

TRAINING UPDATE

Lab Location: GEC, SGMC & WAH
Department: Core

Date Distributed: 4/15/2016
Due Date: 5/9/2016
Implementation: 5/10/2016

DESCRIPTION OF PROCEDURE REVISION

Name of procedure:
Fluid Keyboard: Accessing Differential Result Entry on Fluids GEC.H09, SGAH.H11, WAH.H12 v1
Description of change(s):
Section 5: update the procedure steps and pictures to current Sunquest GUI version
This revised SOP will be implemented on May 10, 2016

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

Approved draft for training (version 1)

Non-Technical SOP

Title	Fluid Keyboard: Accessing Differential Result Entry on Fluids	
Prepared by	Leslie Barrett	Date: 4/3/2012
Owner	Robert SanLuis	Date: 4/3/2012

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 describes the steps to result a fluid differential using the Sunquest GUI.

2. SCOPE

This procedure applies to fluid differentials.

3. RESPONSIBILITY

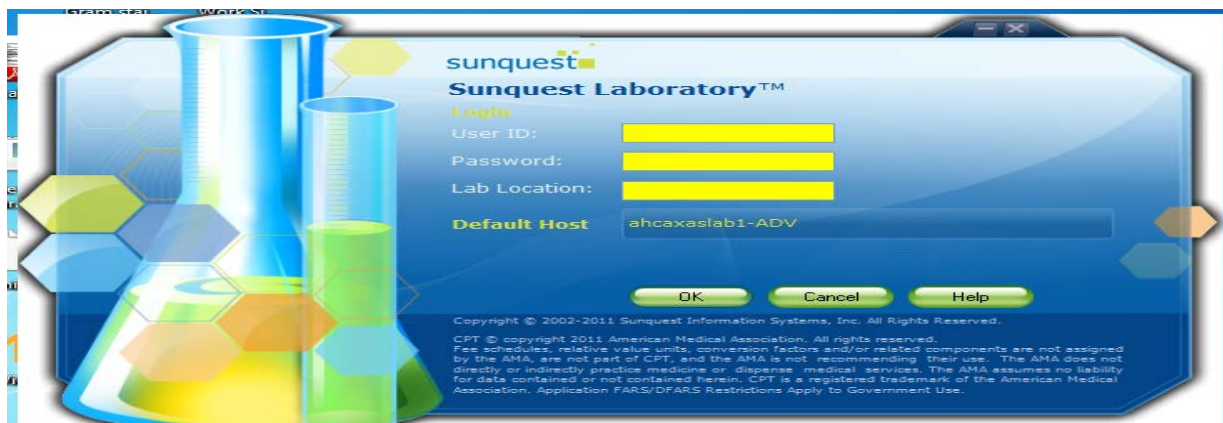
This procedure is performed by Core Laboratory staff.

