PRINTERS - TURNING ON UNIT/FLOOR PRINTERS WHEN RESULTS ARE NOT CROSSING INTO EPIC

When lab received a call that the lab results are not crossing into EPIC, regardless of the problem, the result printers for the units/floors must be turned on. In doing so, the lab results will print automatically on the units/floors as soon as they are completed.

Steps to turn on the printers for the units/floors.

1) Log into **Roll n Scroll**
2) **Type SRF** (Special Report Function) **[enter].**
3) You will be asked if you want to 1) activate or 2) deactivate a device.
4) **Type 1 Activate** Label/**Send Results [enter]**
5) **Device:** Type the device (printer) number you want to activate **[enter].**
   The device numbers are at the bottom (in #8)…for example, ED is printer 5823.
6) "Please confirm activation of Device # 5823. **Type Y   [enter]**   (If you just press enter, the N is the default, and nothing will happen.)
7) When you confirm this, you will be presented with the DEVICE prompt again, and you can continue to activate the other printers on the units/floors.
8) 5818   8N/OB
   5819   7N/ICU
   5820   CCU
   5821   6N
   5822   4N
   5823   ED
   5840   URGENT CARE former location 5824

SPECIAL REPORT FUNCTIONS

SELECT OPTION

1. **Activate Label/Send Result Device**
2. **Deactivate Label/Send Result Device**

ACTIVATE LABEL/WORKCARD/SEND RESULT/BILLING DEVICE

DEVICE: 5823-ED PRINTER

Device 5823 is currently NOT ACTIVE.

Please confirm ACTIVATION of device 5823 (Y/<N>): Y

Device: (type next printer number from #8)

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9) When the issue is resolved, you must deactivate the printers so that paper reports will stop.

POLICY CREATION :		Date
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Medical Director:	Kathryn Kramer, MD	11/09/2018

MEDICAL DIRECTOR		
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Reviewed by:

Lead	Date	Coordinator/ Manager	Date	Medical Director	Date

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