

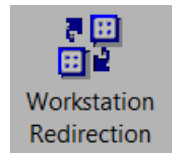


# SCC-LIS\_TIP OF THE WEEK

MODULE: SoftLab/SoftMic	SOFTWARE VERSION: 4.0.4/4.0.8
TOPIC: Manual Workstation Redirection	ISSUE DATE: 22September2016
DISTRIBUTION: End Users_All	PAGE: 1 of 1
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## TOPIC/QUESTION:

When and how should I use “Workstation Redirection”? **Util>Workstation Redirection**



## ANSWER/TIP:

Use this when **LAB** samples, normally processed at your site, need to be unexpectedly sent to another lab (\*\*Micro and BB samples different\*\*).

If samples need to be referred for a prolonged period of time, LIS ADMIN should be contacted to set-up a more permanent redirection.

## EXAMPLE:

**1.** Decide if best to redirect by Date or By Order# for your situation and fill-out appropriate section

**2.** Choose any additional criteria for redirection. i.e Are you only redirecting STAT specimens? If no additional criteria, leave all boxes blank.

**3.** If want to redirect only specific tests, list the test codes in this column. If want to redirect all tests on a workstation, leave this column blank.

**4.** Type-In or choose from the drop-down menu the workstations to redirect from and to. If you don't know what test a workstation is on, you can look it up in the specimen tab for one of your order numbers or else consult set-up-test maintenance to view the workstations attached.

**5.** Checkmark the box "Reprint Labels". This is especially important if the referral lab has different analyzer barcode requirements for the samples. Apply new labels to the specimens as necessary.

**6.** Hit REDIRECT-> a new window will pop-up for you to confirm the selection of samples about to be redirected. The new window will also allow you to choose the label printer where labels should be sent.

**7.** Confirm Selection Here

**8.** Choose Label Printer Here

**9.** ALL DONE!