

TRAINING UPDATE

Lab Location: SGAH and WAH

Date Implemented: 3.2.2018

Department: Lab

Due Date: 3.16.2018

DESCRIPTION OF PROCEDURE REVISION

Name of procedure:
Reprinting Lab Labels
Description of change(s):
This is a new procedure that outlines the process for printing a single label in the GUI system.

Electronic Document Control System



Document No.: SGAH.S988[0]

Title: Reprinting Specimen Labels

Owner: LESLIE BARRETT

Status: INWORKS

Effective Date: 31-Mar-2018

Next Review Date:

Non-Technical SOP

Title	Reprinting Specimen Labels	
Prepared by	Stephanie Codina	Date: 2/28/2018
Owner	Stephanie Codina	Date: 2/28/2018

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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Form revised 3/31/00

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1. PURPOSE

This procedure outlines the process for reprinting laboratory specimen labels.

2. SCOPE

This procedure is applies to any specimen label that needs to be reprinted.

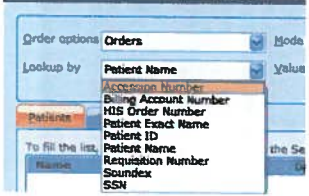
3. RESPONSIBILITY

All staff members must understand how to reprint specimen labels in Sunquest.

4. DEFINITIONS

NA


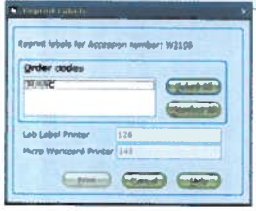

5. PROCEDURE

Step	Action
1	Access Sunquest GUI function "Order Entry."
2	In the "Lookup by" field, select "Accession number" from dropdown menu. 
3	At the "Value" prompt, scan or type the accession number of the label to be reprinted.
4	The patient information will appear on the screen. Verify the information is correct, then click "Select."

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Step	Action
5	Click "Reprint Labels." 
6	A popup box will display all tests on the accession number. Highlight the test for which you need a label or click the "Select All" button to reprint all labels. 
7	Click "Print." 
8	The label(s) will print to the device location you selected when you logged into the computer.

6. REFERENCES

NA

7. RELATED DOCUMENTS

None

8. REVISION HISTORY

Version	Date	Reason for Revision	Revised By	Approved By

9. ADDENDA AND APPENDICES

None