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Document Name:
After-Hours Blood Culture Loading Job Aid

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Microbiology Culture Manual

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What to do with unordered blood cultures bottles after-hours?

1	Blood culture bottles that are not ordered in the LIS should be placed onto the BACTEC analyzer after microbiology lab hours
2	Ensure the blood culture bottles are labeled with: <ul style="list-style-type: none">• Patient's full name (last name, first name)• Date of birth and/or HCN• Date of collection• Venipuncture site if multiple bottles or sets are taken
3	Do not write or place patient labels over the bottle barcode
4	Place the requisition on the micro bench
5	At the BACTEC FX instrument, open either drawer (left side or right side): <ul style="list-style-type: none">• Grasp the half-elliptical handle and pull towards you• Use your thumb against the side of the drawer for leverage to open
6	Place bottle into any station that has a SOLID GREEN LED light: <ul style="list-style-type: none">• Insert the bottle and ensure it is inserted all the way by pushing vial firmly into station• Repeat for all bottles, keeping the drawer open• No scanning of bottles is required; place the bottle into the station
7	Close the drawer: <ul style="list-style-type: none">• The drawer will make a knocking noise as the drawer closes• Continue to close drawer until the BACTEC makes a soft "checking" sound

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