

## TRAINING UPDATE

**Lab Location:** WAH  
**Department:** Core Group Leads  
and TIC staff

**Date Distributed:** 7/19/2013  
**Due Date:** 8/15/2013  
**Implementation:** 8/15/2013

### DESCRIPTION OF PROCEDURE REVISION

<b>Name of procedure:</b>
<b>Printers, Activation and Deactivation of WAH Nursing Unit Printers</b> <b>WAH.LIS19 v003</b>
<b>Description of change(s):</b>
<p>Section 2: Add Cerner process and updated printer listing. Add list of printers not to activate / deactivate</p> <p>All sections: replace SMS with Cerner</p> <p><b>This revised SOP will be implemented on August 15, 2013</b></p>

Document your compliance with this training update by taking the quiz in the MTS system.

**Approved draft for training all sites (version 003)**

Non-Technical SOP

<b>Title</b>	<b>Printers, Activation and Deactivation of WAH Nursing Unit Printers</b>	
<b>Prepared by</b>	Marie Sabonis	Date: 3/23/2009
<b>Owner</b>	Marie Sabonis	Date: 3/23/2009

<b>Laboratory Approval</b>		
<b>Print Name and Title</b>	<b>Signature</b>	<b>Date</b>
<i>Refer to the electronic signature page for approval and approval dates.</i>		
Local Issue Date:		Local Effective Date:

<b>Review:</b>		
<b>Print Name</b>	<b>Signature</b>	<b>Date</b>

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**1. PURPOSE**

This procedure describes the steps necessary to activate/deactivate Nursing Unit printers (including Emergency Department) during scheduled and unscheduled SMS downtimes.

**2. SCOPE**

During scheduled Cerner downtimes printers are activated 1 hour prior to the downtime. Any results reported at the time of activation will print to the Nursing Units for as long as the printer is activated. This provides the Nursing Units with lab results while Cerner is unavailable.

For an unscheduled Cerner downtime printers are activated 30 minutes after notification of Cerner downtime. They are activated starting 1 hour in the past and are kept on for the duration of the downtime.

Deactivation of the printers is performed when downtime is over and Cerner is available to all.

<b>WAH Nursing Unit</b>	<b>Printer Number</b>
Emergency Dept / ED Hold	210
1500	215
1200	218
2100	221
2200	222
2500	225
3100	231
3200	232
4100	241
4200	242

Form revised 3/31/00

<b>WAH Nursing Unit</b>	<b>Printer Number</b>
4300	243
Joint Rep Center	253
Adv Rehab(ARHT)	264

Do **NOT** Activate/Deactivate printers 230 (L&D), 233 (Nursery), 231 (OB Postpartum), 214 (PreAdmit Inpatient), 237 (Transcare), and 218 (Same Day Surgery). They are active at all times.

### 3. **RESPONSIBILITY**

LIS staff, Lead Techs and Supervisors must understand and perform this procedure.

### 4. **DEFINITIONS**

Cerner – Hospital information system

### 5. **PROCEDURE**

Note the following:

- Activate one hour before the scheduled or unscheduled downtime.
- Deactivate printers ONE HOUR after Cerner is available.

1. At the function prompt enter **SRF**.
2. The next screen will appear:  
SELECT OPTION
  1. Activate Label/Send Result Device
  2. Deactivate Label/Send Result
  3. Activate Scheduled Device For Degraded/Restored System
3. Select number **1** to activate the printers and follow the next prompts:

ACTIVATE LABEL/WORKCARD/SEND RESULT/BILLING DEVICE

DEVICE: **400** (example)

Device 400 is currently NOT ACTIVE.

Please confirm ACTIVATION of device 421 (Y/<N>) **Y**

DATE: T (Cerner Scheduled Downtime) – **Do not press Enter**  
**or** T-1 (If Cerner goes down prior to T)

TIME: scheduled start of downtime **minus** 1 hour (based on IS  
notification of Cerner going down)

**or 60 Minutes** prior to notification that Cerner (non scheduled downtime) is down.

**Repeat Step 3 for each printer number**

4. Select number **2** to deactivate the printer and follow the prompts:  
DEACTIVATE LABEL/WORKCARD/SEND RESULT/BILLING DEVICE  
  
DEVICE: **400**  
  
Device **400** is currently ACTIVE.  
Please confirm DEACTIVATION of device 422 (Y/<N>) **Y**

**Repeat Step 4 for each printer number**

6. **RELATED DOCUMENTS**  
Computer Downtime Scenarios  
Printers, Activation and Deactivation of SGAH Nursing Unit Printers
7. **REFERENCES**  
N/A
8. **REVISION HISTORY**

Version	Date	Reason for Revision	Revised By	Approved By
		Supersedes SOP IT001.001		
000	3/18/2010	Section 5: added Emergency Dept to printer list	M. Sabonis	M. Sabonis
001	9/30/2010	Section 5: added Adv Rehab to printer list	M. Sabonis	M. Sabonis
002	6/17/2013	Section 2: Add Cerner process and updated printer listing. Add list of printers not to activate / deactivate All sections: replace SMS with Cerner	M. Sabonis	M. Sabonis

9. **ADDENDA AND APPENDICES**  
None