4. DEFINITIONS

GUI - Graphic User Interface

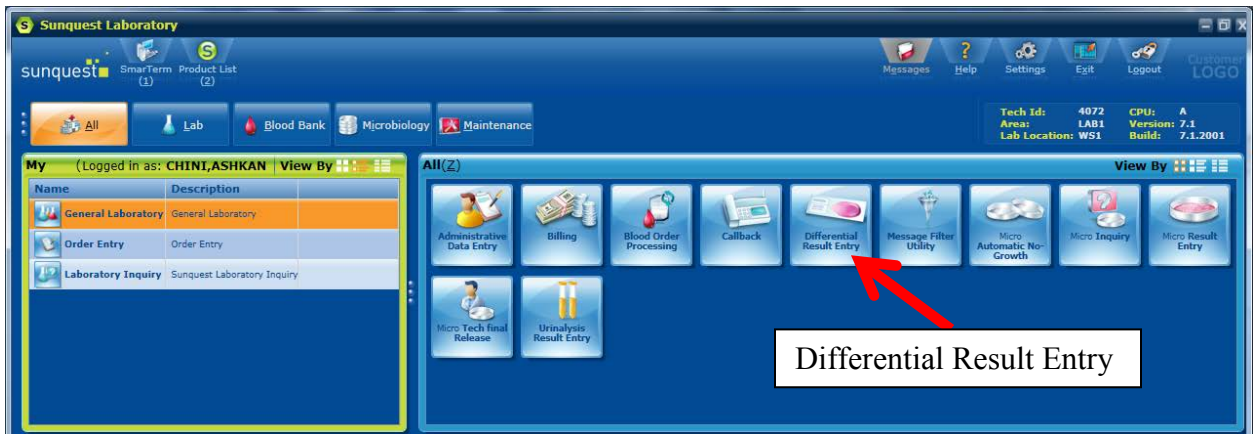
5. PROCEDURE

1. Log into the Sunquest GUI application.

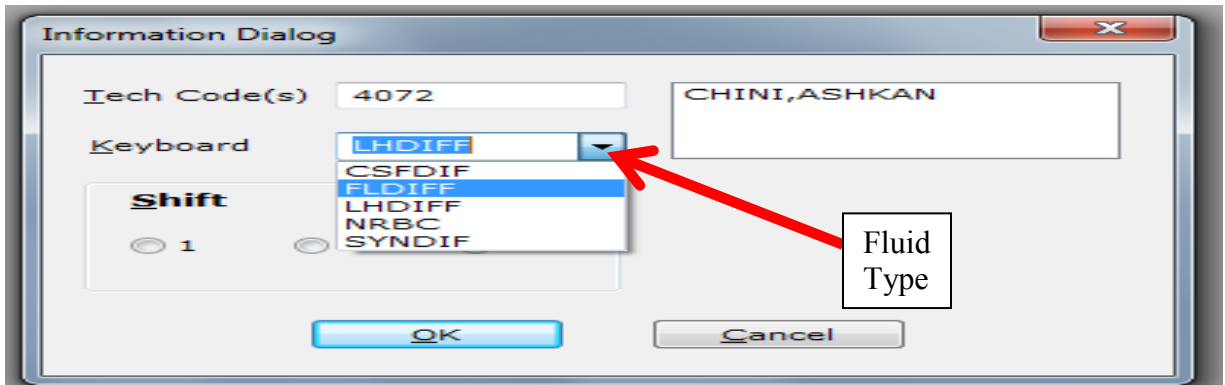


Form revised 3/31/00

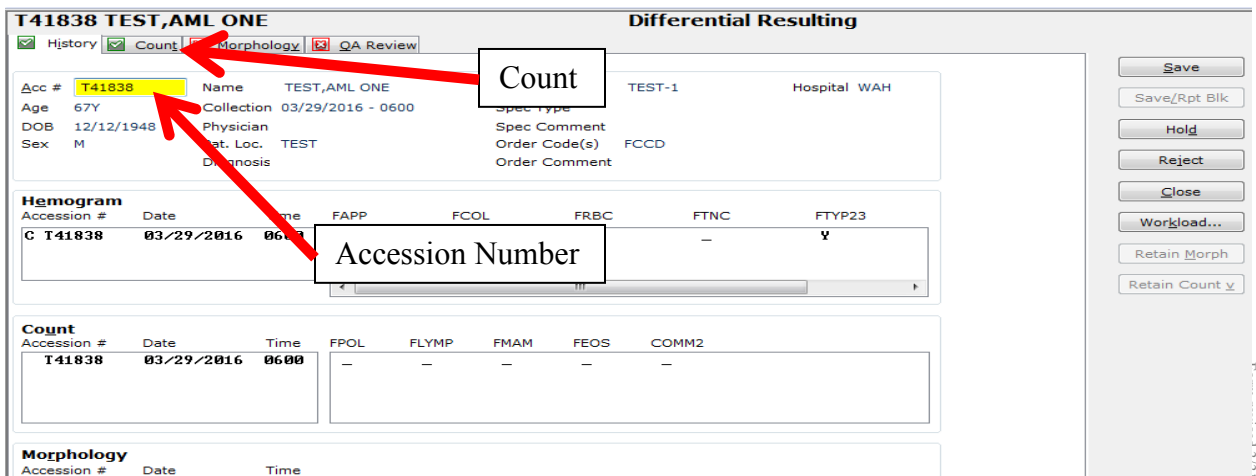
2. Click on “Differential Result Entry”.



