PROVIDENCE
Sacred Heart
Medical Center &
Children's Hospital

Work-up Documentation Procedure

Department of Microbiology

Effective date: 02/23/2010

Last Revision: 08/16/2011

Last reviewed: 05/2015

1.0 Purpose

Standardized documentation of testing performed serves to aid in providing quality patient care by:

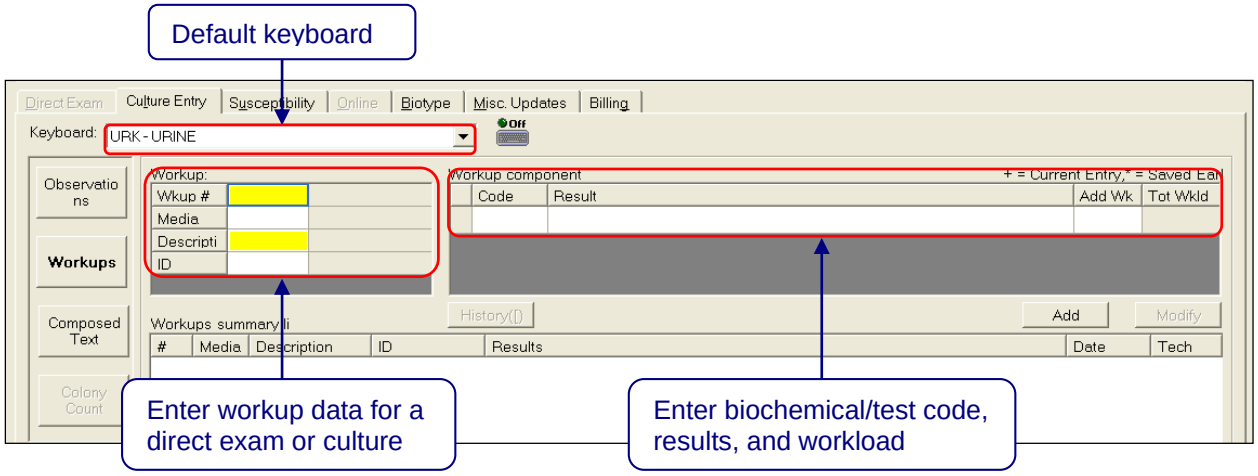
- Providing an official and secure record in the LIS of the tests performed to interpret tests and identify significant microorganisms.
- Facilitating communication between technical staff for follow-up testing on subsequent days.
- Helping to ensure effective use of resources by preventing confusion and repeat testing.
- Enabling Microbiology staff to communicate with clients that call with questions in a more effective and timely manner.

2.0 LIS Procedures

2.1 Entering Work-up Information in LIS

All testing performed on each isolate and comments about tests should be documented in the Workups section of the Microbiology Results Entry window.

1. Click the Direct Exam or Culture Entry tab
2. Click Workups. The Workups data entry grid will open.



3. Under Workup, enter the following data:
   - **Enter a Wkup #**
     Routine Benches
     Whole numbers are used to designate an isolate while decimal numbers are used to indicate successive days of testing. For example, workup 1 would denote isolate 1 on day 1. Workup 1.1, 1.2, 1.3, etc. would denote workups for isolate 1 on successive days.
     Blood Bench
     On Bloods, numbers 1 and 2 are used to indicate each positive bottle. Decimal numbers are added to indicate successive days of testing. If multiple isolates are recovered from a

blood bottle additional numbers can be used (3, 4, 5, etc.) to separate the workups of each isolate as long as the workup indicates which bottle the isolate came from.

- **Media**
  Press a key that represents the media code you want to enter.
- **Description**
  Press a key that represents the morphologic description of the isolate.
- **ID**
  Press a key that represents the ID you want to enter. Certain IDs will automatically populate a set of Workup components.

4. Under Workup components, enter the following data:
   - If a workup code appears in this box, move to the Result box to enter results.
   - In a blank workup code box, press a key that represents the workup you want to enter and then move to the Result box for result entry.
5. To delete a code, select the code, and then press the DELETE key.
6. Click Add to include the workup data in the Workups summary list.
7. To save the workup data, click Save.
8. Workups performed on the same isolate on subsequent days should be entered under the different workup number unless results for previous tests need to be entered (e.g., changing NIT: DONE to NIT: POS).

