

## TRAINING UPDATE

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

**Date Distributed:** 7/11/2018  
**Due Date:** 8/7/2018  
**Implementation:** 8/7/2018

### DESCRIPTION OF PROCEDURE REVISION

<b>Name of procedure:</b>
<b>Fluid Keyboard: Accessing Differential Result Entry on Fluids SGAH.H11 v2</b> <i>This SOP has been converted to a system one</i>
<b>Description of change(s):</b>
Section 5: added second tech and path review processes Section 6: added path review form  <b>This revised SOP will be implemented on August 7, 2018</b>

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

Non-Technical SOP

<b>Title</b>	<b>Fluid Keyboard: Accessing Differential Result Entry on Fluids</b>	
<b>Prepared by</b>	Leslie Barrett	Date: 4/3/2012
<b>Owner</b>	Robert SanLuis	Date: 4/3/2012

<b>Laboratory Approval</b>		
<b>Print Name and Title</b>	<b>Signature</b>	<b>Date</b>
<i>Refer to the electronic signature page for approval and approval dates.</i>		
Local Issue Date:		Local Effective Date:

<b>Review:</b>		
<b>Print Name</b>	<b>Signature</b>	<b>Date</b>

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### **1. PURPOSE**

This procedure describes the steps to result a fluid differential using the Sunquest GUI.

### **2. SCOPE**

This procedure applies to fluid differentials.

### **3. RESPONSIBILITY**

This procedure is performed by Core Laboratory staff.

### **4. DEFINITIONS**

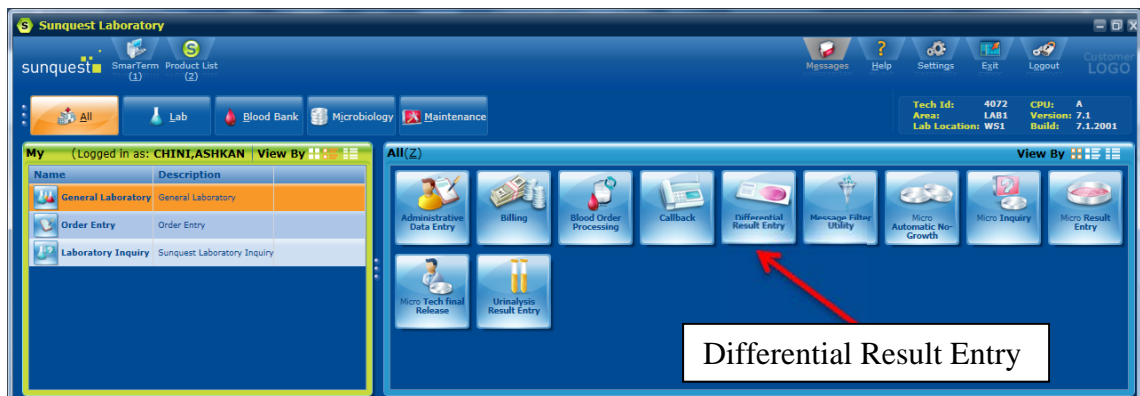
GUI - Graphic User Interface

### **5. PROCEDURE**

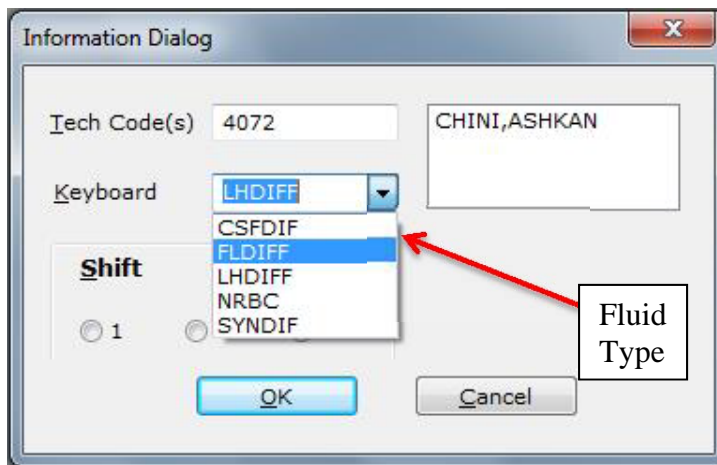
1. Log into the Sunquest GUI application.



