

## Accessing LabNet

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**Introduction** This procedure provides instructions for how access Labnet. Labnet is the intranet based, regulatory required test menu for the SCPMG Laboratory System. All tests performed at any SCPMG Laboratory is listed in LabNet as well as tests performed at approved reference laboratories such as Quest Diagnostics, ARUP and Mayo Medical Laboratory.

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**Scope** This procedure is intended for anyone needing to use LabNet as a resource for SCPMG Laboratory test information.

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**Safety or Special Safety Precautions** Refer to the safety manual for general safety requirements.

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**Procedure** Follow the steps below to access LabNet

<b>Title</b>					
<b>Step</b>	<b>Action</b>				
1	Click on Internet Explorer on your desktop or in the bottom bar.				
2	<table border="1"><thead><tr><th><b>If...</b></th><th><b>Then...</b></th></tr></thead><tbody><tr><td>your home page is “Inside KP – Southern California”</td><td><ul style="list-style-type: none"><li>• click on Quick Links</li><li>• choose LabNet</li></ul></td></tr></tbody></table>	<b>If...</b>	<b>Then...</b>	your home page is “Inside KP – Southern California”	<ul style="list-style-type: none"><li>• click on Quick Links</li><li>• choose LabNet</li></ul>
<b>If...</b>	<b>Then...</b>				
your home page is “Inside KP – Southern California”	<ul style="list-style-type: none"><li>• click on Quick Links</li><li>• choose LabNet</li></ul>				

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## Accessing LabNet, Continued

your home page is “Antelope Valley Voices Online”	<ul style="list-style-type: none"> <li>• click on “Inside KP – Southern California</li> <li>• click on Quick Links</li> <li>• choose LabNet</li> </ul>
your home page is “Baldwin Park Medical Center”	<ul style="list-style-type: none"> <li>• click on Quick Links</li> <li>• click on “L”</li> <li>• choose LabNet</li> </ul>
your home page is “Downey Gateway”	<ul style="list-style-type: none"> <li>• click on “Tools and Links”</li> <li>• click on “L”</li> <li>• choose LabNet</li> </ul>
your home page is “Fontana/Ontario efocus”	<ul style="list-style-type: none"> <li>• choose LabNet</li> </ul>
your home page is “Kern County The Vine online”	<ul style="list-style-type: none"> <li>• click on “Inside KP”</li> <li>• click on “Quick Linls”</li> <li>• choose LabNet</li> </ul>
your home page is “Los Angeles Inside LAMC”	<ul style="list-style-type: none"> <li>• click on “Quick Links”</li> <li>• choose LabNet</li> </ul>
your home page is “Orange County”	<ul style="list-style-type: none"> <li>• click on “Directory”</li> <li>• click on “Clinical Resources”</li> <li>• click on “Physician References”</li> <li>• click on “SCPMG LabNET”</li> </ul>
Your home page is “Panorama City Voices”	<ul style="list-style-type: none"> <li>• click “Inside KPScal”</li> <li>• click on “Quick Links”</li> <li>• choose LabNet</li> </ul>
your home page is “Riverside”	<ul style="list-style-type: none"> <li>• click on “KP Links”</li> <li>• choose LabNet</li> </ul>
your home page is “San Diego”	<ul style="list-style-type: none"> <li>• click on “Quick Links”</li> <li>• choose LabNet</li> </ul>
your home page is “South Bay”	<ul style="list-style-type: none"> <li>• click on “Useful Links”</li> <li>• choose LabNet [specimen collection manual]</li> </ul>
your home page is “WESTLA Connection”	<ul style="list-style-type: none"> <li>• click on “Quick Links”</li> <li>• choose LabNet</li> </ul>
Your home page is “Woodland Hills/Ventura Voices”	<ul style="list-style-type: none"> <li>• click on “Quick Links”</li> <li>• scroll to “L”</li> <li>• choose LabNet</li> </ul>

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## Accessing LabNet, Continued

**Non-Controlled Documents** The following non-controlled documents support this procedure.

- Web pages from each Medical Center Location
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## Accessing LabNet, Continued

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

SIGNATURE	DATE
Name: _____ <b>Operations Director, Area Laboratory</b>	
Name: _____ <b>CLIA Laboratory Director</b>	

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### Accessing LabNet, Continued

## HISTORY PAGE

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Type of Change: New Major, Minor	Description of Change(s)	Quality Systems Leader/Date	Operations Director, Area Laboratory Review/Date	CLIA Laboratory Director Review/Date	Date Change Implemented

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## Signature Manifest

**Document Number:** SCPMG-PPP-0162

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All dates and times are in Pacific Standard Time.

### Accessing LabNet

#### Initial Approval

Name/Signature	Title	Date	Meaning/Reason
Janice Wolf (K119893)	Operations Director	16 Aug 2017, 09:09:52 AM	Approved

#### Final Approval

Name/Signature	Title	Date	Meaning/Reason
David Quam (P092597)	Rgnl Mg Admn-Pmg Executive	16 Aug 2017, 10:04:53 AM	Approved

#### Set Effective Date

Name/Signature	Title	Date	Meaning/Reason
Matthew Jones (F754627)	Systems Consultant		
Laura Perry (S533438)	Admin Spec II	17 Aug 2017, 04:13:28 PM	Approved