KPPI Downtime

Purpose or Principle or Introduction	This procedure provides instructions for processing orders and resulting tests during and after KPPI downtime.
Scope	This procedure is intended for all users.
Policy	The laboratory will immediately default to the KPPI Downtime procedure when the system is not available.
Who To Notify	The person observing the unavailability of KPPI must call the Helpdesk.The supervisor is also notified of the outage.

Notifying the Helpdesk				
Step	Action			
1	Call 8-330-1143 or 8-395-1143.			
2	Menu is voice activated so you need to speak your response.			
3	If it is an issue or major outage that's affecting patient care, say "Emergency". For anything else, stay on the line and wait for the helpdesk analyst to help you.			
4	Describe the problem to the helpdesk analyst. Get the ticket number for the issue and the status bridge line number if available to call for status updates.			
5	Notify the department sections that KPPI is down.			

DURING DOWNTIME INPATIENT ORDERS								
Step	Action							
1	Inform the nursing stations that KPPI is down and that they would need to label their samples using the Health Connect labels.							
2	Lab staff monitors all active Dispatched and Scheduled Inpatient orders via Collections Inquiry in Cerner.							
	Open Collections Inquiry. Select Location, select OC Irvine Area. Click on Move to selected. Click on Filter.							
	PathNet Collections: Collections Inquiry Iask View Help Image: Second Help Image: Second Help Image: Location Location List Accession Patient Missed							
	To <u>s</u> elected: <u>Move></u>							
	Orders Count: 0 Retrieve 0 minutes ago Eilter Inquiry							

Collection Status: Dispatch and Pending . Time Window: Look ahead and Look behind hours. Leave everything else unchanged. Click OK .					
Note: You can change the time window search to see other orders					
scheduled for a much later time.					
🧟 Inquiry Filters					
Collection Statuses Specimen Types Collection Priorities Dispatch Pending Abdom Cavity Abdominal FI Abstracess Amniotic FI Aort Val Aorta AP Specimen Arterial Line Ascites FI Collection Priorities Select Select Collection Priorities					
Date/Time Options Nurse Collect Flag Time window C Cutoff hours Look ghead hours: 3 Image: Collect flag Image: Collect flag <t< td=""></t<>					
✓ Apply filters? <u>Q</u> K					

4	You can sort the list by Location, Collection date/time, Priority, etc. Use the Print Report option if you need a print out of the list.						y, etc.	
	Use the Print R	leport optio	on if you r	leed a prir	nt out (or th	le list.	
	PathNet Collections: Collectio	ns Inquiry						_ □
	<u>T</u> ask <u>V</u> iew <u>H</u> elp							
	Print Screen Print Report Ctrl+P							
	Retrieve Ctrl+R	Missed						
	Inquiry Eilter Ctrl+F		Selected:					
	Print Labels Ctrl+L		E · 🗐 OC Irvine Area					
	Collections Resolution Ctrl+N	Move						
	Container Inquiry Ctrl+I	Move						
	Cancel Orders F12							
	Specimen Login							
	Order Result Viewer Ctrl+O							
	Suspend	1 minute ago	<u>F</u> ilter Inquin	by Location : From 9/18/20	017 7:21 AM to 9/	18/2017 12	2:21 PM	
	Exit Conec	cuon Dt/Tm Patient	≜ MR	N Order	C Status	Coll Prio	Accession	List Nbr/Dt
		2017 12:00 PM		HHGL	Dispatch			116 9/18/2017 10:15 AM
	OCI MC 3MS1 MSRG 0303 A 9/18/2	2017 12:00 PM		Lytes U H H GL	 Dispatch Dispatch 	TC		116 9/18/2017 10:15 AM
	OCI MC 3MS2 MSRG 0336 A 9/18/2	2017 9:00 AM 2017 8:45 AM		H H GL RspPnl PCR	 Dispatch Dispatch 	RT	2-17-261-004858 2-17-261-011102	096 9/18/2017 7:15 AM (None)
	OCI MC 3MS2 MSRG 0338 A 9/18/2	2017 12:00 PM 2017 12:15 PM		H H GL Lytes GL	 Dispatch Dispatch 	TC	2-17-261-015399	133 9/18/2017 10:15 AM 133 9/18/2017 10:15 AM
	OCI MC 3MS2 MSRG 0345 A 9/18/2	2017 12:15 PM		Creat GL	😔 Dispatch	RT	2-17-261-015400	133 9/18/2017 10:15 AM
		2017 8:30 AM 2017 8:00 AM		Cdiff AgTx UA Micro	 Dispatch Dispatch 	RT	2-17-261-008766 2-17-261-006771	(None)
	OCI MC IFCC FCC 0353 A 9/18/2	2017 8:00 AM		UANoMicro	😔 Dispatch	ST	2-17-261-006771	(None)
		2017 8:00 AM 2017 9:15 AM		C Urine GTT 3 Hr 100g OB	Dispatch		2-17-261-006772 2-17-261-008898	(None) (None)
		2017 9:15 AM		CBC	Dispatch	ST	2-17-261-014425	
		2017 9:15 AM		Lytes GL	S Dispatch		2-17-261-014425	
		2017 9:15 AM 2017 8:46 AM		BUN GL HCG Qnt S	 Dispatch Dispatch 	ST	2-17-261-014425 2-17-261-011701	(None) (None)
	OCI MC IMED EMG A10 10 9/18/2	2017 9:15 AM		Creat GL	😔 Dispatch	ST	2-17-261-014425	(None)
		2017 9:15 AM 2017 9:21 AM		UANoMicro	 Dispatch Pending 		2-17-261-015047 (None)	(None) (None)
		2017 9:15 AM		CBCNoDiff	Dispatch	ST	2-17-261-013502	
5	Print applicab	le labels f	or specim	ens/orders	s to be	drav	wn.	
	Note: Collection	on labels fo	or patients	admitted	prior t	o K	PPI dov	vntime
	can be generate		-		-			
	-			-			-	•
	update orders.	However, o	collection	informati	on from	m K	PPI Wil	l not
	transmit to Cer	ner until sy	ystem is re	stored.				
6	Assign and giv				ecime	n co	llection	
0	Assign and giv		pinebotoi	inst for sp	cenne		neetion	
7	Phlebotomist p	ositively ic	dentifies tl	ne patient	by usi	ng 2	2 unique	e
	identifiers.	•		1	•	Ũ		
0		action data	/time and	NILIID on	labal			
8	Document colle					11 .	• • • •	
9	Lab staff opens	s Specimer	n Log in a	nd enters	the co	llect	tion into	ormation
	in Cerner.							
10	Process and distribute specimens to the testing department.							
11	CLS performs				<u> </u>			
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Controlled Documents	The following controlled documents support this policy.			
	Procedure			
	Computer Systems Validation Post Downtime			
	Form			
	Computer Systems Validation Post Downtime Log			
	Computer System Problem Logsheet			

Author)s)

Ruby Co, CLS

Reviewed and approved by (for Medical Center Area Approval Only):

SIGNATURE	DATE
Name: <u>Mary Lou Beaumont</u>	
Operations Director, Area Laboratory	
Name: Dr. Jana Pindur	
CLIA Laboratory Director	

HISTORY PAGE

Type of Change: New Major, Minor	Description of Change(s)	Name of Responsible Person/Date	Operations Director, Area Laboratory Review/Date	CLIA Laboratory Director Review/Date	Date Change Implemented
New		Ruby Co 9/18/17			