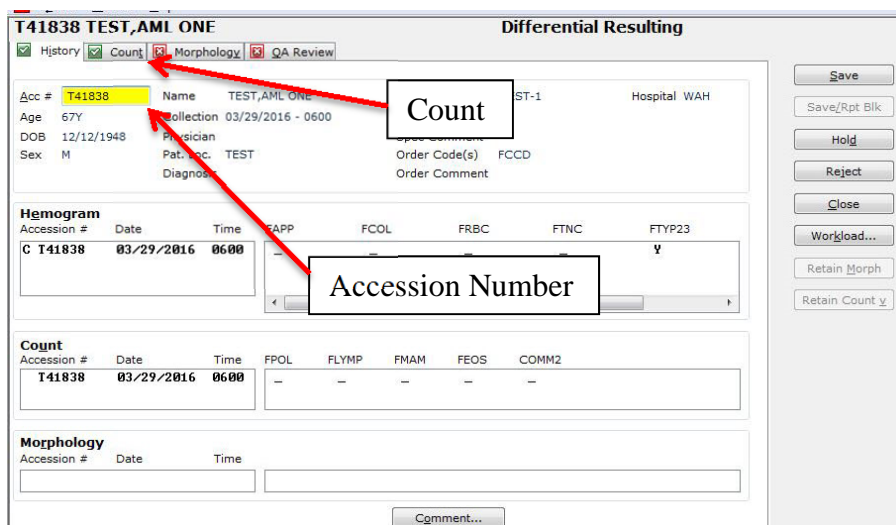
2. Click on “Differential Result Entry”.



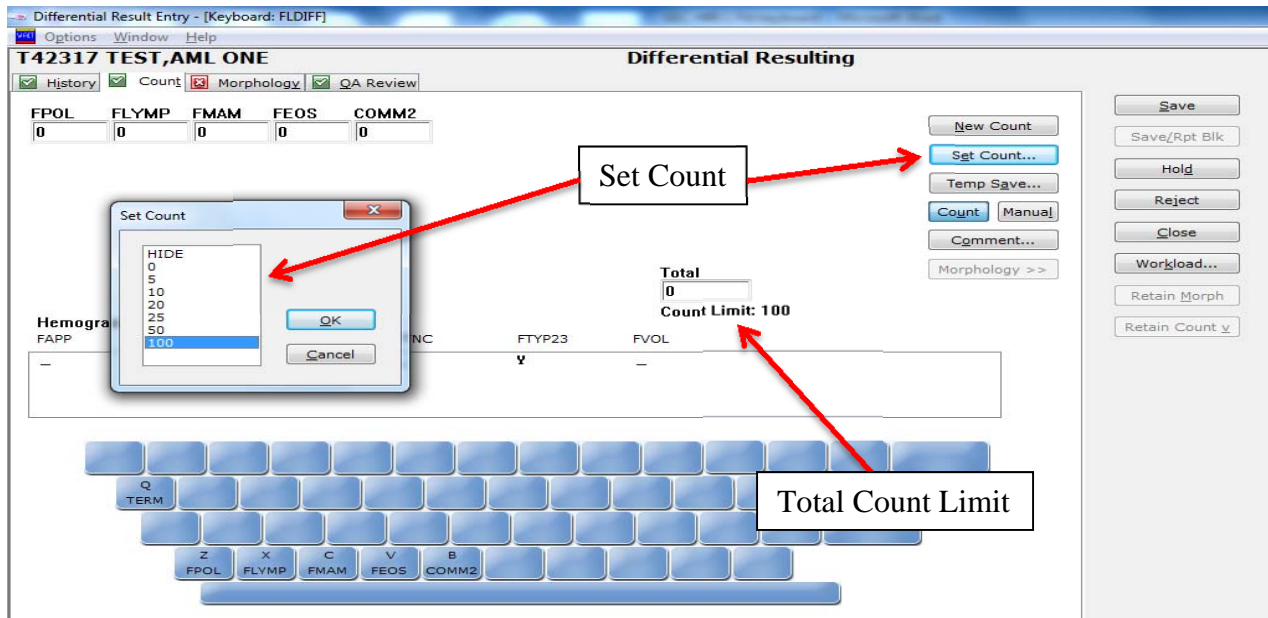
3. Under “Information Dialog” screen, click on the down arrow and select the type of fluid.



