

Filing Microbiology Results in LIS

Department of Microbiology

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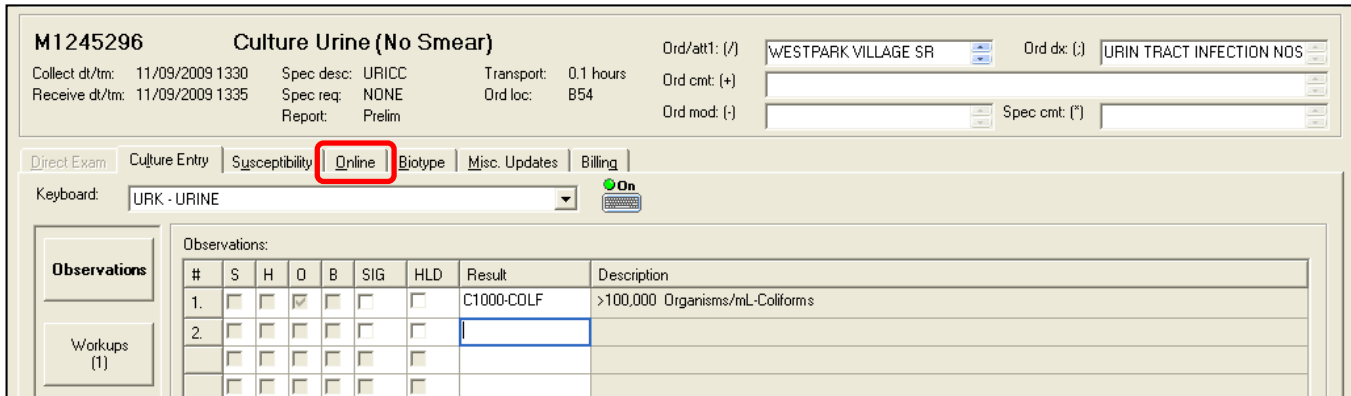
1.0 Purpose

This procedure provides guidelines to help standardize the acceptance of online data and filing results in the Laboratory Information System (LIS). The steps outlined in this procedure should be followed in order to help ensure the completeness and integrity of test results. Proper review of results before they are released is integral to providing quality results to guide patient care.

2.0 Procedure

2.1 Accessing Online Data

Information sent from interfaced, automated instruments is held in LIS until technical staff review and accept the information. When accessing a test in the Microbiology Results Entry function of LIS, data from the Phoenix/Epicenter system is available if the online data tab is bolded. You will also see a checkmark in the "O" column under observations. Make sure that the online data is appearing on the correct observation line. This is determined by the isolate number in Epicenter. You can view the online data by clicking on the Online tab or by typing "Alt O."



M1245296 Culture Urine (No Smear)

Collect dt/tm: 11/09/2009 1330 Spec desc: URICC Transport: 0.1 hours Ord/att1: (/) WESTPARK VILLAGE SR Ord dx: (:) URIN TRACT INFECTION NOS
 Receive dt/tm: 11/09/2009 1335 Spec req: NONE Ord loc: B54 Ord cmt: (+) Ord mod: (-) Report: Prelim Spec cmt: (*)

Direct Exam | Culture Entry | Susceptibility | **Online** | Biotype | Misc. Updates | Billing

Keyboard: URK - URINE On

Observations:	#	S	H	O	B	SIG	HLD	Result	Description
	1.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C1000-COLF	>100,000 Organisms/mL-Coliforms
	2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

2.2 Reviewing Online Data

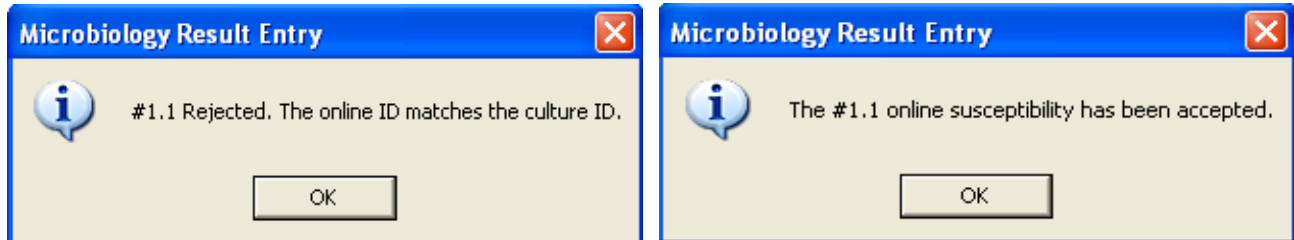
The online data will appear for each isolate tested. The data includes the isolate number, panel type used, and the ID and AST results sent from Epicenter (SEPIC).

