

Methodist Health Service Corporation & UnityPoint Health Methodist  Laboratory  URINALYSIS	Page # 1 of 2	Section: Urinalysis	Policy #: 07
	Approved by:  See signature block at end of document		Date: 1/20/17
	Date Written: 9-17-02      Date Revised:9/16/14, 1/20/10, 11/14/11, 4/4/12, 1/20/17		
	Date Reviewed: 6/28/12, 12/3/13,		
	Policy/ <b>Revision</b> Submitted by: Kim Paige		
	JCAHO Standard: NA		
POLICY GUIDELINE ON: <b>URINALYSIS COMPUTER IS DOWN</b>			

**I. POLICY**

Handling of urinalysis when computer system is down.

**II. PURPOSE AND STANDARD:**

When either the Laboratory computer system is down for scheduled maintenance, upgrades or unexpected failures, it is necessary that a system be in place to properly identify specimens and the results generated from those specimens.

**III. POLICY SCOPE**

The scope of this policy is Laboratory Technical Staff.

**IV. PROCEDURE:**

At beginning of computer downtime collect **the UA downtime forms which are located in the located in the drawer next to the Clinitek analyzer.**

**AUWI DOWNTIME PROCEDURE**

- A. Label the specimen with the provided UA downtime accession numbers.
- B. Run the specimen on the analyzer.
- C. Once testing is completed print a consolidated report (Both ATLAS and UF-1000i).
  - a.) Open WAM.
  - b.) Select Query Order.
  - c.) Fill in selection criteria (ie-Sample ID, patient name etc.).
  - d.) Click “all orders”.
  - e.) Click “all”.
  - f.) The results will come up as a list. Put a check mark in the small box on the left for the reports you want to print.
  - g.) Choose “print results of selection”.
- D. Write the patient name, date and location on the fax urinalysis facsimile Lab report form.**
- E. Fax the urinalysis Facsimile Lab Report for the computer downtime sheet to the appropriate location. Staple the consolidated report from the AUWi to the Facsimile Report and put the report in the computer downtime folder until the results can be recorded into the LIS.
- F. Place mail-ins/reference lab forms in MI bin and all inpatients and outpatients forms in IP bin.
- G. When computer comes back up, test requests will be ordered in LIS (processing will notify when all tests have been ordered.)
- H. Enter results into the LIS.
- I. Check all data for correctness prior to verification of results.

**CLINITEK DOWNTIME PROCEDURE**

- A. Number Urinalysis Facsimile Laboratory Report form with Clinitek Analyzer number.
- B. Write patient name, date and location on report form.**
- C. Perform macroscopic portion of UA and tape Clinitek printout to form.
- D. Perform microscopic portion of UA and record on form.
- E. Fax the urinalysis Facsimile Lab Report for the computer downtime sheet to the appropriate location and put the report in the computer downtime folder until the results can be recorded into the LIS.
- F. Place mail-ins/reference lab forms in MI bin and all inpatients and outpatients forms in IP bin.
- G. When computer comes back up, test requests will be ordered in LIS (processing will notify when all tests have been ordered.)
- H. Transmit data from Clinitek to the LIS computer system by [Menu] [Memory] [All patients results] [return].
- I. Enter microscopic results into computer LIS.
- J. Check all data for correctness prior to verification of results.

**IV. MAINTENANCE AND STORAGE**

- A. All policies and procedures are reviewed every two years, (except for Safety procedures which are yearly) by Laboratory Administration and or the Medical Director of the Laboratory or designee when there are changes in practice standards, or requirements.
- B. All policies and procedures are reviewed every two years (except for Safety procedures which are yearly) by staff or at the time new or revised ones are put in effect.
- C. All policies are retained 8 years after being discontinued or revised.
- D. All procedures are retained 2 years after being discontinued or revised

Change of Medical Director: Katherine A. Kasper MD

Date: 12/3/13

<b>REVISION HISTORY (began tracking 2011)</b>			
<b>Rev</b>	<b>Description of Change</b>	<b>Author</b>	<b>Effective Date</b>
1	Result entry procedure changed to reflect new LIS	N. Rutledge	11/14/11
2	New medical director	N. Rutledge	1/26/12
3	Added downtime supply folder under Procedure III. Inserted faxing instructions for results under letter D in procedure. Changes to the following letters F, G, H, I and J.	K. Turpin	6/28/12
4	Updated system name, formatting changes, added policy scope, added signature block. New medical director review	T. Lanan/K. Kasper	12/3/13
5	Added Auwi Downtime to procedure	K. Turpin	9/12/14
6	Changed the location of UA downtime forms	Kim Paige	7/7/16

Reviewed by

Lead	Date	Coordinator/ Manager	Date	Medical Director	Date
				<i>Katherine A. Kasper MD</i>	12/3/13
		<i>Kathy L. Turpin</i>	9/12/14	<i>Katherine A. Kasper MD</i>	9/16/14
K. Paige	7/7/16	<i>Jane Benbreck</i>	1/20/17	<i>Katherine A. Kasper MD</i>	1/20/17