

TRAINING UPDATE

Lab Location: SGAH & WAH
Department: Mgmt & QA, Tech Specialist

Date Distributed: 4/10/2014
Due Date: 4/28/2014
Implementation: 4/28/2014

DESCRIPTION OF PROCEDURE REVISION

Name of procedure:
LIS Test Change Request SGAH.IT20, WAH.IT20 v2
Description of change(s):
<p>Replace LIS/HIS with LIS throughout</p> <p>Section 5: Removed request for new test information. Removed reference CRMF (Old HIS)</p> <p>Section 9: Revised LIS Test change request form</p> <p>This revised SOP will be implemented on April 28, 2014</p>

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

Approved draft for training all sites (version 2)

Non-Technical SOP

Title	LIS Test Change Request	
Prepared by	Marie Sabonis	Date: 12/12/2008
Owner	Marie Sabonis	Date: 12/12/2008

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

TABLE OF CONTENTS

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

1. PURPOSE

This procedure provides a mechanism to implement and document any additions, changes, and deletions in the LIS. A Change Request form must be completed and submitted to LIS staff.

2. SCOPE

The LIS Change Request form assists the requestor by providing a format for information, documentation and/or sign off required prior to the processing of the request for change.

3. RESPONSIBILITY

Laboratory Managers and Supervisors are responsible for completing the change request form and coordinating the validation of the test change.
LIS Staff are responsible for performing LIS maintenance, obtaining necessary approvals and maintaining appropriate documentation.

4. DEFINITIONS

None

5. PROCEDURE

A. For Sunquest changes, the LIS change request form is filled out by the requesting person and submitted to the LIS staff. The requestor must provide the following on the form:

Requested by
Date requested
Department
Extension

Expected implementation date
 Description of change
 Reason for change

- B. The changes first are made in the TEST environment, tested, and documented. Any relevant printouts attached to the LIS change request form or to the LIS dictionary and testing review form.
- C. Upon approval from the Medical Director and the administrative Laboratory Director, the changes are moved to LIVE.

The request form is signed by the Medical Director and the administrative Laboratory Director, and filed with all related documentation in the LIS change request box.

6. RELATED DOCUMENTS

None

7. REFERENCES

None

8. REVISION HISTORY

Version	Date	Reason for Revision	Revised By	Approved By
		Supersedes SOP IT031.001		
000	3/15/2011	Section 9: changes to format of form, add location	M. Sabonis	M. Sabonis
001	3/13/2014	Replace LIS/HIS with LIS throughout Section 5: Removed request for new test information. Removed reference CRMF (Old HIS) Section 9: Revised LIS Test change request form Footer: version # leading zero's dropped due to new EDCS in use as of 10/7/13.	M. Sabonis	M. Sabonis

9. ADDENDA AND APPENDICES

- A. LIS Test Change Request form (see Attachment Tab)

Sunquest Test definition request Form

Requested by:

Date:

Department:

Extension:

Expected Implementation date:

Description of change:

Reason for change:

Action (Filled out by LIS staff): Action/Change:

Medical Director: _____

Date: _____

Laboratory Director: _____

Date: _____

LIS Manager: _____

Date: _____