape V				
		User Management Frequency: Monthly ▼ Next Run: 2020-10-20 15:33 IIII ▼				
		Setup Functions (Use commas, semicolons, or white space to separate recipients)				
		Base Tables				
		Configuration				
		Devices				
		Specimen Tables				
		Users				

Continued on next page

Procedure	L	
schedule a Report	Į.	
continueu	Step	Action
	12	
		Refer to steps above to modify prior report selections
		After modification is completed Click "Update"
		Schedule Reports
		<ai> Apply Filter Clear Filter Application j Name - Frequency - Format -</ai>
		Specimen Detailed Turnaround Time by Caregiver Monthly xls Landscape Show Inactive First Pase Prior Pase Nart Pase Last Pase
		Selected Scheduled Report
		Application: Specimen ✓ Active Report: Detailed Turnaround Time by Careoiver ✓ Undere
		Format: XLS V Orientation: Landscape V Delete
		Frequency: Monthly V Next Run: 2020-10-24 15:31 EXT Clear
		jabir.r. bekele@kp.org
		Report Parameters
		TimeFrame: Yesterday 🗸
		Pnonty: All V NegativeCollectionHandling: Count as Zero V
Non-Controlled	The fol	lowing non-controlled documents support this procedure.
Documents	1110 101	towing non controlled documents support and procedure.
	• Medi	Copia User Reference Guide
		-
-		
Controlled	The fol	lowing controlled documents support this procedure.
Documents		
		Reference
	MediCo	ppia Handheld Device-Routine Use
	Procedu	are for Venipuncture
-		
Authors	D	Letis 1 December 2014 Conserve
Authors	Ann M	Sintef MT(ASCP) SBB HP COA(ASO)
	Jabir B	ekele. MediCopia Systems Administrator
	caon D	
Regional Parent Doci	ument Ref	erence Number: SCPMG-PPP-0403 Rev: 01

Signature Manifest

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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