

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 (Management)

Description of change(s):

As we transition to electronic personnel files from paper records, all supervisors will need to understand how to upload documents.

A few updates since we did online training:

1. When you upload a certification or license, please ensure you are entering the type of certification and the number (example = MLS-12345 or MLSi-34567) and the correct expiration date. Please do not accept the default expiration date of one year from entry.
2. When you add degrees/transcripts, please identify them with a specific title, because it makes it much easier to determine what needs to be attached to the delegation documents. Examples include:
 - Foreign Degree
 - Equivalency Documents for BS in MLS
 - Transcript for BS in Biology

Note we do not have to upload degrees that are not related to lab. For example, if an employee has a BS in CLS and a MS in Sociology, there is no need to upload the MS degree if it does not apply to CLIA requirements.

AHC.QA 5003 MediaLab Personnel Documentation Module (Management)

Copy of version 1.0 (in review)

Uncontrolled Copy printed on 8/14/2024 3:51 PM

Printed By Stephanie Codina

Organization Adventist HealthCare

Version History

This document has no approved or retired versions.

Retired or Not Yet Effective

Adventist HealthCare
 Site: Shady Grove Medical Center, White Oak Medical Center,
 Fort Washington Medical Center

Title: MediaLab Personnel Documentation
 (Management)

Non-Technical SOP

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

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

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Retired or Not Yet Effective

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1. PURPOSE

To outline the process for uploading and managing electronic employee personnel files.

2. SCOPE

MediaLab personnel documentation is a repository for storing employee personnel information, laboratory licenses and accreditations, and delegation documents as well as generating employee personnel rosters for regulatory inspections. The software will track and notify designated employees when certifications and licenses are nearing expiration.

3. RESPONSIBILITY

- Supervisors are responsible for uploading and maintaining current and accurate employee documentation.
- QA specialists are responsible for uploading and maintaining current and accurate laboratory licensing and accreditation documentation.
- Supervisors and QA specialists are responsible for ensuring delegation documents are reviewed and updated every six months and as needed.

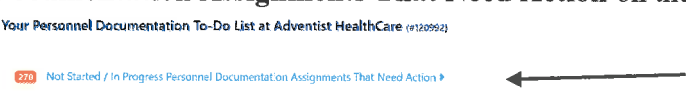

4. **DEFINITIONS**
 NA

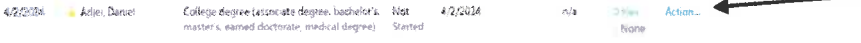

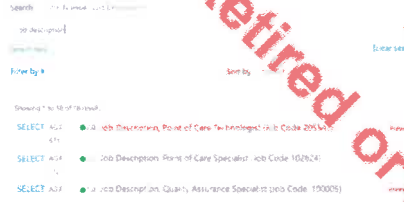
5. **PROCEDURE**

General Information

Step	Action
1	MediaLab users will be assigned to one or more of the following groups. <ul style="list-style-type: none"> • AHC Senior Management • AHC Lab Administration • AHC Physicians • AHC Supply Clerks • FWMC Technical Staff • FWMC Non-Technical Staff • GEC Technical Staff • POCT • SGMC Blood Bank • SGMC Core Lab • SGMC Non-Technical Staff • WOMC Blood Bank • WOMC Core Lab • WOMC Non-Technical Staff
2	Documents are required based upon position and group. Refer to Appendix A for a detailed listing of requirements.
3	MediaLab is accessed via the AHC intranet. Click the Apps button in the upper, right corner and select Personnel Documentation .



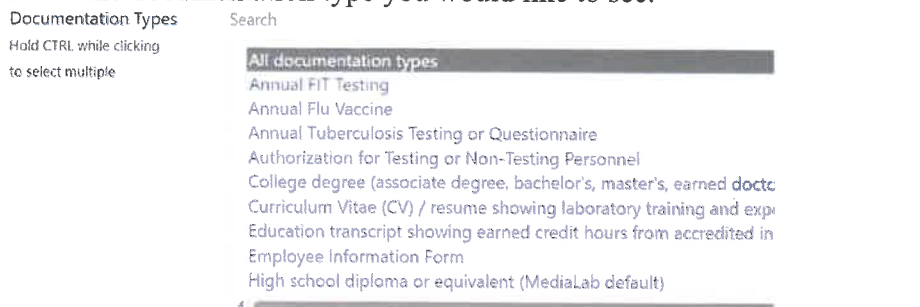
Upload a File to Meet a Documentation Requirement

Step	Action
1	Locate and click on the folder titled, Not Started/In Progress Personnel Documentation Assignments That Need Action on the Home page. 
2	Locate the employee's name and document type you wish to upload. You may type the employee's name in the search box if there are many documents pending upload. 

