Cerner Chemistry Downtime Strategy

1. Turn on “Auto Print” on the Roche Analyzer (must be signed in as ADM and in standby mode)
	1. Go to “Utility”
	2. Select “System” tab
	3. Press “Page” button at bottom until you reach Page 4/4
	4. Press “Auto Print” in lower left hand corner
	5. Select “Emergency Sample”
	6. Press OK
	7. Load all specimens in red racks; results will automatically print out in report format

\*\*\* You may choose to not turn “Auto Print” on but then will have to manually print all results out; if manually printing, select “Report” for Print Format

1. Testing will be done based on orders placed thru downtime forms.
2. Specimens will be given generic downtime labels.
3. Clerical staff will make note of each specimen by filling out Cerner Downtime Log.
4. All test requests will need to be manually entered on all instrumentation.
5. Manually order tests on Roche analyzer
	1. Order as “Barcode Read Error” and hide the label so the analyzer does not read them
	2. Order in following format: 0121350012345
6. Once the tests are completed, print out results. Call all critical results; note time of call and name of RN on print out.
7. CLS MUST SIGN AND DATE ALL PRINTOUTS.
8. Write last name and first name of patient on printout along with a medical record number and room number.
9. Place the result print outs in a “to be faxed” bucket. Place the tubes in a Cerner tube rack or down time rack.
10. Once faxed, the print outs are to be placed in an alphabetical file.
11. For bench tests such as fFN, Ketones, Urine HCG, Mono, HIV, Ionized Calcium, and Osmo, fill out downtime chemistry sheet and fax.
12. When Cerner comes up, clerical staff will order tests in Department Order Entry and assign each specimen the correct accession number.
13. Once all tests have been ordered, hit “Send to Host” on Roche analyzer for each accession number that was run during downtime.
	1. From System Overview screen, click on Workplace
	2. Click on the accession number
	3. Click “Send to Host”
	4. Click “Send” and then “OK”
	5. Results will automatically cross over to Accession Result Entry.
	6. Verify results in ARE.
14. Hand enter the results for bench tests.
15. When completed, save all result forms in “completed” bucket to be stored for 2 weeks on supervisor’s desk.

Written By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_