4. Enter the accession number and press enter. When patient information is displayed, verify it matches the specimen tested. Once patient identification is confirmed, click on “Count”.



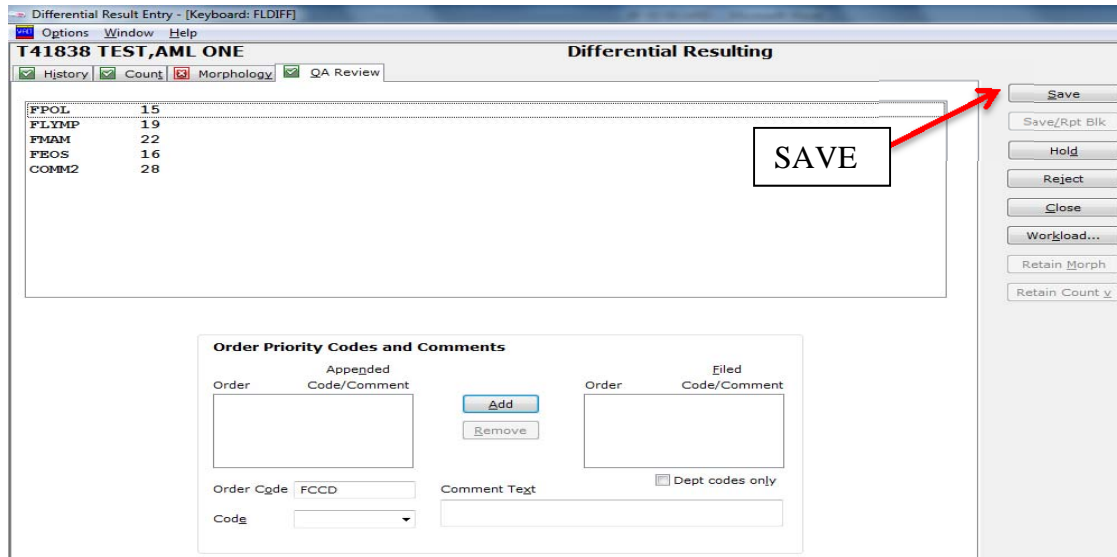
5. Examine the slide and adjust the "Total Count Limit" accordingly. To adjust the Total Count Limit, click on "Set Count" then choose one of the options.



