Beaumont HEALTH

Beaumont Laboratory
Royal Oak

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Related Documents: NA

COAGULATION COMPUTER DOWNTIME PROCEDURE

RC.HM.CG.PR.006.r05

I.   Objective

The downtime procedure for the Coagulation department is used when the LIS is not operational.

II.   Procedure

A. PROCESSING

1. Pull out the alphabetic file folder and downtime labels located in the cabinet below BCS instrument.
2. Use the preprinted downtime barcode labels kept in the coagulation department. Each downtime order number has four labels with B6 extension. On each label, write the patient's MRN, full name, and the test(s) ordered. Place one label on the specimen. Place all remaining DT labels on the remaining copies of the requisition form.
3. For samples received with barcode labels and requisition slip, write the order number on the requisition slip, so that the carbon copies show this number.

NOTE: All copies of the requisition should have patient label and or a downtime label. The barcode labels must have the test and collection time on it, which is important for recovery.

B. At both IL ACL TOP FAMILY

1. Set all instruments to print out all results if not already set to do so:
   a. From IL ACL TOP Main Menu select *Setup*
   b. Select *Reports*.
   c. Configuration
   d. A Popup message will appear choose *Autoprint Setup*
   e. Enable auto print
   f. Check the box for patients only

C. Analysis IL ACL TOP

Sample ID number (barcoded sample) read by barcode reader/ No automatic inquiry of tests (no host connection or the host is down)

1. Load the sample rack and order the test manually.
2. Staple the tests printouts to the requisition slip lab copy for each patient.
3. Write the results on the requisition slip for each patient so that the results will show on all copies.

4. Update the normal ranges on the requisition. Refer to the preprinted normal values.
5. Send the top copy of the requisition slip to chart, 2nd copy to the Doctor, the Instrument printout is stapled to the 3rd copy which is the lab copy. The Lab copies are filed in alphabetical order in the downtime crate until recovery.
6. Call all critical results (Outpatients, Inpatients, and EC patients).

III. Recovery
    A. When the LIS comes back up, Order/Print/Collect/Receive each patient (from requisition slip) using the barcode numbers you assigned.
    B. Start a batch in the LIS.
    C. Results may be transmitted from the instrument into the LIS.
       1. **From the IL ACL TOP:**
          a. Find the particular IL ACL TOP the specimen was run on.
          b. From the Main Menu, select *sample list and check the order # for each patient*.
          c. Repeat steps 1-2 for all specimens to be retransmitted.
          d. Select Validate
          e. Samples will be retransmitted into the LIS.

    NOTE: Results meeting the autoverification criteria will autoverify. Others may need tech intervention.

    D. Completed results should be placed in a box labeled DONE. After everything is believed to be completed, check an Incomplete Worklist to ensure that all requested tests have been completed. Place the Incomplete Worklist in the DONE box. This box will be sent to storage and disposed of after two years.
    E. Return the IL ACL TOP's to their original printing configuration.
    From IL ACL TOP Main Menu select *Setup*
      1. Select *Report*.
      2. Configuration
      3. A Popup message will appear to choose autoprint setup
      4. Disable auto print

IV. Authorized Reviewers
    Medical Director, Coagulation

COAGULATION COMPUTER DOWNTIME PROCEDURE

Document Control
Location of Master: Coagulation Procedure Manual
Master electronic file stored on the Beaumont Laboratory server:
S:\HEMACOAG\Document Control\Coagulation\ Procedure\Master Documents\
Computer Downtime.doc
Number of Controlled Copies posted for educational purposes: 1
Number of circulating Controlled Copies: 0
Location of circulating Controlled Copies: NA

Document History

Signature	Date	Revision #		Related Documents Reviewed/ Updated
Prepared by: Jon B. Goller, MT(ASCP)	11/2001			
Approved by: Joan C. Mattson, MD	11/28/2001			
Reviewed by: (Signature)	**Date**	**Revision #**	**Modification**	**Related Documents Reviewed/ Updated**
Joan C. Mattson, MD	11/28/2001		New	
Joan C. Mattson, MD	09/04/2002		Added instructions for printing results from CA1500, pgs. 1,3,4 for use when HDS computer down.	
Noelle Procopio, MT(ASCP)SH	12/29/2003		No change.	
Joan C. Mattson, MD	01/02/2004		No change.	
Noelle Procopio, MT(ASCP)SH	01/04/2005		No change.	
Joan C. Mattson, MD	02/08/2005	00	Standardized procedure format.	
Noelle Procopio, MT(ASCP)SH	05/09/2006		No change.	
Marc Smith, MD	05/09/2007		No change.	
Marc Smith, MD	11/01/2007	01	Pg. 3,4,5 changed HDS to LIS.	
Marc Smith, MD	12/11/2008	02	Updated for new instrumentation.	
Marc Smith, MD	08/18/2009		No Change	
Marc Smith, MD	04/04/2010		No Change	
Marc Smith, MD	05/23/2011		RC.HM added to SOP#; new format	
Marc Smith, MD	11/07/2013		Update logo only.	NA
Marc Smith, MD	05/06/2014	03	Pg.1Downtime section 1c, added under HC heading to uncheck all the blocks .Pg2 Recovery section 5c, added under HC heading to check all blocks.	NA

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Marc Smith, MD	07/13/2016	**04**	Pg 1, changed accession to order #, and ID to MRN; added Notes.	NA
Elizabeth Sykes, MD	02/22/2018			
Peter Millward, MD	3/13/2019			
Marc Smith, MD	4/10/2019	05	New Instrumentation	