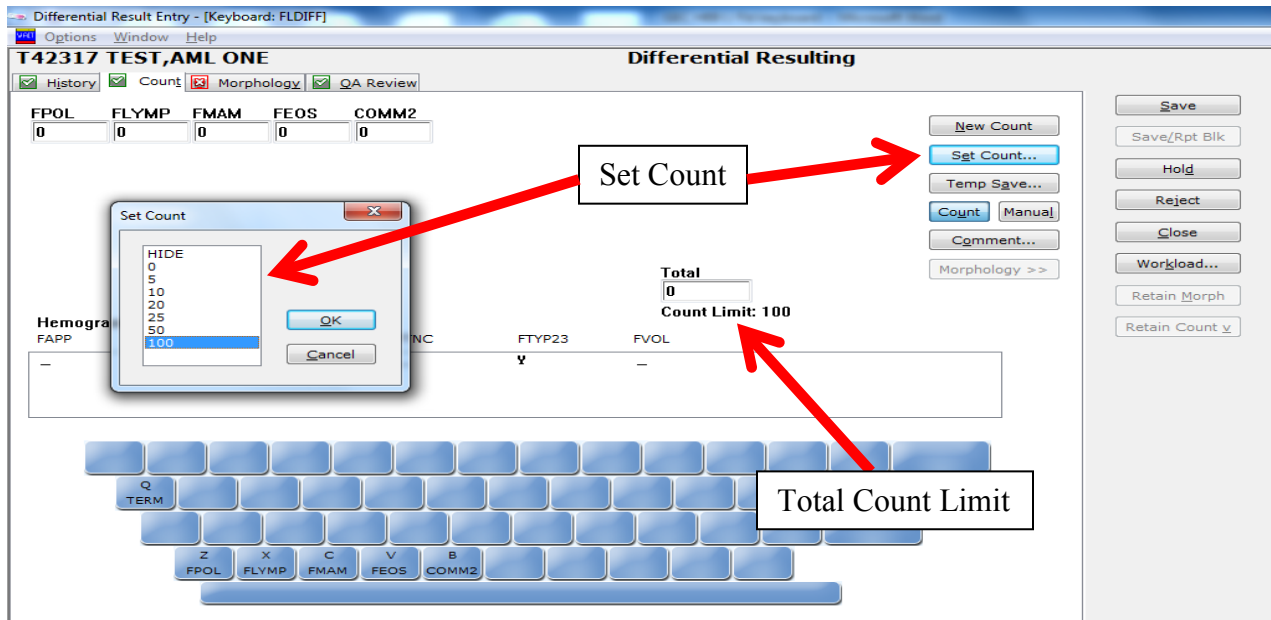
3. Under “Information Dialog” screen, click on the down arrow and select the type of fluid.



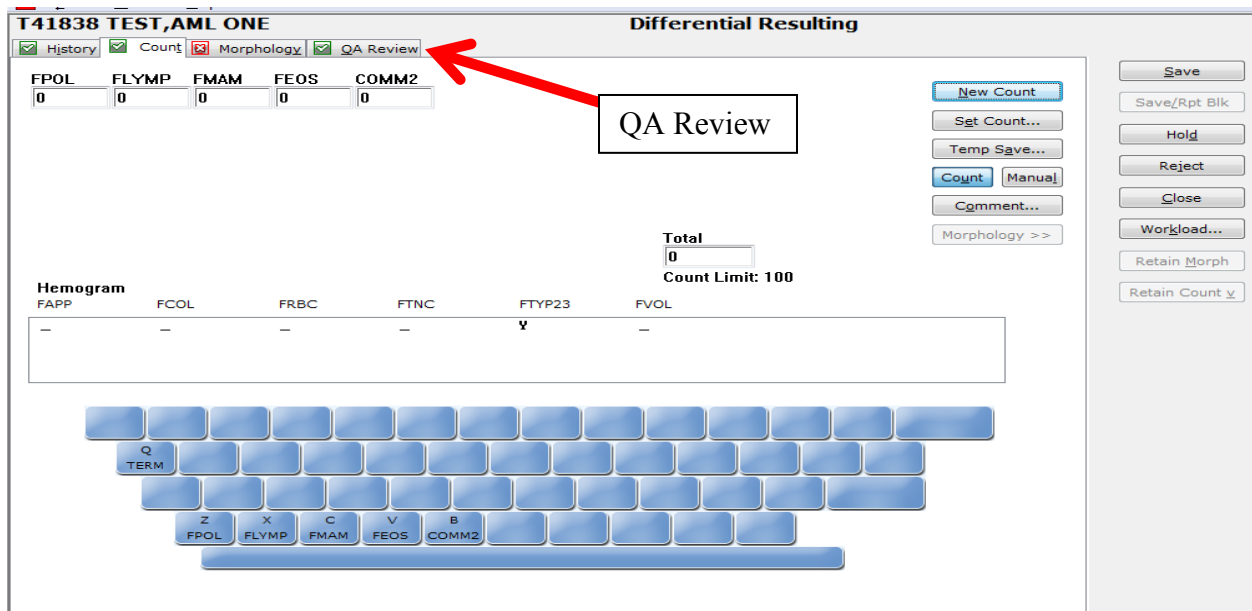
4. Enter the accession number and press enter. When patient information is displayed, verify it matches the specimen tested. Once patient identification is confirmed, click on “Count”.



