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| **Unlocking Patient From Mobile Device** |
| **Purpose** | This document provides instructions for UNLOCKING PATIENT FROM MOBILE DEVICE. When collection data is downloaded from Sunquest Laboratory to the Collection Manager or Clinical Collect software, Sunquest locks prevent duplicate patient data from downloading to the Collection software on more than one device. These locks also prevent patient data from being modified in certain functions of the Sunquest Laboratory system. These locks are automatically released when patient data is uploaded back to Sunquest. You can use function CCLCK to release locks on patients, determine which patients are locked on a device, and determine which user has patients locked on a device. |
| **Policy****Statements** | * These procedures are for both technical and supervisory staff using Collection Manager. Unlocking patients from a device is performed when all parties (the person with the patient locked intending to draw the patient, the person requesting that the patient be unlocked so they can draw the patient and the person or supervisor unlocking the patient) are informed of the change to prevent duplicate patient specimen collections.
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| **Procedure** | Follow the activities in the table below for UNLOCKING UNLOCKING PATIENT FROM MOBILE DEVICE: |
|  | **Step** | **Action** |
|  | 1 | In SmartTermFunction: **CCLCK**- UNLOCK AN ENTRY FROM A MOBILE DEVICE |
|  | 2 | A list of devices will appear. The information displayed will include:SELECT A DEVICE # Device Name Patients1 LAB-MP-LT16412 KIDSNET.CHILDRENSHC.ORG,CE001314 12 TRN-MP-83338 KIDSNET.CHILDRENSHC.ORG,CE080736 1 Enter Device :Select the number at the far left of the screen and enter it at the device prompt.  |
| 4 | A list of patients locked on the device you entered will appear.DEVICE: TRN-MP-83338 USER: KIDSNET.CHILDRENSHC.ORG,**CE080736** # Name HID/Location/Room Patient# Lock Time1 ZZZTEST,SU TRAINING7 MIN/L6/6130-01 4690013 07\13\17 11:57 AM2 ZZZTEST,SU TRAINING8 MIN/L6/6131-01 4690014 07\13\17 11:52 AM Enter #,'A' for All, <CR> to exit :**You must confirm with the caller the CE###### and the MRN of the patient to be unlocked****To unlock a selected patient(s),** type the number (from the far left side of the screen, not the medical record number). Press Enter.**To unlock all patients from a device**, type <A> and press Enter |
|  | 5 | A prompt will appear asking you to confirm your selection. To confirm, type Y; to reject, type N. |
| **References** | Sunquest Version Manual |
| **Training Plan/****Competency** **Assessment** | Procedure review LIS Competency |
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| **Historical Record** | **Version** | **Written/Revised by:** | **Effective Date:** | **Summary of Revisions** |
| 1 | Roxann Gulke | 2/20/2008 | Initial Version |
| 2 | Roxann Gulke | 05/01/2013 | Onlline Version |
| 3 | Roxann Gulke | 7/13/2017 | CMCLK to CCLCK – all other instructions are the same. |
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