Step	Action
3	<p>Click the Action link which is listed to the right of the assignment.</p>  <p>Then click on Upload a file.</p>
4	<p>Click Browse or Choose File to locate the file you want to upload from your computer.</p> <p>For Job Descriptions, click on Pick a file from Document Control.</p>  <p>Search Job Description and select the applicable job description based on job code.</p> 
5	<p>The following prompts may appear. The prompts appear differently based on documentation type. If you do not enter anything, the file will take on the title of the documentation type.</p> <ol style="list-style-type: none"> A. Description of File—Enter a description of the file <ol style="list-style-type: none"> a. Be specific about the file when uploading degrees and transcripts as they will be linked to the delegation documents. For example, MS in Biology, BS without field of study, foreign degree, equivalency documents for BS in Medical Laboratory Science, etc). b. For annual requirements such as flu shot or FIT testing, enter the year in this field. B. Number—This is required for ASCP or other licenses/certifications. Enter the license or certification number by typing the certification type followed by the number. For example, MT-10026 or CLSi-224466. C. Primary Source Verification—You can check this box if the documentation has undergone primary source verification. D. Expiration Date— This is required for ASCP or other licenses/certifications. List the date on which the certification/license expires. If the certification is non-expiring, enter the date 12/31/2050. E. Date of Documentation—You can default the date on which the document was uploaded to MediaLab or type in a different date. F. Meets CLIA Requirements—If the documentation is associated with a CLIA type, select the option that applies to the employee documentation. This information is used to ensure the staff member meets requirements for delegated duties under CLIA.

Step	Action
	<p>G. Status—Select the correct radial button.</p> <ul style="list-style-type: none"> a. Select I'll need upload more files if you will upload additional files for this documentation type. b. Select I'm finished uploading files. Mark this requirement as complete if all files have been uploaded. c.
6	Click the orange Upload Files button at the bottom.
7	Depending upon the file, it will either complete the requirement or go to an approver for review.

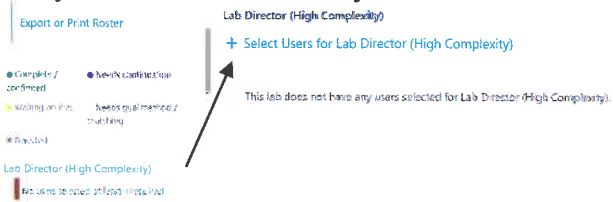
View Documents

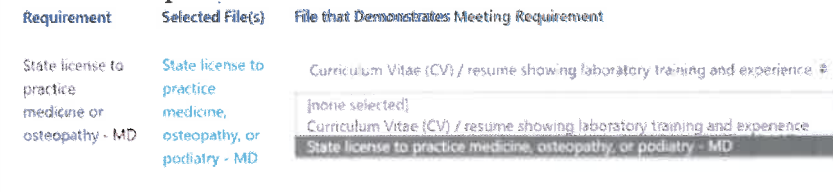
Step	Action
1	<p>Click Reports tab at the top of the screen.</p> 
2	<p>At the Users prompt, select the radial button that corresponds to select a user, group, or all users. Select the user or group you would like to see from the dropdown menu.</p> 
3	<p>Select the documentation type you would like to see.</p> 
4	<p>Click Display Report to see the documents to display the documentation. Once displayed, you will have the option to print the data or export to Excel.</p>

Add a CLIA License (Only Available to Site Administrators)

Step	Action
1	Click the Rosters tab at the top of the screen.
2	Click on CLIA Licenses and then Add a CLIA License .
3	Enter the following information: A. License Name (Name of Lab) B. CLIA Identification Number C. Effective Date D. Expiration Date E. Upload a copy of the CLIA license F. CAP Number (if applicable) G. Laboratory Address H. Laboratory Phone Number I. Select "This lab needs to generate CAP rosters" if applicable J. Click the type of testing performed (Waived, PPM, Moderate, High) K. If the laboratory qualifies for moderate or high complexity testing, select the specialties and subspecialties listed on the CLIA license from the dropdown menu. Click Add CLIA License and Laboratory .

Managing Delegation Documents

Step	Action
1	Click on Rosters .
2	Find the laboratory for which you would like to manage and click Manage Personnel Rosters for that laboratory.
3	All CLIA positions for that CLIA laboratory will display. Click the position that you would like to modify. 
4	Click on Select User for the CLIA position you selected.
5	Select the user(s) you would like to assign to the role and then click Add CLIA positions to selected users .
6	Once a user has been assigned, you must select a qualification method. Click the Select a Qualification Method link that is next to the user's name.

