

TRAINING UPDATE

Lab Location:	SGAH	Date Distributed:	7/19/2013
Department:	Core Group Leads / TIC staff	Due Date:	8/15/2013
		Implementation:	8/15/2013

DESCRIPTION OF PROCEDURE REVISION

Name of procedure:
Printers, Activation and Deactivation of SGAH Nursing Unit Printers SGAH.LIS19 v004
Description of change(s):
Section 2: add printers and update nursing unit descriptions This revised SOP will be implemented on August 15, 2013

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

Approved draft for training all sites (version 004)

Non-Technical SOP

Title	Printers, Activation and Deactivation of SGAH Nursing Unit Printers	
Prepared by	Leslie Barrett	Date: 3/23/2009
Owner	Marie Sabonis	Date: 3/23/2009

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

Review:		
Print Name	Signature	Date

Form revised 3/31/00

TABLE OF CONTENTS

1. PURPOSE..... 3
 2. SCOPE 3
 3. RESPONSIBILITY..... 4
 4. DEFINITIONS..... 4
 5. PROCEDURE..... 4
 6. RELATED DOCUMENTS 5
 7. REFERENCES 5
 8. REVISION HISTORY..... 5
 9. ADDENDA AND APPENDICES 5

1. PURPOSE

This procedure describes the steps necessary to activate/deactivate Nursing Unit printers during scheduled and unscheduled Cerner 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.

SGAH Nursing Unit	Printer Number
ERD-Triage	400
SPSY	402
PRE-OP SDS	410
2D	420
2C	421
ERD- Main/ ED Hold	422
MITU	425
PER-Peds ER	427
DIALYSIS	429
3 EAST	430
3CFLEX	431
3ECVIR	432

Form revised 3/31/00

SGAH Nursing Unit	Printer Number
3C	436
3F	438
4C	440
4D	441
3MBA	444
3ANU	445
3MBB	446
3BNU	447
2A	448
1B	449
PEDS-MITU	458
4A	461
4B	462
Adventist Rehab (ARHR)	504
GEC	532

Do **not** Activate/Deactivate printers 431 Peds or 434 PICU. 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 Minutess 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 WAH Nursing Unit Printers

7. REFERENCES

N/A

8. REVISION HISTORY

Version	Date	Reason for Revision	Revised By	Approved By
		Supersedes SOP IT035.001		
000	9/8/2010	Section 2: add printers	A Sears	M Sabonis
001	4/19/2011	Section 2: update printer list	A Sears	M Sabonis
002	9/26/2012	Section 2: add ARH to printer list All sections: replace SMS with Cerner	L Barrett	M Sabonis
003	6/17/2013	Section 2: add printers and update nursing unit descriptions	M Sabonis	M Sabonis

9. ADDENDA AND APPENDICES

None