

TRAINING UPDATE

Lab Location: GEC, SGMC & WAH
Department: Core Lab

Date Distributed: 3/28/2017
Due Date: 4/18/2017
Implementation: 4/10/2017

DESCRIPTION OF PROCEDURE REVISION

Name of procedure:
Resulting Microbiology Direct Exams SGAH.M28 v2 Note: this has been converted to a system SOP
Description of change(s):
<p>Section 5: update keyboard screen shots in step 8.c <i>Note: Keyboard changes have already been made in Sunquest</i></p> <p>Section 9: Update App A Gram / Wet Prep keyboard codes</p> <ul style="list-style-type: none">• Remove keys that are not used• Add keys for corrected reports and sputum screen <p>Update App B Malaria keyboard codes</p> <ul style="list-style-type: none">• Add additional keys for reporting malaria findings (to match SOP) <p>This revised SOP will be implemented on April 10, 2017</p>

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

Non-Technical SOP

Title	Resulting Microbiology Direct Exams	
Prepared by	Marie Sabonis	Date: 10/8/2009
Owner	Marie Sabonis, Ronald Master	Date: 10/8/2009

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

Describe the procedure for resulting Microbiology direct exams.

2. SCOPE

Applies to the resulting of gram stains (non blood cultures), wet preps and malaria smears.

3. RESPONSIBILITY

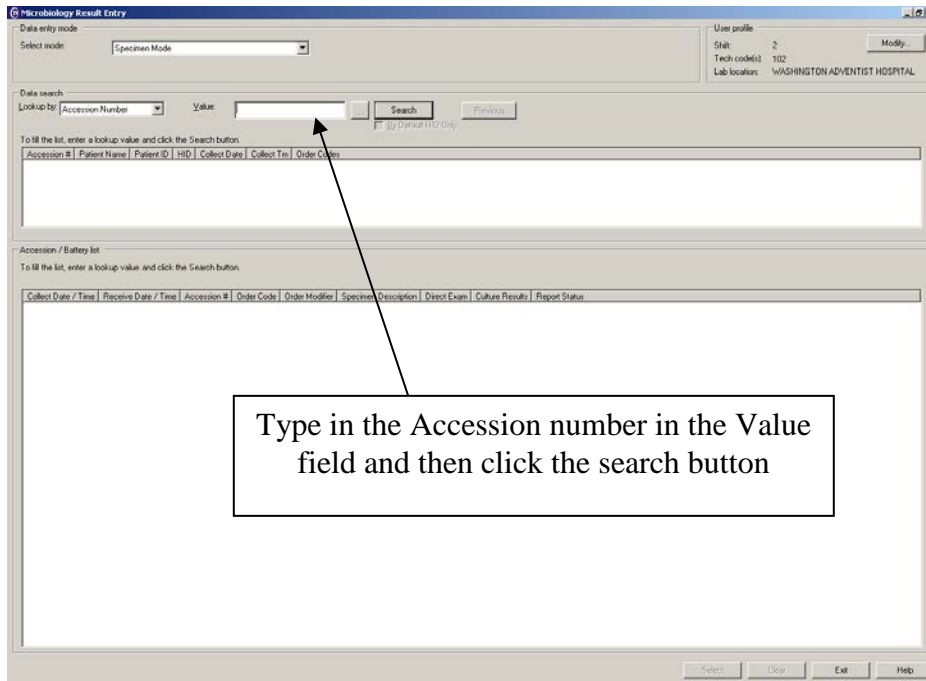
It is the responsibility of all personnel assigned to Microbiology and Lead technologists to read, understand and perform this procedure.