Step	Action
7	The CLIA-defined qualification methods will appear on the next page. Click the method that corresponds to the employee assigned to that role.
8	Select the user's documentation that corresponds to the qualification method from the dropdown list. 
9	Click Save Changes .

Assigning Documentation Requirements (Only Available to Site Administrators)

Step	Action
1	Click the Types & Assignments tab.
2	Click Add Documentation Requirements to Users .
3	Select the documentation type(s) you would like to assign.
4	Select the user(s) to which it will be assigned.
5	Click Add Requirement .
6	Once assigned, the assignees will receive an e-mail and will be required to upload the documentation.

Previewing and Correcting the CAP Roster

Step	Action
1	Click on the Rosters tab.
2	Identify the lab for which you would like to generate a roster and then click Manage Personnel Roster for that laboratory.
3	Click on Preview and Correct CAP Roster .
4	The CAP roster will only include testing personnel for moderate and high complexity. Other personnel must be added on the CAP website. The system will alert for possible issues.

Step	Action
5	Enter the appropriate files and click Save Changes to update the document.

Exporting Rosters (Only Available to Site Administrators)

Step	Action
1	Click on the Rosters tab and then Export or Print Roster .
2	<p>In the format box, select the format you want to view.</p> <ul style="list-style-type: none"> A. CLIA/CMS—Laboratory Personnel Report (PDF) B. CAP—Personnel Evaluation Roster, Laboratory Personnel (Excel) C. CAP—Personnel Evaluation Roster, Non-Laboratory Personnel (Excel) D. Simple (PDF) E. Simple (Excel) <p>Simple rosters will only include a list of your employees, employee IDs, and the positions they are matched to. Simple rosters may be signed by the Medical Director and used in lieu of delegation documents.</p>
3	<p>Choose the Confirmed Positions you want to view.</p> <ul style="list-style-type: none"> A. Include selected positions, even if they are not confirmed yet. B. Include only confirmed positions.
4	<p>Select how you want the rosters sorted.</p> <ul style="list-style-type: none"> A. Employee Name (lastname, firstname) B. Position
5	Click Print Roster and then Download your roster .

6. **RELATED DOCUMENTS**
 SOP:

7. **REFERENCES**
 N/A

8. **REVISION HISTORY**

Version	Date	Reason for Revision	Revised By	Approved By

Adventist HealthCare
Site: Shady Grove Medical Center, White Oak Medical Center,
Fort Washington Medical Center

Title: MediaLab Personnel Documentation
(Management)

9. ADDENDA AND APPENDICES
N/A

Retired or Not Yet Effective

Appendix A

Required Documentation by Group

Technical Staff	<ul style="list-style-type: none"> • Annual FIT Testing (designated staff only) • Annual Flu Vaccine • Annual TB Testing or Questionnaire • Authorization for Testing or Non-Testing Personnel • College Degree* • Curriculum Vitae (CV)/Resume • Education Transcript* • Employee Information Form • Job Description (linked from MediaLab) • LIS Security Agreement • National Lab Personnel License (ASCP, etc) if applicable. <p>*Only one is required per CLIA</p>
Non-Technical Staff	<ul style="list-style-type: none"> • Annual FIT Testing • Annual Flu Vaccine • Annual TB Testing or Questionnaire • Authorization for Testing or Non-Testing Personnel • Curriculum Vitae (CV)/Resume • Employee Information Form • HS Diploma or Equivalent (Diploma or transcript from employee's highest level of education) • Job Description (linked from MediaLab) • LIS Security Agreement • National Lab Personnel License (ASCP, phlebotomy certification, etc) if applicable. • Occupational Health Clearance or Colorblind Testing
Physicians/Pathologists	<ul style="list-style-type: none"> • Curriculum Vitae (CV)/Resume • State License to Practice Medicine, Osteopathy, or Podiatry
Supply Clerks	<ul style="list-style-type: none"> • Annual Flu Vaccine • Annual TB Testing or Questionnaire • Occupational Health Clearance or Colorblind Testing

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Appendix B



**ASCP
BOARD OF
CERTIFICATION**



**ASCP
INTERNATIONAL**

ACCEPTABLE EVALUATION AGENCIES FOR FOREIGN TRANSCRIPTS

INTERNATIONAL EVALUATION SERVICE CENTER FOR APPLIED RESEARCH, EVALUATION & EDUCATION, INC.
 PO Box 12358
 Anaheim, CA 92817
 714-237-9272
 Email: eval_caree@yahoo.com
 Website: www.iescaree.com

