

# STANTON TERRITORIAL HEALTH AUTHORITY

## Yellowknife, Northwest Territories

<b>TITLE:</b> Printing User ID Barcode Labels for POCT	<b>Revision Date:</b> 22 Apr 2014	<b>Issue Date:</b> 22 Apr 2013
<b>Document Number:</b> POC20301	<b>Status:</b> <b>Approved</b>	
<b>Distribution:</b> Point of Care Testing Manual	<b>Page:</b> 1 of 3	
<b>Approved by:</b> C. Case, Manager of Diagnostic Services	<b>Signed by:</b> <i>Cheryl Case</i>	

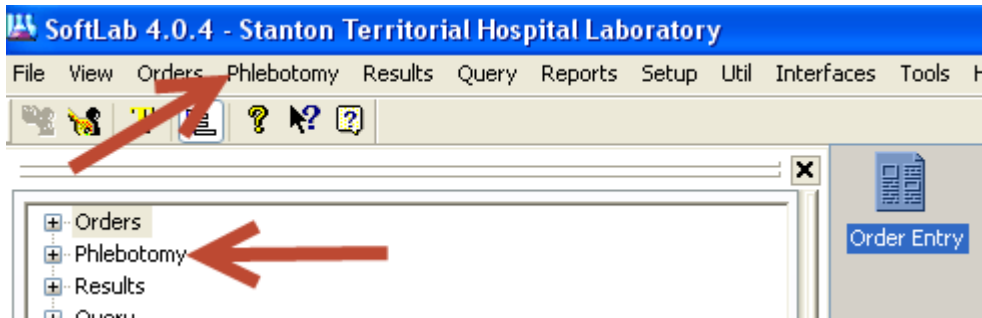
### PURPOSE:

In accordance with CAN/CSA-Z22870-07 standard for Point-of-care (POC) testing, user identification is utilized to restrict the use of POC testing instruments to only those individuals that have received the requisite training and competency assessment necessary to perform that POC test.

To facilitate the easy and accurate input of user identification into POC testing instruments, such as glucometers, the laboratory can print barcode labels using the Laboratory Information System.

### PROCEDURE INSTRUCTIONS:

Follow the steps in the table below to print User ID Barcodes:

Step	Action
1	Log in to SCC SoftLab
2	Click on "Phlebotomy" in the main screen. 
3	Click on "Label Printing".
4	A label printing box will open automatically, click "Cancel"
5	Click "Label Printing"
6	Select "Canned Messages" from the list.

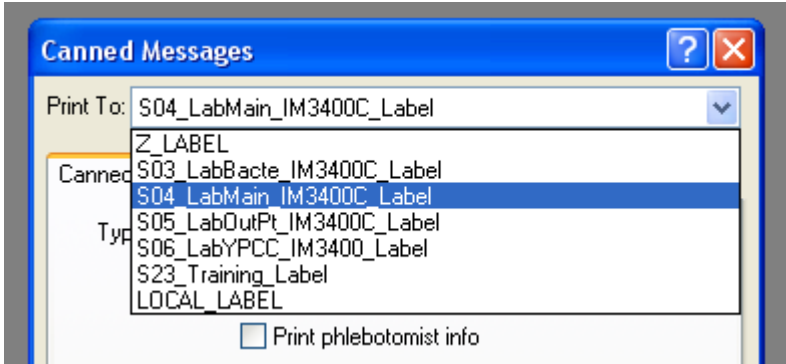
**NOTE:** This is a CONTROLLED document for internal use only. Any documents appearing in paper form are not controlled and should be checked against electronic version prior to use.

