

## TRAINING UPDATE

**Lab Location:** GEC  
**Department:** Core

**Date Distributed:** 8/30/2017  
**Due Date:** 9/30/2017  
**Implementation:** 9/7/2017

### DESCRIPTION OF REVISION

<b>Name of procedure:</b>	
<b>Instrument and LIS Job Aid, GEC</b>	<b>AG.F308.2</b>
<b>Description of change(s):</b>	
Replaced LH750 with Symex XN Replaced Acetone with Ketone ( $\beta$ -Hydroxybutyrate) Delete Stool for WBC	
This revised FORM will be implemented on September 7, 2017	

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

## GEC Instrument and LIS Job Aid

### Process to STOP Host Communication

#### Stago

- Go to Status
- Go to On-line Transmission
- Press spacebar to change from No →**Yes**

#### Xpand

- Press **F6** System Configuration
  - Press **F4** Computer
  - Press **Enter** for the password
  - Press **F4** Communication
  - Arrow over to **Mode** and change from Send ID/Receive to **Off** (use **Enter** key to toggle through)
  - Note:** You must change the **Mode** back for **Send ID/Receive**
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### Process to Re-transmit Results

#### Stago

- Note:** Since GEC has a small volume, leave all coag samples on the analyzer until downtime is completely finished.
- Go to Test Panel
- Enter in the sample you would like to view
- Press **F11** (save and transmit)
- (batch re-transmittance is optional)

#### Xpand

- Press **F3**
  - Enter accession number
  - Press **F5**
  - Press **Y** (Yes)
  - Results will automatically reprint and be re-transmitted (batch re-transmittance not optional)
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### Changing times on Analyzers

#### Stago

1. Status
2. System- Enter
3. Esc
4. Arrow up to change time

#### Xpand

1. Main Menu
2. **F6** System Configuration
3. **F3** Date and Time
4. Change the time
5. Store

**Clinitek**

1. Main Menu
2. Set Up
3. Time
4. Change Time

**Pending List: GECS**

INSTRUMENT	TEST	DEVICE	WORKSHEET
XPAND	All	EXPG, EXPG1	GEX
STAGO	PT, PTT, DDIMER	ST1G	GCO
Systemx XN	CBC	GXN1	GHMAX
Pochi100	CBCND	GP100	GHMAX
i-STAT	Blood gas		GBG
i-STAT	BNP		GCH1
	Serum HCG		GHE1
	Ketone ( $\beta$ -Hydroxybutyrate)		GCH1
	Fluid Cell count		GHE
	ESR		GHE
	Influenza		GIM2
	QSTRP		GIM2
	RSV		GIM2
	UHCG		GUR1
	Mono		GUR3

**Sending Specimens to SGAH**

GEC → SG Micro = GIC

GEC Blood Cultures → SG Micro = GLAB

GEC → SG Core Lab (BB specimens) = GLAB

GEC → Test not normally sent out = GLAB → Final Destination = SLAB