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| **Sample Loading on the IH-500** |
| **Purpose** | This procedure provides instructions to ensure that all samples to be tested on the IH-500 are loaded properly and identified. |
| **Policy Statements** | * Use only sample tubes and barcode types that have been set by a service engineer.
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| **Procedure** |  |
|  | **Step** | Action |
|  | 1 | Remove the cap from the sample tube(s). Place the sample tube(s) into the correctly designated rack for the sample type so that the barcode label is visible through the slot in the rack facing to the left of the rack1. Rack with green circle- routine priority
2. Rack with red circle and S- STAT priority
3. Barcode labels must be attached to the sample tubes no higher than 15 mm from the top and no lower than 10 mm to the bottom of the tube.
4. The barcodes should be placed on the tubes so that the lines are horizontal
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|  | 2 | Hold the Sample Rack firmly by the handle |
|  | 3 | Sample racks can be loaded into any open position 1 to 5.1. A green light over the slot indicates it is available.
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|  | 4 | Slide the rack in until it stops. |
|  | 5 | If the sample barcode cannot be read or if there is no barcode, the sample/reagent area in the IH-500 software will turn red.1. Click on the affected rack displayed in red.
2. Click on the barcode icon displayed on the affected sample.
3. Select “Remove Rack”
4. Take care to note the lane location and rack location i.e. R3-06 displayed on the screen matches the actual location of the sample. Enter the barcode from the keyboard or use the handheld scanner. Enter the barcode a second time.
5. Select “Validate”
6. The manually entered sample will display a pencil icon next to its sample ID.
7. If any sample positions were switched, a warning screen will be displayed when the rack is loaded back on to the instrument. It will be necessary to repeat the sample loading process.
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| **References** | 1. IH-500 User Manual NA V1.-07/2017, Chapter 3, Sections 3.4-3.5
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| **Approval****Workflow** | Transfusion Service/Lab Director |
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| **Historical Record** | **Version** | **Written/Revised by:** | **Effective Date:** | **Summary of Revisions** |
| 1 | S. Cassidy | 02/17/2023 | Initial Version |