TRAINING UPDATE

Lab Location:	GEC	**Date Distributed:**	10/15/2014
Department:	Core	**Due Date:**	11/11/2014
		Implementation:	**11/12/2014**

DESCRIPTION OF PROCEDURE REVISION

Name of procedure:
GEC Instrument and LIS Job Aid   AG.F308.0
Description of change(s):
Place information into document control by creating a single 'form' and updated LIS codes This FORM will be implemented on November 12, 2014

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

GEC Instrument and LIS Job Aid

Process to STOP Host Communication
Stago
Go to Status
Go to On-line Transmission
Press spacebar to change from No →**Yes**

Xpand
Press **F6** System Configuration
Press **F4** Computer
Press **Enter** for the password
Press **F4** Communication
Arrow over to **Mode** and change from Send ID/Receive to **Off** (use **Enter** key to toggle through)
Note: You must change the **Mode** back for **Send ID/Receive**

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Process to Re-transmit Results
Stago
Note: Since GEC has a small volume, leave all coag samples on the analyzer until downtime is completely finished.
Go to Test Panel
Enter in the sample you would like to view
Press **F11** (save and transmit)
(batch re-transmittance is optional)

Xpand
Press **F3**
Enter accession number
Press **F5**
Press **Y** (Yes)
Results will automatically reprint and be re-transmitted (batch re-transmittance not optional)

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Changing times on Analyzers
Stago
1. Status
2. System- Enter
3. Esc
4. Arrow up to change time

Xpand
1. Main Menu
2. **F6** System Configuration
3. **F3** Date and Time
4. Change the time
5. Store

Clinitek
1. Main Menu
2. Set Up
3. Time
4. Change Time

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Pending List: GECS

INSTRUMENT	TEST	DEVICE	WORKSHEET
XPAND	All	EXPG, EXPG1	GEX
STAGO	PT, PTT, DDIMER	ST1G	GCO
LH750	CBC	LHG1	GHMAX
ACT10	CBCND	HMXG	GHMAX
iSTAT	Blood gas		GBG
I-STAT	BNP		GCH1
	Serum HCG		GHE1
	Acetone		GCH1
	Fluid Cell count		GHE
	ESR		GHE
	Stool for WBC		GHE1
	Influenza		GIM2
	QSTRP		GIM2
	RSV		GIM2
	UHCG		GUR1
	Occult blood		GIM2
	Mono		GUR3

Sending Specimens to SGAH

GEC → SG Micro = GIC

GEC Blood Cultures → SG Micro = GLAB

GEC → SG Core Lab (BB specimens) = GLAB

GEC → Test not normally sent out = GLAB → Final Destination = SLAB

QC Codes at GEC

WORKSHEET	TEST	QC Codes	
GHE	ESR	C-ESRAG1	C-ESRAG2
GCO	PT, PTT	C-STANS	C-STAAS
GCO	DDIMER	C-LIANS	C-LIAAS
GBG	GBG (blood gases)	C-GBG1	C-GBG3
GCH1	BNP	C-BNP1G	C-BNP3G
GHMAX	CBCND	C-ACN C-ACNII	C-ACA