TRAINING UPDATE

Lab Location: All Locations   **Date Implemented:** 8/15/2025
Department: Laboratory   **Due Date:** 8/31/2024

DESCRIPTION OF PROCEDURE REVISION

Name of procedure:
MediaLab Personnel Documentation Module (Employee)

Description of change(s):
We have transitioned to keeping electronic personnel files in MediaLab. Staff have the ability to upload assigned documents to their file directly. Each staff member will be expected to upload annual flu vaccines, FIT testing, and updated certifications/licenses directly to MediaLab. If you have a certification or license with an expiration, MediaLab will automatically request that you update the certification/license 30 days prior to expiration.

AHC.QA 5002 MediaLab Personnel Documentation Employee

Copy of version 1.0 (in review)

Version History
This document has no approved or retired versions.

Adventist HealthCare Site: Shady Grove Medical Center, White Oak Medical Center, Fort Washington Medical Center	Title: MediaLab Personnel Documentation (Employees)

Non-Technical SOP

	Title	MediaLab Personnel Documentation Module (Employees)	
	Prepared by	Stephanie Codina	Date: 5/17/2024
	Owner	Stephanie Codina	Date: 5/17/2024

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:	

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1. **PURPOSE**
    To outline the process that staff members will follow to upload documents to their own electronic employee personnel files.
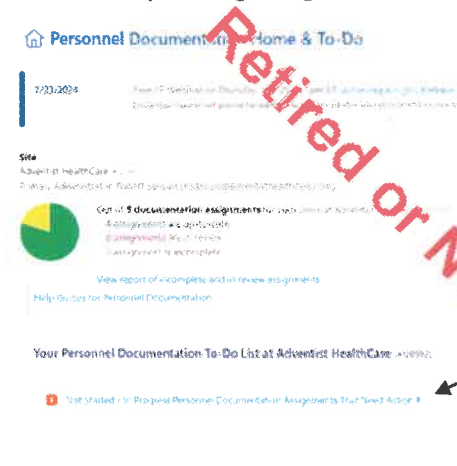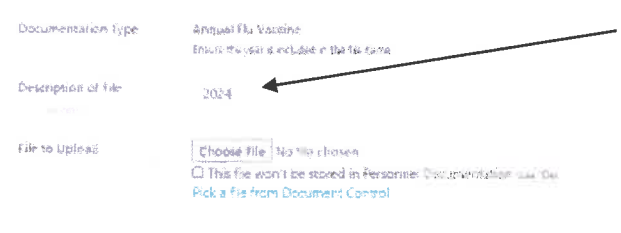
2. **SCOPE**
    MediaLab personnel documentation is a repository for storing employee personnel information. The software will track and notify designated employees when certifications and licenses are nearing expiration.

3. **RESPONSIBILITY**
    *   Staff members are requested to upload mandatory documentation into their personnel files. This includes as needed documentation such as professional certification and license as well as annual requirements for FIT testing, flu shot, and tuberculosis testing.

Adventist HealthCare	
Site: Shady Grove Medical Center, White Oak Medical Center, Fort Washington Medical Center	Title: MediaLab Personnel Documentation (Employees)

4. DEFINITIONS
NA

5. PROCEDURE

Step	Action
1	Access MediaLab.
2	Click **Apps** in the upper, right corner and select **Personnel Documentation** from the dropdown.
3	The Personnel Documentation Home & To-Do screen will open. Click the link **Not Started / In Progress Personnel Documentation Assignments That Need Action.** All pending assignments will appear.
4	Identify the assignment you would like to complete. Click the **Action** button to the right of the assignment and select **Upload a file** from the list.
5	At the "Description of File" prompt, type a short description of the document you are uploading. For annual requirements, type the year of completion in this field.
6	Click the **Choose File** button and follow the prompts to upload the document from your PC or another drive.

SOP ID: AHC.QA5002
SOP version # 1

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Adventist HealthCare	Title: MediaLab Personnel Documentation
Site: Shady Grove Medical Center, White Oak Medical Center, Fort Washington Medical Center	(Employees)

Step	Action
7	If you are entering a certification, license, or other document with an expiration date, you must type the expiration date in the appropriate field.

8	Scroll to the bottom of the screen. Highlight the appropriate radial button in the **Status** field.
	
	   A. Click **I'll need to upload more files** if you need more than one file to satisfy this documentation requirement.
	
	   B. Click **I'm finished uploading the files, mark this requirement as complete** if you have uploaded all files for this requirement and are ready to submit.

9	Click **Upload File.**
10	The system will generate a message that the requirement was completed or forwarded to a member of the management team for approval.

6.   RELATED DOCUMENTS
SOP: MediaLab Personnel Documentation Module (Management)

7.   REFERENCES
N/A

8.   REVISION HISTORY

Version	Date	Reason for Revision	Revised By	Approved By

9.   ADDENDA AND APPENDICES
N/A