Lab Location:	SGMC & WAH	**Date Distributed:**	11/21/2016
Department:	Core Lab	**Due Date:**	12/13/2016
		Implementation:	**12/13/2016**

DESCRIPTION OF PROCEDURE REVISION

Name of procedure:
Printers, Activation and Deactivation of Nursing Unit Printers SGAH.LIS19 v5 **Note**: this has been converted to a system SOP

Description of change(s):

SOP:
 	
    Section 2: move printer list to addenda
 	
    Section 6: remove WAH SOP
 	
    Section 9: add addenda; A - remove printers 429, 430, 440; B - add unit 3300 (printer 273)
 	
This revised SOP will be implemented on December 13, 2016

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

Non-Technical SOP

Title	**Printers, Activation and Deactivation of Nursing Unit Printers**
Prepared by	Leslie Barrett Date: 3/23/2009
Owner	Marie Sabonis Date: 3/23/2009

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

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1.   **PURPOSE**

This procedure describes the steps necessary to activate/deactivate Nursing Unit printers during scheduled and unscheduled Cerner downtimes.

2.   **SCOPE**

During scheduled Cerner downtimes printers are activated 1 hour prior to the downtime. Any results reported at the time of activation will print to the Nursing Units for as long as the printer is activated. This provides the Nursing Units with lab results while Cerner is unavailable.

For an unscheduled Cerner downtime printers are activated 30 minutes after notification of Cerner downtime. They are activated starting 1 hour in the past and are kept on for the duration of the downtime.

Deactivation of the printers is performed when downtime is over and Cerner is available to all.

3.   **RESPONSIBILITY**

LIS staff, Lead Techs and Supervisors must understand and perform this procedure.

4.   **DEFINITIONS**

Cerner – Hospital information system

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5. **PROCEDURE**

Note the following:
- Activate one hour before the scheduled or unscheduled downtime.
- Deactivate printers ONE HOUR after Cerner is available.

1. At the function prompt enter **SRF**.

2. The next screen will appear:
   SELECT OPTION
   1. Activate Label/Send Result Device
   2. Deactivate Label/Send Result
   3. Activate Scheduled Device For Degraded/Restored System

3. Select number **1** to activate the printers and follow the next prompts:

   ACTIVATE LABEL/WORKCARD/SEND RESULT/BILLING DEVICE

   DEVICE: **400**   *(example)*

   Device 400 is currently NOT ACTIVE.
   Please confirm ACTIVATION of device 421 (Y/<N>) **Y**

   DATE: T (Cerner Scheduled Downtime) – **Do not press Enter**
                   or T-1 (If Cerner goes down prior to T)

   TIME: scheduled start of downtime **minus** 1 hour (based on IS
                   notification of Cerner going down)
                   or 60 Minutes prior to notification that Cerner (non-scheduled
                   downtime) is down

   Repeat Step 3 for each printer number

4. Select number **2** to deactivate the printer and follow the prompts:
   DEACTIVATE LABEL/WORKCARD/SEND RESULT/BILLING DEVICE

   DEVICE: **400**

   Device **400** is currently ACTIVE.
   Please confirm DEACTIVATION of device 422 (Y/<N>) **Y**

   Repeat Step 4 for each printer number

6. **RELATED DOCUMENTS**
      Computer Downtime Scenarios

7.   **REFERENCES**

      N/A

8.   **REVISION HISTORY**

Version	Date	Reason for Revision	Revised By	Approved By
		Supersedes SOP IT035.001		
000	9/8/2010	Section 2: add printers	A Sears	M Sabonis
001	4/19/2011	Section 2: update printer list	A Sears	M Sabonis
002	9/26/2012	Section 2: add ARH to printer list All sections: replace SMS with Cerner	L Barrett	M Sabonis
003	6/17/2013	Section 2: add printers and update nursing unit descriptions	M Sabonis	M Sabonis
004	11/14/16	Header: add WAH Section 2: move printer list to addenda Section 6: remove WAH SOP Section 9: add addenda; A - remove printers 429, 430, 440; B - add unit 3300 (printer 273) Footer: version # leading zero's dropped due to new EDCS in use as of 10/7/13.	L Barrett M Sabonis	M Sabonis

9.   **ADDENDA AND APPENDICES**

      A. SGMC Nursing Unit Printers

      B. WAH Nursing Unit Printers

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Addenda A

SGMC Nursing Unit Printers

SGMC Nursing Unit	Printer Number
ERD-Triage	400
SPSY	402
PRE-OP SDS	410
2D	420
2C	421
ERD-Main/ED Hold	422
MITU	425
PER - Peds ER	427
3CFLEX	431
3ECVIR	432
3C	436
3F	438
4D	441
3MBA	444
3ANU	445
3MBB	446
3BNU	447
2A	448
1B	449
PEDS-MITU	458
4A	461
4B	462
Adventist Rehab (ARHR)	504
GEC	532

Do **not** Activate/Deactivate printers 431 Peds or 434 PICU. They are active at all times.

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Addenda B

WAH Nursing Unit Printers

WAH Nursing Unit	Printer Number
Emergency Dept / ED Hold	210
1500	215
1200	218
2100	221
2200	222
2500	225
3100	231
3200	232
3300	273
4100	241
4200	242
4300	243
Joint Rep Center	253
Adventist Rehab (ARHT)	264

Do **NOT** Activate/Deactivate printers 230 (L&D), 231 (OB Postpartum), 214 (PreAdmit Inpatient), 237 (Transcare), and 218 (Same Day Surgery). They are active at all times.

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