

TRAINING UPDATE

Lab Location: GEC, SGAH & WAH
Department: Core Lab

Date Distributed: 3/18/2014
Due Date: 4/15/2014

DESCRIPTION OF PROCEDURE

Name of procedure:
MEM - Manual Result Entry GEC/SGAH/WAH.LIS09.000
Reason for review:
<p>SOP has NOT been revised.</p> <p>This review is to reinforce</p> <ul style="list-style-type: none">• proper use of the MEM reporting function• requirement to compare your LIS result entry with the patient result on the manual worksheet or instrument printout BEFORE accepting it <p>See yellow highlight on attached SOP</p>

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

Non-Technical SOP

Title	MEM - Manual Result Entry	
Prepared by	Leslie Barrett	Date: 4/27/2009
Owner	Marie Sabonis	Date: 4/27/2009

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

12 month (or new) management review and approval: Signature acknowledges SOP version remains in effect with NO revisions.		
Print Name	Signature	Date

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1. PURPOSE

To describe the use of function MEM to enter patient results.

2. SCOPE

Applies to result entry using Sunquest function MEM.

3. RESPONSIBILITY

Knowledge of this function is the responsibility of all Laboratory technical staff.

4. DEFINITIONS

MEM – Manual Result Entry function of the Sunquest system

5. PROCEDURE

1. Function: **MEM**

2. Tech: Press *enter* to accept the tech code displayed. For multiple tech codes, separate each with a hyphen.

3. Shift: Press *enter* or enter shift number.

4. Worksheet: Enter the worksheet code to result in the worksheet mode or press *?* for the list of worksheets that are available. Type in the appropriate worksheet code.

5. Device Lab Location: Press *enter*

6. Test-1: Enter a test code or press *enter*

7. Methods to be used during this result entry session ACCEPT(A) or MODIFY (M)

8. ACC.No.: Enter an accession number
• Enter "M-ACC#" to modify a result.

- Enter "C-Control Code"
 - Enter "\IQ" or "\I" to access inquiry functions
9. Test Code: Enter a test code.
- Use a hyphen to append an English text comment code to the result
example: CO2: 41-HMS
 - Use a hyphen and a semicolon to append free text
example: CO2: 42-; called to floor
 - Use a hyphen to append a callback code
example: CO2: 43-CALL
10. ACCEPT (A), MODIFY(M), DISPLAY PRIOR(D), PRELIM (P) or REJECT (R)
- Enter "A" to accept after reviewing result for accuracy against instrument printout or manual worksheet or log. If an error is detected, enter M (modify) to make correction.
 - Enter "A-English Text code" to accept the results and append the code to all results
 - Enter "M" to modify results
 - Enter "M-Test code" to modify a selected test
 - Enter "D" to display the prior results for tests on this accession number.
 - Enter "D-Test Code" to display previous results on the test code
 - Enter "P" to place all of the results into preliminary status.
 - Enter "P-Test Code" to place a specific test into preliminary status.
 - Enter "R" to reject the results
 - If a test has a callback rule or a callback code was appended to the result, enter the callback contact information.
 - The call statement must have the name of the person you called and read back, and the time you called.
 - Use the following format: -CBACK-;person's name time
Example: -CBACK-;Sue Smith 1030

6. RELATED DOCUMENTS

None

7. REFERENCES

SunQuest Systems Functions Training Manual, 7/3/2001

8. REVISION HISTORY

Version	Date	Reason for Revision	Revised By	Approved By
		Supersedes SOP LIS004.001		

9. ADDENDA AND APPENDICES

None

Form revised 3/31/00