Title: QC10300 Entering QC comments in LIS
Issuing Authority: Director, Laboratory and Diagnostic Imaging Services
Next Review Date: 19/06/2026

Type: Laboratory Services Program SOP
Policy Number: 15-172-V1
Date Approved: 19/06/2024

PROGRAM Standard Operating Procedure – Laboratory Services

Title: **QC10300 Entering QC comments in LIS**	Policy Number: 15-172-V1

Program Name: Laboratory Services

Applicable Domain: Lab, DI and Pharmacy Services

Additional Domain(s):

Effective Date: 19/06/2024	Next Review Date: 19/06/2026
Issuing Authority: Director, Laboratory and Diagnostic Imaging Services	Date Approved: 19/06/2024

Accreditation Canada Applicable Standard: NA

GUIDING PRINCIPLE:

Quality Control is run for each test performed by the laboratory to ensure the analyzers, reagents and processes are allowing accurate results to be measured and reported and provide the best patient care possible.

PURPOSE/RATIONALE:

To ensure remedial and corrective actions are documented in LIS. This procedure provides instructions on how to place comments on resulted QC values in TQC.
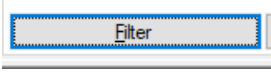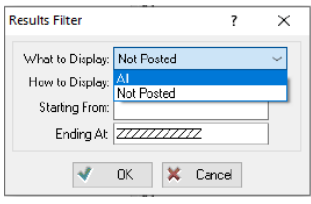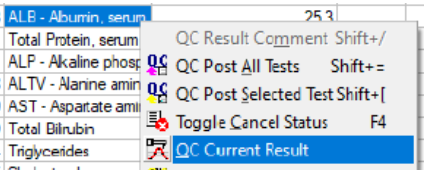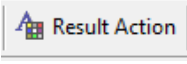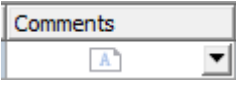
DEFINITIONS:

- **QC** – Quality Control
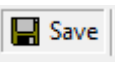- **LIS** – Laboratory Information System

SCOPE/APPLICABILITY:

This procedure applies to Medical Laboratory Technologists (MLTs) and Combined Laboratory and X-ray Technologists (CLXTs) performing Quality Control.

PROCEDURE INSTRUCTIONS:

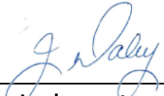| Step	Action
1	Log in to SoftLab LIVE3
2	Double-click the Instrument Menu icon
3	Double click the specific Instrument Name/Group from the list provided
4	Click the Filter tab located on the lower left-hand corner
5	In the What to Display dropdown, select All
6	Select OK
7	Locate and select the QC level which requires a comment
8	Right click on the any analyte and Select QC Current Result
9	Double click the specifc QC level
10	Select the analyte(s) which requires a comment
11	Click the Result Action tab to open Result Actions window
12	Click the green plus sign(add one item)
13	Under ID tab, select the appropriate comment code from the dropdown box
14	Additional comments can be free-text into the Comments section

15	Select OK. If a comment was successfully added, a green check mark will appear beside the analyte(s)	✅ ALB
16	Click Save	💾 Save

APPROVAL:

_June 19, 2024_____
Date

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Director, Laboratory and Diagnostic Imaging Services

REVISION HISTORY:

REVISION	DATE	Description of Change	REQUESTED BY
1.0	15 Feb 2024	Initial Release	L. Howlett