4. DEFINITIONS

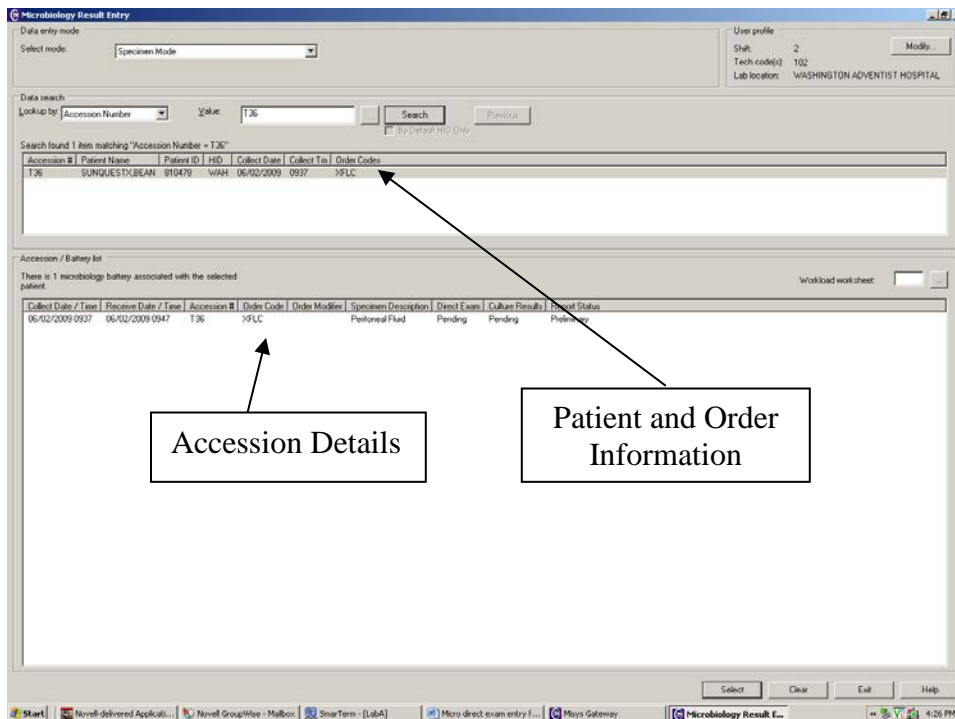
Misys – Laboratory Information System, also referred to as Sunquest

5. PROCEDURE

1. Access the GUI Microbiology Result Entry via the Misys Gateway application.
2. The first screen is divided into three sections
 - Data Entry Mode
 - Data Search
 - Accession / Battery search
3. In the Data Entry Mode section, keep the default of specimen mode
4. In the Data Search section, key in the accession number you want to result in the “Value” field and click the search button or press enter. See below



- The following will now display on the screen. The center section will provide the patient information and the Order code. The lower section will display information in regards to the accession.



- If this is the accession that you want to result, click on the “**Select**” button at the bottom of the screen or press “**ALT**” + “**S**”. You will now enter into the actual result screen for the direct exam.

7. Microbiology Result Screen display:

Micro Result Entry Screen is divided into three components.

- a. Section 1: Patient Demographics
 Located on top of screen, includes patient current location (Curr Evnt Loc)
- b. Section 2: Accession number information, includes
 - 1) Collect/Receive date/time
 - 2) Source (Spec Desc, Spec Req)
 - 3) Report: This provides the status of the report, i.e., Prelim or Final
 - 4) Patients location at time of order is noted here (Ord Loc)
 - 5) Attending physician
 - 6) Order Mod: Displays the priority code for the order.
- c. Section 3: Resulting
 This is the result section. Note, that on the top of this section there are tabs **bolded**, denoting that they are associated with the order.
 - 1) **Misc Update** - if you click on this tab, the specimen description and special request display. If you need to change the specimen description you can do it from here.
 - 2) **Direct Exam** - This tab is where you would result a gram stain, wet prep or malaria smear.

8. Resulting

- a. To result, your cursor must be in the result field.

- b. Make sure your keyboard is on (keyboard icon will say “on” with a green dot). This allows you to use the preprogrammed keyboard codes. If the keyboard is not displayed on the screen you can press “F8” to pull it up. You can move the keyboard on the screen to any location that you wish by moving your mouse to the banner section of the keyboard (“Direct Exam- Result/Modifier keys”). Hold left mouse button down and “drag and drop” the keyboard where you want it.
- c. The drop down menu labeled ‘keyboard’ will default to the correct keyboard code for the test to be resultd.

The MDE keyboard is used to result Gram stains and wet preps.

The DES2 keyboard is used to result Malaria.

See addenda for detailed keyboard descriptions.

To access a keyboard other than the default, open the drop down menu and select from the list.

Gram Stain Keyboard (MDE):



Malaria Keyboard (DES2):




- d. Enter your first observation either by using the actual keyboard **or** point and click the keyboard displayed on the screen.

Example: If you want to enter “few WBCs”, select the number **2** key and then select the **W** key. Note that both entries display on the same observation line but are linked together.

