TRAINING UPDATE

Lab Location:	GEC, SGMC & WAH	Date Distributed:	9/20/2016
Department:	Core Lab	Due Date:	10/12/2016
		Implementation:	10/12/2016

DESCRIPTION OF PROCEDURE REVISION

Name of procedure:

WO-Worksheet Printing   SGAH.LIS44 v1

Note: this has been converted to a system SOP

Description of change(s):

Section 2,5: specified only required for manual tests without other logs

Section 6:   add policy

This revised SOP will be implemented on October 12, 2016

Non-Technical SOP

Title	WO - Worksheet Printing	
Prepared by	Leslie Barrett	Date: 8/17/2009
Owner	Marie Sabonis	Date: 8/17/2009

Laboratory Approval		
Print Name and Title	**Signature**	**Date**
Refer to the electronic signature page for approval and approval dates.		
Local Issue Date:	Local Effective Date:	

Review:		
Print Name	**Signature**	**Date**

Form revised 3/31/00

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1.   **PURPOSE**

This procedure describes the process for printing worksheets from the Sunquest
Laboratory System.

2.   **SCOPE**

This procedure applies to manual entry tests that are not associated with patient / QC logs
and computer downtime situations.

3.   **RESPONSIBILITY**

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

4.   **DEFINITIONS**

WO – worksheet function of the Sunquest system; used to assist in the workflow of the
department

5.   **PROCEDURE**

For those tests that require manual entry into the LIS, worksheets will be pulled and
results entered onto the worksheet along with the performing tech's tech code. The
completed worksheets will then be placed in the Manual Worksheet binder for one
month. After one month, the worksheets are then transferred to record storage.
Worksheets are required to be printed for manual entry tests if there is no other patient /
QC log utilized to record results. These are retained as specified in the Retention of
Records and Materials policy.

Worksheets can be generated as follows:

A. INCOMPLETE WORKSHEETS

1. At the function prompt, type **WO** and press *enter*.

2. At the printer number prompt, type in the **SunQuest Printer Number** and press *enter*.

3. At the ? prompt, type **1** (incomplete) and press *enter*.

4. At the hospital ID prompt, press *enter*.

5. At the 'accept, modify, or reject' prompt, type **A** and press *enter*.

6. At the 'all, new, or reprint' prompt, type **A** and press *enter*.

7. At the cut-off date prompt, type **T-# OF DAYS TO GO BACK** and press enter. (Ex. T-3 to go back 3 days)

8. At the cut-off time prompt, press *enter* (defaults to the current time). If you wish to include specimens to be collected later on the worksheet, type in **TIME IN THE FUTURE** you wish to cut off at.

9. At the 'include unreceived specimens' prompt, press *enter* (defaults to **yes**)

10. At the 'include composed text' prompt, press *enter* (defaults to **no**)

11. At the 'include preliminary results' prompt, press *enter* (defaults to **no**)

12. At the worksheet prompt, type in the **WORKSHEET CODE or GROUP WORKSHEET CODE** to print and press **enter**.

13. At the accept, modify, or reject prompt, type **A** to accept the worksheet(s) or **M** to modify the worksheet(s) and press *enter*.

14. The worksheet will print on the selected printer. This will include patient demographics, accession number, and a line in the column corresponding to the requested test(s).

B. BLANK WORKSHEETS

1. These worksheets may be used during downtime to facilitate record keeping and data entry.

2. Follow prompts 1 and 2 above.

3. At the ? prompt, type **4** (blank) and press *enter*.

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4. At the worksheet prompt, type in the **WORKSHEET CODE or GROUP WORKSHEET CODE** to print and press *enter*.

5. At the 'accept, modify, or reject' prompt, type **A** to accept the worksheet(s) or type **M** to modify the worksheet(s) and press *enter*.

6. The worksheet will print on the requested printer. No patient information will print; space is available to write down patient information and test results.

    NOTE: To determine which worksheet to use for a certain test, use function MIQ, press 1 for Test, and enter the test code. Return to "8. TEST" and look at column "WS" or "Additional information" to find the worksheet code, i.e., Monotest is SUR3.

6. RELATED DOCUMENTS
Retention of Records and Materials, Laboratory policy

7. REFERENCES
SunQuest Systems Functions Training Manual, 7/3/01

8. REVISION HISTORY

Version	Date	Reason for Revision	Revised By	Approved By
		Supersedes LIS018.002		
000	9/1/16	Header: add other sites Section 2, 5: specified only required for manual tests without other logs Section 6: add policy Footer: version # leading zero's dropped due to new EDCS in use as of 10/7/13.	L Barrett	M Sabonis

9. ADDENDA AND APPENDICES
None

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