

Methodist Health Services Corporation & UnityPoint Health Methodist Laboratory CELL PROCESSING	Page # 1 of 3	Section: UPM CP	Policy # CP.002.005
	Approved by: see signature block at end of policy		Date created: 6/11/99
	Date Revised: 3/10/04, 4/09/08, 2/23/11, 7/11/16, 4/19/17		
	Date Reviewed: 4/11/14		
	Policy/Revision Submitted by: Debra Rinne, CLS		
	JCAHO Standard: NA		
POLICY GUIDELINE ON: Sunquest Screens Used in Cell Processing Laboratory			

I.POLICY:

Personnel working in the Cell Processing Laboratory are responsible for knowing how to use Sunquest functions to ensure accuracy in ordering and reporting results.

II. PURPOSE:

Sunquest screens needed for ordering and reporting results are - order entry and result entry under LAB.

III. GENERAL INFORMATION:

Chart print verification is performed annually, unless additions or deletions occur, in which case chart prints are checked for accuracy when the change is made.

IV. PROCEDURE:

- A. To sign onto Sunquest:
 1. At User ID, type in V and your UPH employee number.
 2. At Password, type in your chosen password.
 3. At Lab Location: type in VRT.

- B. To order blood and fungal culture (VCFUNB):
 1. In ORDER ENTRY screen at value: enter patient Medical Record Number
 2. Choose patient encounter.
 3. Under order code, enter VCFUNB and under modifier - ;Post Processing HPC
 4. Choose Assign Acc, SAVE.
 5. On next screen, choose route. Labels should print to label specimen for Microbiology.

- C. To enter HPC worksheet results:
 1. Go to RESULT ENTRY.
 2. Enter patient's medical record number or CID.
 3. At resulting mode, choose manual.
 4. Click drop down arrow at configuration.
 5. Choose VMBBH, then modify and select patients that do not apply.
 6. Click down to:

HPMETH	(Processing Method)	Enter : Spectra
TWTKG	(Patient Weight)	
SCNUM	(HPC Number)	
HVOL	(Harvested Volume)	Values from here thru Line 21.
HWBC	(Harvested N.C. Count)	
HTOT	(Harvested Total N. C.)	
HSEGS	(Harvested Segs)	

HIMNEU (Harvested Immature Neutrophils)
 HLYMP (Harvested Lymphs)
 HMONO (Harvested Monos)
 HEOS (Harvested EOS)
 HBASO (Harvested Basos)
 HNRBC (Harvested NRB)
 CRVOL (Cryopreserved Volume)
 CRWBC (Cryopreserved N.C.)
 HPCWBC (Cryopreserved Total N.C.)

FMVOL(Dimethyl Sulfoxide – Total amount Freezing media used)
 HBAGS (# of Bags Cryopreserved)
 H BAGML (Average ML per Bag Cryopreserved)
 HCTBAG (Average Count per Bag Cryopreserved)
 H MONCT (cryopreserved Mononuclear Cell count)

D. When all results entered, choose SAVE. On “verify release destination “screen, choose ACCEPT.

V. Distribution

A hard copy of this procedure is located in the Cell Processing manual at the Cell Processing bench

MEDICAL DIRECTOR		
DATE	NAME	SIGNATURE
March 4, 2017	Elizabeth A. Bauer-Marsh, M.D.	<i>Elizabeth A. Bauer-Marsh, M.D.</i>
SECTION MEDICAL DIRECTOR		
July 11, 2016	Julia Adams, M.D.	<i>Julia Adams, M.D.</i>

REVISION HISTORY (began tracking 2011)			
Rev	Description of Change	Author	Effective Date
1	Removed information from old LIS system and updated to current system	D. Rinne	2/23/16
2	Updated order/result entry screens to reflect new LIS	D. Rinne	1/31/2017

Reviewed by

Lead	Date	Coordinator/ Manager	Date	Medical Director	Date
				<i>Dmcbrogh MD</i>	6/12
		<i>Kathy L. Turpin</i>	4/11/14	<i>Dmcbrogh MD</i>	4/11/14
D. Rinne	2/23/16	<i>Kathy L. Turpin</i>	6/28/16	<i>James Adams, M.D.</i>	7/11/16

Reviewed by

Lead	Date	Coordinator/Manager	Date	Medical Director	Date
				<i>Dmcbrogh MD</i>	6/12
		<i>Kathy L. Turpin</i>	4/11/14	<i>Dmcbrogh MD</i>	4/11/14
D. Rinne	2/23/16	<i>Kathy L. Turpin</i>	6/28/16	<i>James Adams, M.D.</i>	7/11/16
D. Rinne	1/22/17	<i>Jane Bemberek</i>	2/3/17	<i>James Adams, M.D.</i>	4/19/17