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Laboratories at Adventist Healthcare White Oak Medical Center, Shady Grove Medical Center and Germantown Emergency Center

Date: November 23, 2020
LABORATORY ALERT
Subject: Manual Result Entry in Sunquest

The Laboratory is informing you of the following:

Things to remember when entering results manually into Sunquest using **Function: MEM**

It is important that you type in the **worksheet code** for the test you are resulting. Worksheets may have

   A. Calculations and rules associated with them that:
- Tag a result with CRIT or CALL
- Adjust results for upper/lower CRR

   B. Default Method codes (could be for an instrument or a manual method)
- Important for CAP surveys and result transmission to CAP
- Pay attention to the default method code. This indicates the instrument or method used in testing. You will be PROMPTED TO CHANGE THE METHOD, IF NEEDED.

Remember:
- Abnormal results are noted as FAILED NORMAL
- Critical results are noted as FAILED VERIFY

If you do NOT know the Worksheet code:

1. In SmarTerm, go to function **MIQ**, option **1**.
2. At the TEST CODE: prompt, **type in the order code.** If you don't know the code, you can type an "=" and part of the order (test) name.
3. Worksheets consist of two parts: Worksheet code, column # (you can ignore column #)

Note: SGMC worksheets start with the letter S
        WOMC worksheets start with the letter W
        GEC worksheets start with the letter G

The worksheet name can be found under the "WS" header (if order is a battery) or WORKSHEET: if order is an individual order).

Example: Battery   **Example: Test**

```
8. TEST   RES  AUTO SUPR SUPA      HDR      WS

   TROPI  N         N    N         CHEMI,14  SVITRO,147
                                   (DEFAULT) WVITRO,215
                                   CHEMI,12  GEX,42
```

```
WORKSHEET:            SVITRO,147
WORKSHEET:            WVITRO,215
WORKSHEET:            GEX,42
WORKSHEET:            GEX,42
```