**FILENAME:**  
POC20301PrintingUserIDBarcodesPRO.docx

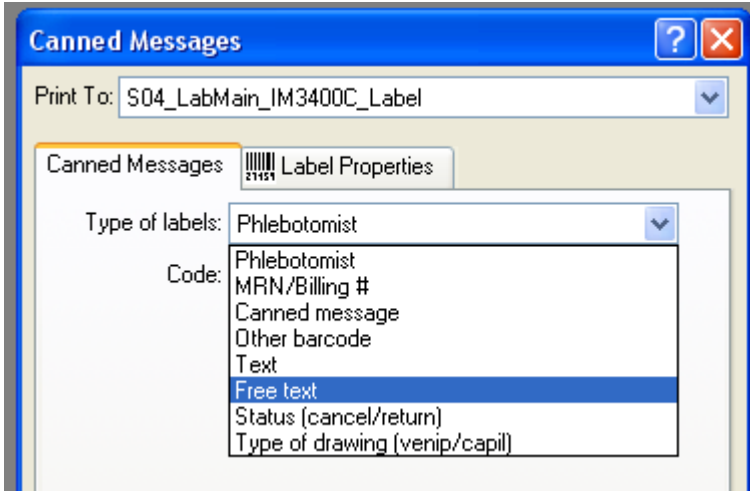
**PRINT DATE:** 4/19/2013 12:34 PM

<b>TITLE:</b> Printing User ID Barcode Labels for POCT	<b>Revision Date:</b> 22 Apr 2014	<b>Issue Date:</b> 22 Apr 2013
<b>Document Number: POC20301</b>	<b>Status: <span style="color: red;">Approved</span></b>	
<b>Distribution: Point of Care Testing Manual</b>	<b>Page: 2 of 3</b>	

7 Select the correct printer from the roll and scroll list.



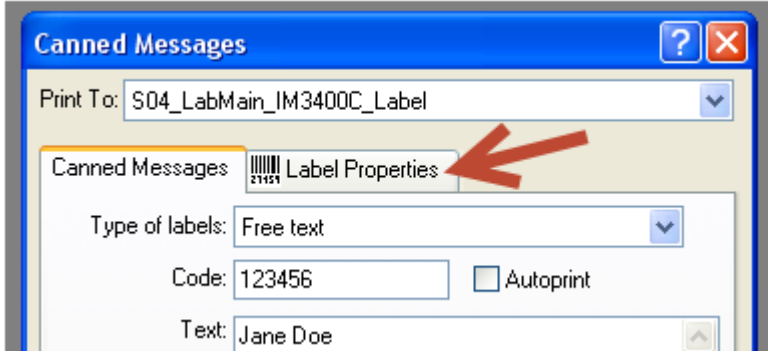
8 Select "Free Text"



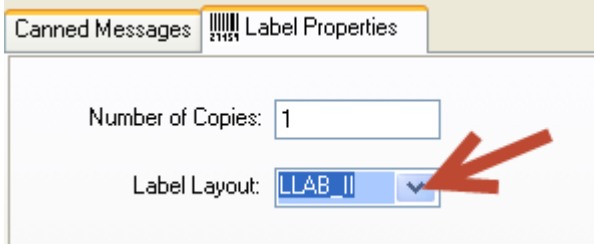
9 Type the employee ID number in the box marked "Code"

10 Type the name of the individual in the "Text Box"

11 Select the "Label Properties" tab



<b>TITLE:</b> Printing User ID Barcode Labels for POCT	<b>Revision Date:</b> 22 Apr 2014	<b>Issue Date:</b> 22 Apr 2013
<b>Document Number: POC20301</b>	<b>Status: <span style="color: red;">Approved</span></b>	
<b>Distribution: Point of Care Testing Manual</b>	<b>Page: 3 of 3</b>	

<b>12</b>	<p>Ensure that the label layout selected is LLAB_II</p> 
-----------	---

**REFERENCES:**

Canadian Standards Association (2007), CAN/CSA-Z22870-07 Point-of-care testing (POCT) — Requirements for quality and competence. Mississauga, ON: Canadian Standards Association

**REVISION HISTORY:**

REVISION	DATE	Description of Change	REQUESTED BY
1.0	03 Apr 13	Initial Release	JGD Bernier