Enter one observation (**quantity + organism or cell type**) per observation line (always enter the quantity first.)

The translation of what you entered displays on the right hand side of the screen.

- e. To get to the next Observation, use the tab key to tab over to the next result field or use your mouse or click on the next line.
- f. To enter English Text codes or Free Text:
 - 1) English Text - Enter “;” (semicolon) in an observation line. This turns off the keyboard codes (keyboard icon says OFF) and brings up the ellipsis box . Click on the ellipsis to bring up the Select Text Code screen and enter the correct English text code.
 - 2) Free Text - Enter “;” (semicolon) to turn off the keyboard codes and then a second “;” to allow Free Texting. Enter result.
 - 3) When you are finished, click on another result field to turn keyboard entry back on and continue result entry.
- g. After entering all your observations, you must save your results as a preliminary or final result.
 - 1) To save the direct exam as a preliminary:

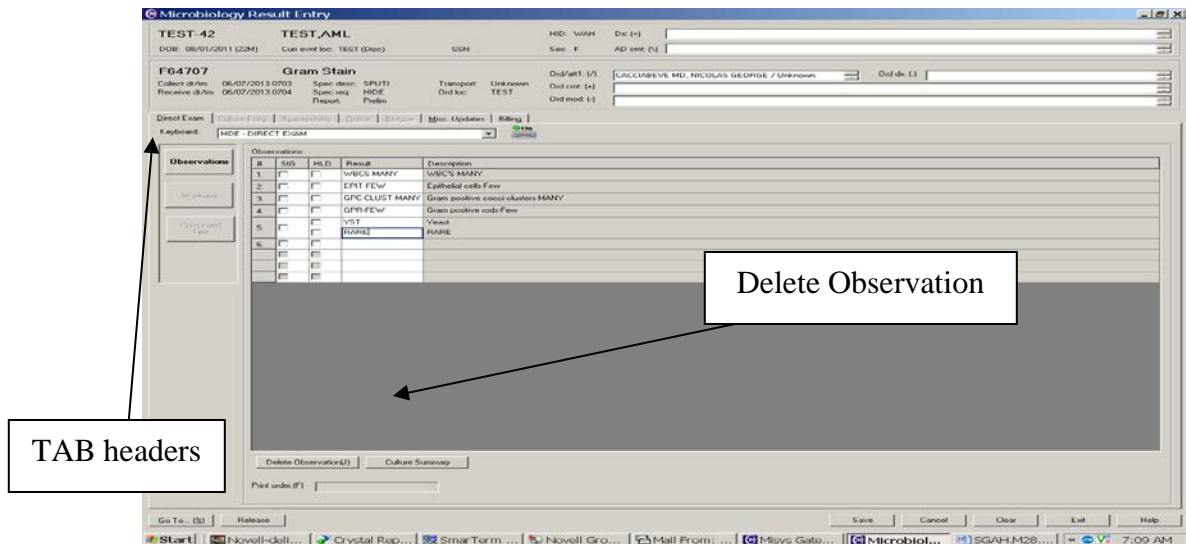
Click on **save** at the bottom of the screen or press “**ALT**”+“**S**”. Do NOT select the final key (/) from your keyboard or the keyboard displaying on the screen.
 - 2) To finalize the direct exam:

Make sure the cursor is in a blank result field, then select the final key “/” from your keyboard or the keyboard displaying on the screen.

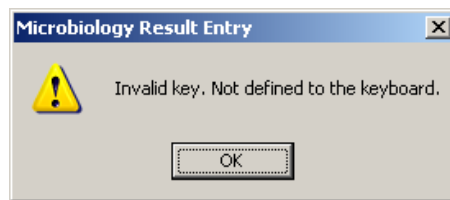
 - i. A message will display on the screen stating the direct exam has been finalized and the status will change on the second section of the screen.
 - ii. Select ‘**Save the results**’ or press “**ALT**”+“**S**” Before exiting.
 - iii. If you attempt to exit before saving, a message will prompt: “**You have unsaved data. Do you want to discard it?**” If you select “Yes” then everything that you entered will be lost.

Notes:

1. If you have entered a direct exam observation and you want to change it
 - a. Press the DELETE key while in the result field that contains the observation results that you want to delete. Example, if you entered in the wrong quantity or organism.
 - b. If you want to delete everything on an observation line then click on “Delete Observation [J]” or “ALT”+“J”.