6. Enter the differential count. When finished click on "QA Review".



7. Review the QA report, then click on “SAVE”.

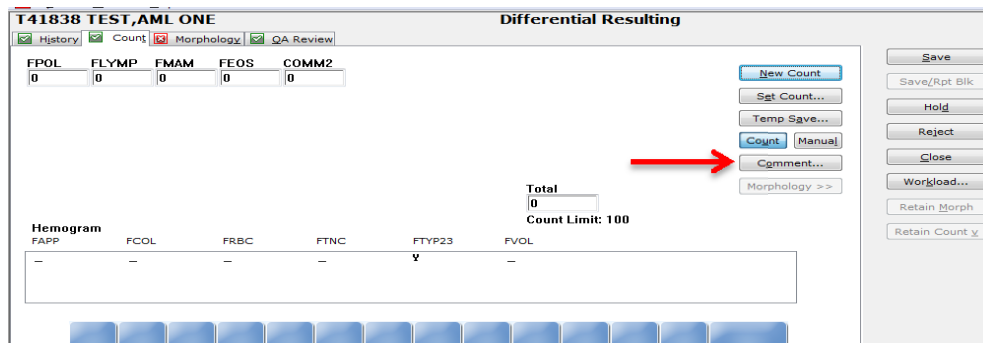


8. If the slide requires a second tech review, click on “HOLD”.

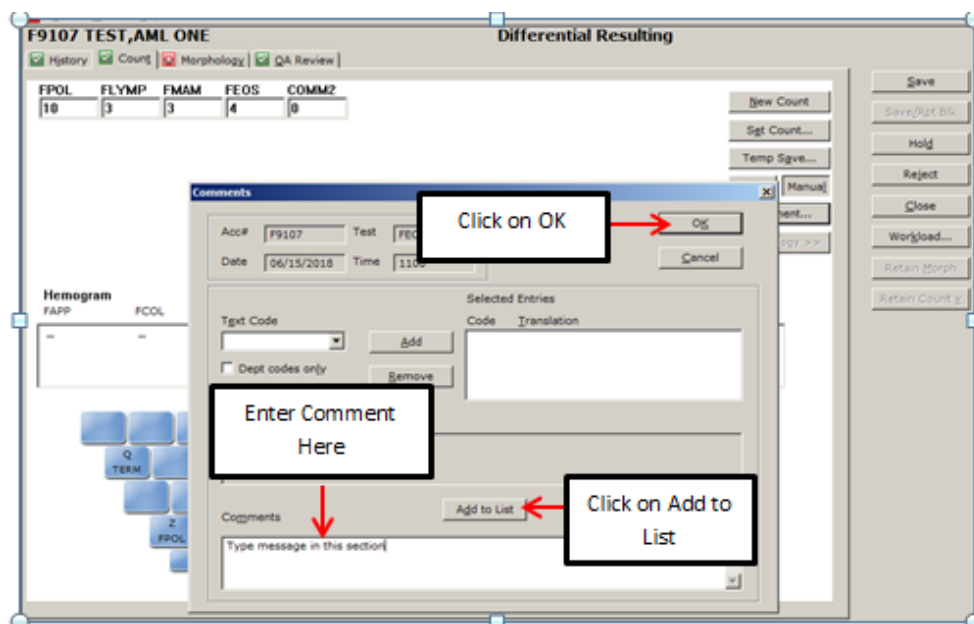
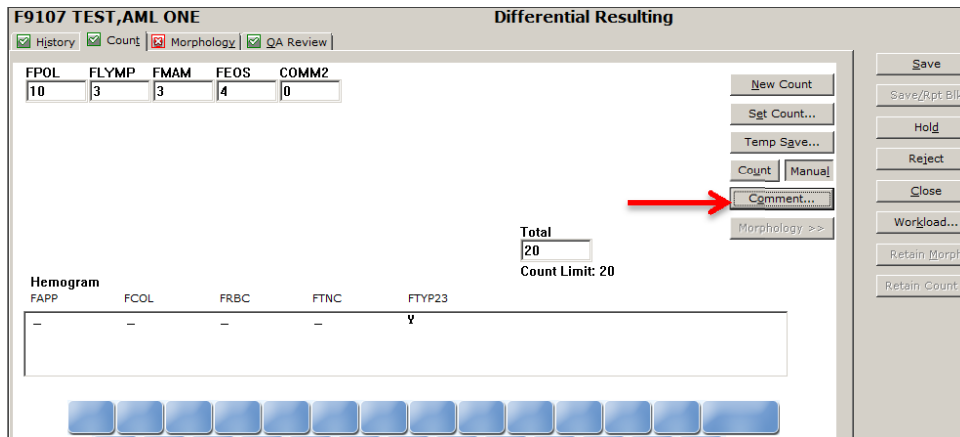
- a. A second tech will perform the differential using a manual cell counter or the off-mode in Sunquest and record results on the Pathologist Slide Review Request form.
- b. The criteria specified on the Automated Stainer Differential Comparison and Stain Quality Log is used to compare results.
  - If the results fall within the TEa, then the original differential is reported.
  - If the differential results do NOT correlate within the TEa then supervisor/tech in charge will review the diff and decide which results to report.

9. If the slide requires a pathologist review, click on “HOLD” and then submit the slide with review form. Results are entered as a Comment.

Sunquest GUI screen shot (Note: comment field has limited word space)



Sunquest SmartTerm screen shot (allows input of longer comment)



- 6. RELATED DOCUMENTS**  
Cell Count and Differential, CSF  
Body and Synovial Fluid Analysis  
[Pathologist Slide Review Request \(AG.F127\)](#)

- 7. REFERENCES**  
SunQuest GUI Systems Functions Training Manual.

**8. REVISION HISTORY**

<b>Version</b>	<b>Date</b>	<b>Reason for Revision</b>	<b>Revised By</b>	<b>Approved By</b>
000	3/29/16	Section 5: update the procedure steps and pictures to current Sunquest GUI version Footer: version # leading zero's dropped due to new EDCS in use as of 10/7/13.	A Chini	R SanLuis
1	6/26/18	Header: added other sites Section 5: added second tech and path review processes Section 6: added path review form	L Barrett A Chini	R SanLuis

**9. ADDENDA AND APPENDICES**

None