



Stanton Territorial Hospital
P.O. Box 10, 550 Byrne Road
YELLOWKNIFE NT X1A 2N1

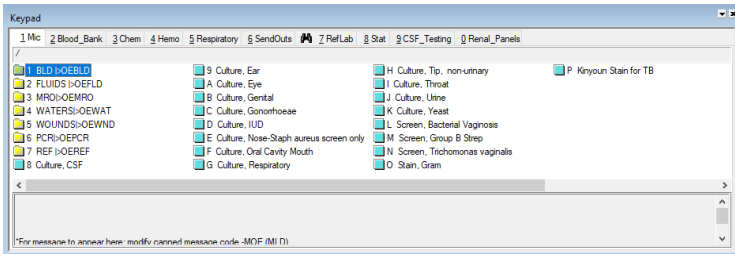


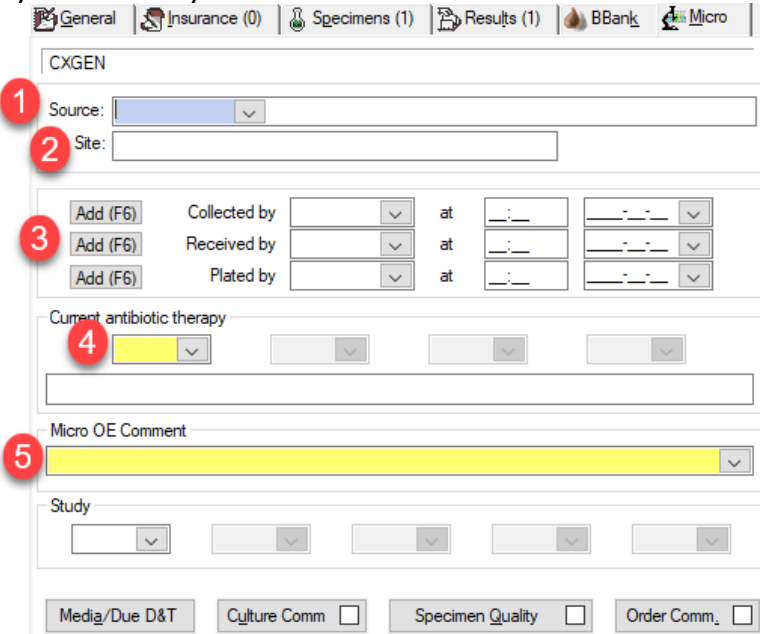
Document Name:
SoftMic Order Entry Job Aid

Distribution:
Microbiology Specimen Receiving Manual

Document Number:
MIC10155

Date Issued:
September 16, 2024

Uncontrolled When Printed

Step	Action
SoftMic Order Entry	
1	Open Order Entry
2	In the Search dialogue box, enter the patient demographic information and select the correct patient stay.
3	Enter the Req. by information and the Att. Dr information.
4	<p>In the Order area of Order Entry, add the test being requested. Use the MIC keypad:</p>  <p>Or use MIC10150-Microbiology LIS Ordering Job Aid:</p> <div><p>Stanton Territorial Hospital P.O. Box 10, 550 Byrne Road YELLOWKNIFE NT X1A 2N1</p></div> <div><p>Document Name: Microbiology LIS Ordering Job Aid</p><p>Distribution: Microbiology Specimen Receiving Manual</p></div> <div><p>Document Number: MIC10150</p><p>Date Issued: January 17, 2022</p></div> <p>NOTE: Ensure all tests marked on the requisition are ordered</p>
5	<p>Microbiology tests are source based and when ordered, will open up a Micro ordering tab:</p> 
6	<p>All mandatory fields are yellow and include:</p> 

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: MIC10155-SoftMic Order Entry Job Aid

Print Date: 2024-09-18 9:27 AM

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1	Using the drop down arrow, enter the Source of the specimen								
2	If applicable, add the Site of the specimen: <ul style="list-style-type: none"> ➤ This is not mandatory for all specimen types ➤ Refer to MIC10150-Microbiology LIS Ordering Job Aid for specimens that have site added ➤ If Site information is required, use the associated site keypad to add or free text site information 								
3	Add the Collected and Received information for the specimen: <ul style="list-style-type: none"> ➤ Collected by: Fill in relevant information. Use XXX if the collector is non-lab staff ➤ Received by: Select ADD F6 to auto-populate the fields with users initials and current data/time ➤ Plated by: this is added by MICRO STAFF ONLY 								
4	Add the Current Antibiotic Therapy as per the requisition: <ul style="list-style-type: none"> ➤ If no antibiotic information is added to the requisition, enter the Current Antibiotic Therapy as unk ➤ If the requisition states that no therapy has been started (none, nil, ∅, etc) enter the Current Antibiotic Therapy as none ➤ If any antibiotic therapy is listed on the requisition, this information needs to be added. Use the drop down menu to find the antibiotic that is listed on the requisition. The drop down menu contains both the Name and the Manufacturers Brand Name: <div style="text-align: center;"> <table border="1" style="margin: auto;"> <thead> <tr> <th>#</th> <th>ID</th> <th>Name</th> <th>Manuf.Brand Name</th> </tr> </thead> <tbody> <tr> <td colspan="4" style="height: 20px;"> </td> </tr> </tbody> </table> </div>	#	ID	Name	Manuf.Brand Name				
#	ID	Name	Manuf.Brand Name						
<p>NOTE: If a drug listed on the requisition is not found in the drop down menu, google the drug listed to see other possible names associated with it</p>									
5	In Micro OE Comments, add any clinical information that is listed on the requisition. This information is important for microbiology staff when working up specimens: <ul style="list-style-type: none"> ➤ If clinical history is written on the requisition, select Key 1 from the OE Keypad and type in the clinical history ➤ If no clinical history is written on the requisition, select Key 2 from the OE Keypad which will add the comment that no clinical history was provided 								
7	Package sample as per TDG regulations for CAT B samples and forward to the STH laboratory.								