2. TAB headers. Note that there is an underscore associated with the Tab headers for Direct Exam and Misc Updates. The underscore lets you know that you can use the ALT key plus the underscored letter to navigate over to that section/area.
3. If you try to enter an observation and the following message displays:



Check the CAPs Lock on your keyboard. It may be off.

4. Once you have verified a result you return to the screen where you can select the next patient or accession number to result. A "Previous" button now appears next to the "Select" button. This will take you back to the last patient or accession number you worked on depending on whether you are under Patient ID or Acc Number. This will reopen the patient in the Misc Updates tab, to return to the Direct Exam screen click the Direct Exam tab (see above).
5. If a Direct Exam is finalized in error you can return to the Result entry screen and enter "/" to unfinalize the results. When corrected results are entered, press "/" again to refinalize.
6. **RELATED DOCUMENTS**
None
7. **REFERENCES**
Sunquest Microbiology Admin Manual v6.2

8. REVISION HISTORY

Version	Date	Reason for Revision	Revised By	Approved By
		Supersedes SOP LIS047.001		
000	6/6/13	Section 5: In step 8.d - change order for reporting an observation by replacing (organism or cell type + quantity) with (quantity + organism or cell type) Notes 1.b - update Result screen print.	M Sabonis	R Master
001	3/20/17	Header: add other sites Section 5: update keyboard screen shots in step 8.c Section 9: update Appendix A & B Footer: version # leading zero's dropped due to new EDCS in use as of 10/7/13	M Sabonis	R Master

9. ADDENDA AND APPENDICES

- A: Gram Stain and Wet Prep Keyboard Codes
- B: Malaria Keyboard Codes

Appendix A Gram Stain and Wet Prep Keyboard Codes

KEY	TRANSLATION	CODE
/	<finalize>	(fnl)
—	<do not report>	HIDE
;	<free text> <English text codes>	(other)
F	Branching gram positive rods	BRPR
J	chains	CHAIN
Q	Clue cells	CLUE
K	clusters	CLUST
?	Corrected report, previously reported as	PREVR
E	Epithelial cells	EPIT
2	Few	FEW
D	Gram negative diplococci	GNDC
C	Gram negative cocci	GNC
M	Gram negative coccobacilli	GNCB
I	Gram negative rods	GNR
H	Gram positive cocci	GPC
G	Gram positive coccobacilli	GPCB
U	Gram positive rods	GNR
S	Gram positive rods resembling diptheroids	GPRD
V	Gram variable coccobacilli	GVCB
B	Gram variable rod	GVR
7	Hyphal elements seen	HYPH
4	Many	MANY
3	Moderate	MOD
N	Negative	NEG
5	No cell or organisms seen	NOCO
O	No organisms seen	NOS
6	No Trichomonas, yeast or clue cells seen	NTY
L	pairs	PAR
P	Positive	POSIT
1	Rare	RARE
R	RBC's	RBCP
Z	The sputum specimen submitted contains 25 or more squamous epithelial cells per low power field and is unacceptable for culture due to oropharyngeal contamination. Please resubmit another specimen if clinically indicated.	SPUU
T	Trichomonas	TRIC
W	WBC's	WBC
Y	Yeast	YST
8	Yeast with pseudohyphae	YPSU

Form revised 3/31/00

Appendix B Malaria Keyboard Codes

KEY	MALARIA KEYBOARD TRANSLATION	CODE
M	Parasitemia	INF2
/	<FINAL>	(fnl)
N	negative	NEG
B	No parasites seen. One set of blood films can not exclude the diagnosis of malaria.	NMAL1
A	Plasmodium falciparum	PLAF
D	Plasmodium malariae	PLAM
R	Plasmodium species not P. falciparum	PLSNF
E	Plasmodium vivax/ovale	PLAVO
F	Plasmodium ovale	PLAO
G	Plasmodium species	PLA
I	Unable to identify species due to low parasitemia.	UNABLE
S	Plasmodium vivax	PLAV
L	Blood Flagellate	BFLAG
P	Positive	POSIT
T	Microfilaria	MFIL
K	Plasmodium species, unable to identify species	PSUID
H	Presumptive positive, confirmation and identification to follow	PMAL1
?	Corrected report, previously reported as	PREVR
J	Thin smear presumptive negative, thick smear and final report to follow	NMLP1