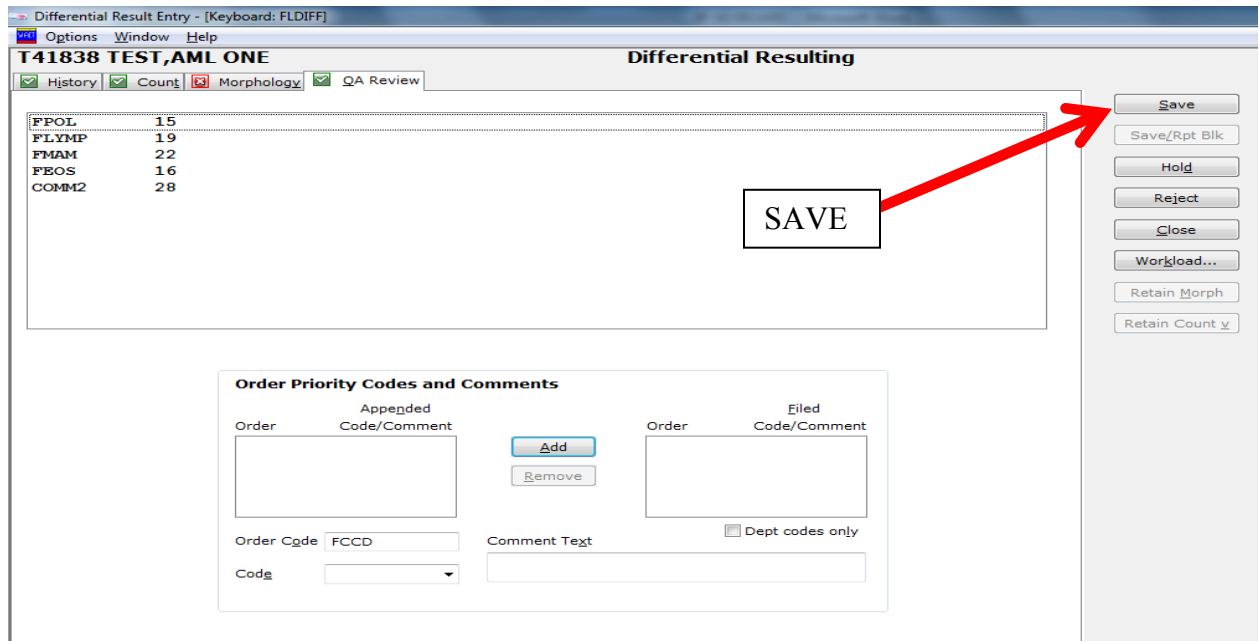
5. Examine the slide and adjust the “Total Count Limit” accordingly. To adjust the Total Count Limit, click on “Set Count” then choose one of the options.



6. Enter the differential count. When finished click on “QA Review”.



7. Review the QA report, then click on “SAVE”.



6. RELATED DOCUMENTS

Cell Count and Differential, CSF
 Body and Synovial Fluid Analysis

7. REFERENCES

SunQuest GUI Systems Functions Training Manual.

8. REVISION HISTORY

Version	Date	Reason for Revision	Revised By	Approved By
000	3/29/16	Section 5: update the procedure steps and pictures to current Sunquest GUI version Footer: version # leading zero's dropped due to new EDCS in use as of 10/7/13.	A Chini	R SanLuis

9. ADDENDA AND APPENDICES

None