2.2 Viewing Workup Results in LIS

You can view previously filed workup results, such as the workup number, workup data, date the workup was filed, and the tech codes of the technologists who filed the results. Under Workups, previously entered workups will appear in the Workups summary list. If there is more data than can fit in the viewable area, hold the cursor over the data of interest and wait for the fly over pop-up to appear.

Example Day 1

Workups summary li History([])

#	Media	Description	ID	Results	Date	Tech
1	BAP	BETA	RST	CAT:POS,COAG:;?,SUB:BAP:CNA	01/26/2010	110691
2	MAC	LF	GNR	IND:NEG,OXID:NEG,PHNX:DONE,SUB:BAP:MAC	01/26/2010	110691
3	MAC	NLF	GNR	IND:NEG,APO4:NEG,OXID:NEG,PHNX:DONE,SUB:BAP:MAC	01/26/2010	110691

Example Day 2

Workups summary li History([])

#	Media	Description	ID	Results	Date	Tech
1	BAP	BETA	RST	CAT:POS,COAG:;?,SUB:BAP:CNA	01/26/2010	110691
1.1	BAP	BETA	RST	COAG:POS,PHNX:DONE	**01/27/2010**	110456
2	MAC	LF	GNR	IND:NEG,OXID:NEG,PHNX:DONE,SUB:BAP:MAC	01/26/2010	110691
3	MAC	NLF	GNR	IND:NEG,APO4:NEG,OXID:NEG,PHNX:DONE,SUB:BAP:MAC	01/26/2010	110691
3.1	MAC	NLF	GNR	NFID:DONE,OFGL:DONE,NIT:DONE,SUB:BAP	**01/27/2010**	110456

Example Day3

Workups summary li History([])

#	Media	Description	ID	Results	Date	Tech
1	BAP	BETA	RST	CAT:POS,COAG:;?,SUB:BAP:CNA	01/26/2010	110691
1.1	BAP	BETA	RST	COAG:POS,PHNX:DONE	**01/27/2010**	110456
2	MAC	LF	GNR	IND:NEG,OXID:NEG,PHNX:DONE,SUB:BAP:MAC	01/26/2010	110691
3	MAC	NLF	GNR	IND:NEG,APO4:NEG,OXID:NEG,PHNX:DONE,SUB:BAP:MAC	01/26/2010	110691
3.1	MAC	NLF	GNR	SUB:BAP,NFID:;123456,OFGL:YEL:GRN,NIT:POS	**01/28/2010**	110691

2.3 Internal Comments in LIS

All internal comments, notes regarding tests held for review or ongoing tests must be entered in the Workup section of either Direct Exam or Culture Entry. Internal comments should never be entered on the Observations sections. Comments should not be entered with a "Hold" or with <<Do Not Report>>. In order to communicate the status of an ongoing culture, append the Culture Entry Observations with "Results pending further incubation" [RPEN] followed by the current date. This will communicate the status of the culture to anyone accessing the test for pending logs or client inquiry.

3.0 Culture Labeling Procedures

3.1 Internal Numbering

Any cultures that have plates separated on day 1 and matched back up on day 2 should be labeled with a secondary internal number. This helps prevent errors related to the use of names or accession numbers when matching plates. This applies to anaerobic plates or Phoenix purity plates.

3.2 Labeling Subcultures and Tests

All subcultures and commercial tests should be labeled with the accession number and date. If multiple colony types are being tested, the description used in the LIS Workup should also be written on the corresponding plate or test.

4.0 References

Misys online Help

5.0 Document Control History

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

Microbiology Director Approval: Dr. Ann Robinson 02/23/2010

Microbiology Supervisor Reviews: Jerry Claridge 02/19/2010, 03/2011, 03/2013, Jason Ammons 05/2015

Revisions: 08/16/2011 Updated section for internal comments – must be entered in workup.