TRAINING UPDATE

Lab Location:	SGMC & WOMC	**Date Distributed:**	9/23/2019
Department:	Core lab	**Due Date:**	10/23/2019
		Implementation:	**9/23/2019**

DESCRIPTION OF PROCEDURE REVISION

Name of procedure:
Media Labels   SGAH.M12 v2
Description of change(s):
Header: changed WAH to WOMC Section 5: replaced REI steps with GUI process *(function REI is no longer available for use)* This revised SOP was implemented on September 23, 2019

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

Non-Technical SOP

Title	**Media Labels**
Prepared by	Ron Master Date: 8/10/2009
Owner	Ron Master Date: 8/10/2009

Laboratory Approval		
Print Name and Title	**Signature**	**Date**
Refer to the electronic signature page for approval and approval dates.		
Local Effective Date:		

Review:		
Print Name	**Signature**	**Date**

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1.   **PURPOSE**

This procedure delineates when microbiology work cards print and outlines the process for reprinting labels.

2.   **SCOPE**

This procedure applies to processing and labeling of all microbiology specimens.

3.   **RESPONSIBILITY**

All lab staff processing and plating microbiology specimens must understand microbiology media labeling.
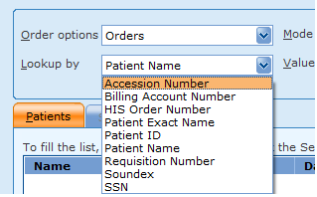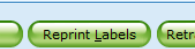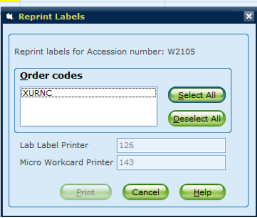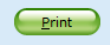
4.   **DEFINITIONS**
None

5.   **PROCEDURE**

Labeling Media

- Work card labels automatically print in microbiology when a microbiology test is ordered or when it is received in the LIS.
- Use the bar code labels to label all media that will be inoculated.
- Place the label vertically on tubed media (up & down) so that it can be scanned with a bar code reader.
- Place the bar code label so as not to cover up the media name on the plates/tube.
- Once all media to be inoculated is labeled and inoculated, discard left over labels.

Reprinting Bar Code Labels

Step	Action
1	Log onto Sunquest and access GUI function "Order Entry."

Step	Action
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 and click **Search**.
4	The patient information will appear on the screen. Verify the information is correct, then click **Select**.
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	"Transaction posted to data base" message will appear. Click **OK**. The label(s) will print to the device location you selected when you logged into the computer.

6.　　RELATED DOCUMENTS
　　　None

7.　　REFERENCES
　　　None

8. REVISION HISTORY

Version	Date	Reason for Revision	Revised By	Approved By
		Supersedes SOP M002.001		
000	9/8/17	Header: add WAH Footer: version # leading zero's dropped due to new EDCS in use as of 10/7/13	L Barrett	R Master
1	8/28/19	Header: changed WAH to WOMC Section 5: replaced REI steps with GUI process	L Barrett	R Master

9. ADDENDA AND APPENDICES
None