PURPOSE:

The purpose of this procedure is to inform the user on how to image a requisition into a digital format that is matched to individual accession numbers.

SCOPE:

Processing Department

RESPONSIBILITY:

The Medical or Section Director is responsible for ensuring that the procedure is in compliance with CAP and CLIA regulations. The Director must review and approve this procedure at appropriate intervals. The Medical Director may delegate some of the responsibilities to other CLIA/CAP qualified personnel.

The Processing Supervisor/Manager will have the overall responsibility for implementing this procedure. The supervisor/manager is responsible for ensuring that the procedure is followed accurately and that competency documentation is appropriate.

All processors performing this procedure are required to have appropriate training and competency approved. They are responsible for reading, understanding and competently performing this procedure without deviation.

EQUIPMENT: Brother Image Center; Computer

SUPPLIES: N/A

PROCEDURE:

Requisition Imaging Procedure

1) Log in to Lablink

    a. Staff →Utilities →New Scanning Client

2) Type: Requisition

3) Use ADF: Yes

4) Show UI: No

5) Auto upload: Yes

6) "Scanning Proxy" should be on

    a. If not, then it will say "Scanning proxy not found, is it running?"

    b. Go to the desktop, click on "Scanning Proxy Folder".

        i. Click on the executable file within the folder, named "Scanning proxy folder".

  c. Leave these pop-up windows open.

  d. Go back to the scanning screen and hit F5 to refresh.

  e. There should be an IP address in the Scanning proxy window on the top right of the screen.

7) Place the reqs face down

  a. The sytem is built to auto-rotate, so it doesn't matter in which orientation they are scanned

8) Count the number of pages, keeping the number to about 20

9) Hit "Scan"

10) Check that:

  a. All images has an accession number

  b. All images have a green checkmark

  c. The correct number of pages have been scanned

11) If there is an image without an accession, click on the image

  a. This will open a window with the image

  b. Search for the accession number

  c. Once the accession can be read, click on the "+" sign

  d. Type in the accession and click "look up".

  e. Click "upload" to upload to that accession

12) Once everything has been uploaded correctly, press F5 to clear the batch.

  a. NOTE: DO NOT click F5 before verifying everything is correct.

  b. If unsure, rescan batch

13) Proceed to next batch.

Troubleshooting

1) Multifeed error: At times, the scanner will feed two or more reqs. This will jam the scanner. When this happens, there is a rectangular button by the feeder opening, push this button.

  a. The face of the scanner will open up. Remove the reqs from the feeding bay.

  b. There is a button that looks like a computer, push that and it will advance any addition paper that may be jammed.

    i. Some models may need the "X" button pushed.

     c.   Check the monitor to see which req was the last to be scanned. Rescan any req that does not scan correctly.

     d.   "Remove" will remove that scan from memory so that it may be rescanned.

        i.   Hitting the "+" will allow manual scanning of the accession.

        ii.   After entering the accession, hit the "TAB" key and then the "ENTER" key.

2)   Some reqs are just not compatible with these scanners. If the requisition will not scan, make a copy and imaged the copy.

REFERENCES: N/A

RELATED DOCUMENTS: N/A

APPENDIXES: N/A