Online Instrument Data Organism #1 - Escherichia coli	
#1.1 ID-GN133 (SEPIC) Escherichia coli	1.1 SUS-GN133 (SEPIC) SS AN(SS), AMC(SS), CZ(SS), FEP(SS), CAZ(SS), CRO(SS), CIP(SS), GM(SS), LVX(SS), FM(SS), TE(SS), TZP(SS), NN(SS), SXT(SS) R AMP(R)

If online data is missing for any isolates tested on the Phoenix instrument, check in Epicenter to see if there are any testing issues that need attention.

2.3 Accepting Online Data

At the bottom of the online data screen, there are two options. You can either **Accept All Online Data** or **Select Online Results to Accept**. If the ID in the online data matches the ID already entered in LIS you will see a pop-up message indicating that the ID was rejected. Click on the “OK” button. If the online data ID does not match the culture ID, the message will indicate that the online ID was accepted. The next pop-up message will indicate that the susceptibility results have been accepted. Click “OK.”



2.4 Verifying and Filing Results

After accepting online data, the information that was accepted **MUST** be reviewed. This can be done by clicking on the Susceptibility tab or by typing “Alt U.” Verify that all of the AST results are present. Scroll down if necessary to view all results.

Direct Exam | Culture Entry | **Susceptibility** | Online | Biotype | Misc. Updates | Billing

Keyboard: AASGS - SH: SUSCEPTIBILITY

S	H	O	B	Organism
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	>100,000 Organisms/mL Escherichia coli


Drug Code	Drug Name	Result	Interpretation
AN	Amikacin	SS HIDE	Susceptible <<Do Not Report>>
AMP	Ampicillin	R	Resistant
AMC	Amoxicillin/Clavulanate	SS	Susceptible
CZ	Cefazolin	SS	Susceptible
FEP	Cefepime	SS HIDE	Susceptible <<Do Not Report>>
CAZ	Ceftazidime	SS HIDE	Susceptible <<Do Not Report>>

After verifying the susceptibility information, return to the Culture Observations screen by clicking on the tab or by typing “Alt L.” You will notice that there is now a checkmark in the “S” column under observations. This indicates that the susceptibility results have been filed.

- ✓ Verify that all of the information in the culture observations is correct and complete.
- ✓ Delete preliminary comments and add any necessary canned comments.
- ✓ Double-check the comments listed under “Spec re:” to make sure any special testing requested by the client has been performed. If you cannot view all of the comments, click on the Misc. Updates tab.
- ✓ After the information has been verified, the culture can be finalized if there are no further work-ups in progress.

T1320354		Culture Urine (No Smear)		Ord/att1: (/)	KUEHN NP, KAREN
Collect dt/tm: 11/10/2009 0001	Spec desc: URICC	Transport: 13.2 hours	Ord cmt: (+)		
Receive dt/tm: 11/10/2009 1314	Spec req: NONE	Ord loc: P31	Ord mod: (-)		
	Report: Prelim				

Direct Exam	Culture Entry	Susceptibility	Online	Biotype	Misc. Updates	Billing
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Keyboard: URK - URINE 

Observations Workups (1)	Observations:								
	#	S	H	O	B	SIG	HLD	Result	Description
	1.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C1000-EC	>100,000 Organisms/mL-Escherichia coli
	2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

3.0 Quality Assurance

In order to ensure that results are filed accurately and completely, periodic reviews will be performed. Incomplete or inaccurate reports will be returned to the person that finalized the report. These must be signed, dated, and returned to the Microbiology supervisor.

4.0 Document Control History

Medical Director Approval: Reviewed by Dr. Schappert 03/10/2010

Microbiology Director Approval: Dr. Ann Robinson 01/27/2010

Microbiology Supervisor Reviews: Jerry Claridge 01/26/2010, 03/2011, 03/2013, Jason Ammons 05/2015