TRAINING UPDATE

Lab Location:	GEC, SGMC & WAH	Date Distributed:	4/16/2018
Department:	Core Lab	Due Date:	5/8/2018
		Implementation:	**5/8/2018**

DESCRIPTION OF PROCEDURE

Name of procedure:

Printing Patient Reports from Laboratory Instruments SGAH.L991 v0

Description:

This is a new SOP that provides detailed steps for how to 'turn on' patient report printing from the core lab instruments (often used during downtime).

Once implemented, the SOP will be kept in the Group Lead/Tech in Charge manual.

This SOP will be implemented on May 8, 2018

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

Non-Technical SOP

Title	**Printing Patient Reports from Laboratory Instruments**
Prepared by	Ash Chini, Leslie Barrett Date: 4/10/2018
Owner	Robert SanLuis Date: 4/10/2018

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

SOP ID: SGAH.L991
SOP version #   0

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Page 1 of 3

TABLE OF CONTENTS

1.   PURPOSE

This procedure provides instructions to re-establish patient report printing function for laboratory instruments.

2.   SCOPE

This procedure may be used during computer down time or whenever patient reports need to be generated from the instrument(s).

3.   RESPONSIBILITY

All core lab staff may perform this procedure.

4.   DEFINITIONS

None

5.   PROCEDURE

A. Stago
  1. From the Home Page – Escape – Status – On-line Print Out
  2. When "**On-line Print Out**" is set to **Yes**, it means the instrument will print every patient result automatically. If it is set to **No**, it means it will not print patient results.

B. Centaur CP
  1. From the Home Page – Set up – System – Run Time Report
  2. When "**Run Time Report**" is set to **ON,** the instrument will print every patient result automatically. If it is set to **OFF,** it will not print patient results.

C. IRIS
  1. From the Home Page – Setting – Release
  2. When the **Printer has a check mark** next to it, the instrument will print every patient result automatically. If there is **no check mark,** it will not print patient results.

SOP ID: SGAH.L991
SOP version #   0

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Page 2 of 3

D. Vista

1. From the Home Page – Advanced – Configuration – System Configuration – Automatically Print Test Results
2. A **Yes** means the instrument will print every patient result automatically; a **No** means it will not print patient results.

E. Sysmex

1. From the Home Page – IPU Setting – Auto Output – The box in **front of GP, under Negative Data**
2. To print all (positive and negative patients), check the box. To print only positive patients, uncheck the box.

F. Xpand

1. From the Home Page – System Configuration – Select Printer – System Printer
2. To print all patient reports and every QC run:
   - System Printer "**On Line – Print all**"
   - Axillary Printer to "**OFF Line**"
3. To turn off patient reports and QC run:
   - System Printer to "**On Line No Test Report**"
   - Axillary Printer to "**OFF Line**"

6. RELATED DOCUMENTS
N/A

7. REFERENCES
None

8. REVISION HISTORY

Version	Date	Reason for Revision	Revised By	Approved By

9. ADDENDA AND APPENDICES
None

Form revised 3/31/00

SOP ID: SGAH.L991
SOP version # 0

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Page 3 of 3