

TRAINING UPDATE

Lab Location: SGAH & WAH
Department: Client Service

Date Distributed: 11/6/2014
Due Date: 12/8/2014
Implementation: 12/9/2014

DESCRIPTION OF PROCEDURE REVISION

| |
|---|
| Name of procedure: |
| Patient Report Distribution and Reprinting SGAH / WAH.CS02 v2 |
| Description of change(s): |
| <p>Content of 2 SOPs combined (<i>Reprinting Client Reports and Printed Reports Distribution</i>) and title changed.</p> <p>Goal was to reduce the volume and types of reports that print in the lab, this change is <u>already</u> made in LIS.</p> <p>Section 2: Remove obsolete reports Section 4: Add report definitions Section 5: Add report distribution Section 9: Consolidate and update addenda</p> <p>Note: the SOP titled Printed Reports Distribution (CS09) will be retired</p> <p>This revised SOP will be implemented on December 9, 2014</p> |

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

Approved draft for training (version 2)

Non-Technical SOP

| | | |
|--------------------|---|-----------------|
| Title | Patient Report Distribution and Reprinting | |
| Prepared by | Leslie Barrett | Date: 12/1/2008 |
| Owner | Samson Khandagale | Date: 12/1/2008 |

| 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 |
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1. PURPOSE

This procedure outlines the management of hard copy reports that print daily via the print scheduler. The procedure also outlines how to reprint reports should the print quality be unacceptable or if a scheduled print job does not print.

2. SCOPE

This procedure applies to Outpatient reports, Outside location reports and Physician copy to reports

3. RESPONSIBILITY

Client Service staff must have knowledge of which reports print, approximate print time for each, and adhere to procedure for distribution and reprinting when necessary.

4. DEFINITIONS

WOUT – WAH Outpatient Report for location WLAB

SOUT – SGAH Outpatient Report for location SLAB

WCOPYTO – WAH Physician copy to reports, reports requested to be sent to a physician other than the ordering physician, i.e. specialist, consulting physician, etc.

SCOPYTO – SGAH Physician copy to reports, reports requested to be sent to a physician other than the ordering physician, i.e. specialist, consulting physician, etc.

WOS-WAH Outside location reports for IC (Infection Control) and ENV (Environmental)

SOS- SGAH Outside location reports for IC (Infection Control) and ENV (Environmental)

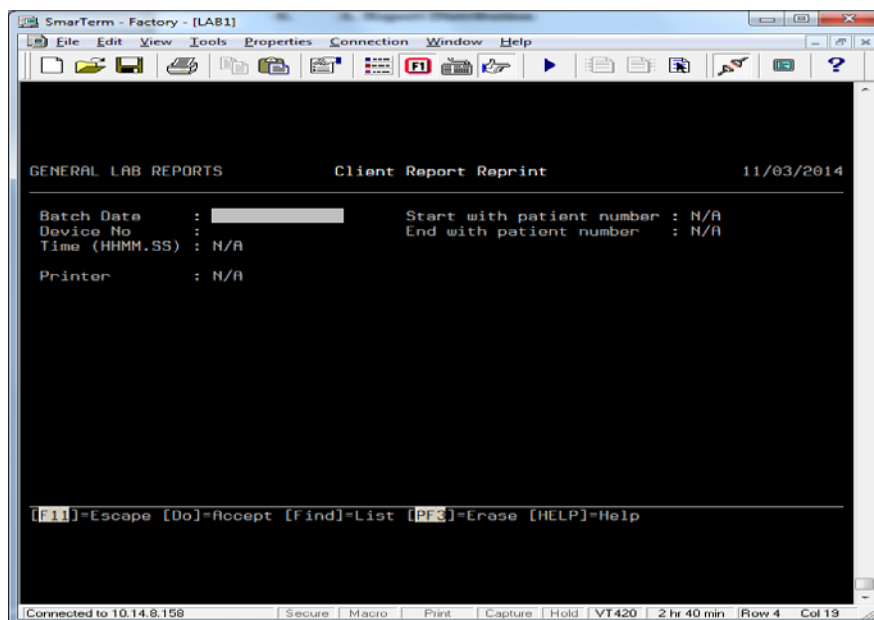
5. PROCEDURE

A. Report Distribution

1. All reports are manually faxed as per addenda A.
2. All non-interfaced reference lab reports are sent to HIM (Health Information Management) for scanning into the patient record on Cerner.

B. Reprinting Reports

1. Prior to reprinting the report, review the chart to find the report that needs to be reprinted (addenda A). Note the Name of the report, Print Time and Printer number.
2. Log into LIS, at the Function prompt, type **CRPR** (Client Report Reprint).
3. If prompted for Hospital ID, enter either **SGAH** or **WAH**. Then press **Enter**.
4. The following screen displays:



5. At the batch Date prompt, enter the date the batch report was run. Then press **Enter**.
Example: If the date was March 23, enter 0323.
6. Device No: Press **Enter**

7. Time: Press **Enter** to display a list of batches that match your selection criteria. Using the Arrow keys, arrow up or down to highlight the report that you need to reprint. Then press **Enter**.
8. Start with Patient Number: Press **Enter**
9. Printer: Enter the printer number of where to print, and then press **Enter**.
Note: if you are reprinting to the same printer then press Enter. The original printer number will default in.
10. Accept, Modify, or Reject:
 Review your selection criteria, if it is correct then Accept.
 If you need to make any changes, select Modify.
 Select Reject, if you want to reject.

6. RELATED DOCUMENTS

None

7. REFERENCES

None

8. REVISION HISTORY

| Version | Date | Reason for Revision | Revised By | Approved By |
|---------|-----------|---|--------------|--------------|
| 000 | 10/1/2012 | Section 9: update Addenda A | S Khandagale | S Khandagale |
| 001 | 11/3/2014 | Section 2: Remove obsolete reports Section 4: Add report definitions Section 5: Add report distribution Section 9: Consolidate and update addenda Footer: version # leading zero's dropped due to new EDCS in use as of 10/7/13 | L Loffredo | S Khandagale |
| | | | | |
| | | | | |

9. ADDENDA AND APPENDICES

A: Scheduled Print Jobs

ADDENDA A

SCHEDULED PRINT JOBS FOR SGAH

| Time | Name of Report | Report Type | Distribution | Printer # |
|-------------|--|---|----------------------------|------------------|
| 0650 | SOUT - Outpatient Report Only true Outpatient locations NOT in hospital outpatient locations [SLAB] | Outpatient results | Fax to patient's physician | 465 |
| 0700 | SCOPYTO – Physician Copy To | Reports requested to be sent to a physician other than the ordering physician | Fax to “copy to” physician | 465 |
| 0815 | SOS – Outside Location Reports | Outside patient results | Interdepartmental mail | 465 |

SCHEDULED PRINT JOBS FOR WAH

| Time | Name of Report | Report Type | Distribution | Printer # |
|-------------|---|---|----------------------------|------------------|
| 0800 | WOUT - Outpatient Report Only true Outpatient locations NOT in hospital outpatient locations[WLAB] | Outpatient results | Fax to patient's physician | 100 |
| 0820 | WCOPYTO – Physician Copy To | Reports requested to be sent to a physician other than the ordering physician | Fax to “copy to” physician | 100 |
| 0835 | WOS – Outside Location Reports | Outside patient results | Interdepartmental mail | 101 |

NOTE: If you reprint and report fails to print, call LIS on call staff to troubleshoot.

Form revised 3/31/00