

 <b>Processing SOP Manual</b>	<b>Title:</b> Scanner Maintenance	
	<b>SOP:</b> Processing Department	<b>Version: 1.0</b>
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**PURPOSE:**

The purpose of this SOP is to acknowledge the responsibility of the Processing Department to maintain the scanner used to image requisitions.

**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 Scanner

**SUPPLIES:** Alcohol Swab or wipe(disposable, single use)

**PROCEDURE:**

1. The Brother Scanners are managed under Information Technology (IT), but it is the responsibility of the processor assigned to the station to maintain proper care for the scanner on a daily basis.
2. In order to assure proper maintenance the processing staff member should use an alcohol swab to clean the head and roller of the scanner daily, or more often as needed.
3. It is very important to keep the scanner free of dirt and debris.
  - a. Staff should make sure the scanner is free of small pieces of paper, dust, and staples.
  - b. If the scanner jams, do not use any hard device such as tweezers to fix the jam. Hard devices can cause damage.
4. When necessary, IT should be notified of problems. This can be done through contacting [support@bbpl.com](mailto:support@bbpl.com) or creating a ticket in Lablink

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**REFERENCES: N/A**

**RELATED DOCUMENTS: N/A**

**APPENDIXES: N/A**