FOUNDATION FOR INTERNATIONAL SERVICES, INC.
 505 5th Avenue South, Suite 101
 Edmonds, WA 98020
 425-248-2255
 425-248-2262 FAX
 Email: info@fis-web.com
 Website: www.fis-web.com

EDUCATIONAL CREDENTIAL EVALUATORS, INC.
 PO Box 514070
 Milwaukee, WI 53202
 414-289-3400
 414-289-3400
 Email: eval@ece.org
 Website: www.ece.org

GLOBE LANGUAGE SERVICES
 305 Broadway Ste 401
 New York, NY 10007
 212-227-1994
 212-603-1689 FAX
 Email: info@globelanguage.com
 Website: www.globelanguage.com

EDUCATIONAL PERSPECTIVES
 PO Box A3462
 Chicago, IL 60690-3462
 312-421-9300
 Email: info@edperspective.org
 Website: www.edperspective.org

INTERNATIONAL CONSULTANTS OF DELAWARE, INC.
 3600 Market St, Suite 450
 Philadelphia, PA 19104-2651
 215-243-5318
 215-349-0076 FAX
 Email: icd@icde.com
 Website: www.icdeval.com

EDUCATION EVALUATORS INTERNATIONAL, INC.
 3000 Marcus Ave, Suite 186
 Lake Success, NY 11042
 401-521-5340
 718-425-9929 FAX
 Email: eval@edupei.com
 Website: www.edupei.com

INTERNATIONAL EDUCATION EVALUATORS, INC.
 7900 Matthews Mint Hill Rd Suite 300
 Charlotte, NC 28227
 704-545-2485
 Email: info@foreigntranscripts.com
 Website: www.foreigntranscripts.com

FOREIGN ACADEMIC CREDENTIALS SERVICES, INC.
 105 West Vandalia St, Suite 120
 Edwardsville, IL 62025
 618-656-5291
 Email: hello@facusa.com
 Website: www.facusa.com

INTERNATIONAL EDUCATION RESEARCH FOUNDATION, INC.
 P O Box 3665
 Culver City, CA 90231-3665
 310-258-9451
 310-342-7086 FAX
 Email: infor@ierf.org
 Website: www.ierf.org

JOSEF SILNY & ASSOCIATES, INC.
 International Education Consultants
 7101 SW 102 Avenue
 Miami, FL 33173
 305-273-1616
 305-273-1338 FAX
 Email: info@jsilny.com
 Website: www.jsilny.com

FOREIGN CREDENTIALS SERVICE OF AMERICA
 1910 Justin Lane
 Austin, TX 78757-2411
 512-459-8428
 512-459-4565 FAX
 Email: info@foreigncredentials.org
 Website: www.foreigncredentials.org

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Adventist HealthCare
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WORLD EDUCATION SERVICES, INC

Attention: Documentation Center
P O Box 5087
Bowling Green Station
New York, NY 10274-5087
212-966-6311
212-759-6100 FAX
Email: info@wes.org
Website: www.wes.org

OR

Attention: Documentation Center
64 Beaver St, #146
New York, NY 10004

A foreign transcript evaluation with U.S. educational
equivalency statement and course by course evaluation is
required.

Information on this page is subject to change without
notice.

For the most current information, visit the ASCP web site
at www.ascp.org.

Retired or Not Yet Effective

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Appendix C

MT/MLT Qualifications		
	MT (Technologist) as defined in NYSCRR Title: SubPart 58-1.5	MLT (Technician) as defined in CAP:Gen.54750
Degree (Must fall within one of the four categories in column B for MT and Column C for MLT)	1 - BS-MT or	1 - Associate -MLT or
	2 - Three years (90 semester hours): <ul style="list-style-type: none"> Completion of a course of training of at least 12 months in a school of medical technology approved by the Council on Medical Education of the American Medical Association or 	2 - Associate degree in a laboratory science (chemical or biological science)
	3 - BS in one of the Chemical, physical or biological science <ul style="list-style-type: none"> at least one year of pertinent laboratory experience and/or training covering the specialty(ies) or subspecialty(ies) in which he performs tests or 	3 - Equivalent laboratory training and experience includes the following: <ul style="list-style-type: none"> 60 semester hours or equivalent from an accredited institution that, at a minimum, includes either 24 semester hours of medical laboratory technology courses, OR 24 semester hours of science courses that include six semester hours of chemistry, six semester hours of biology, and 12 semester hours of chemistry, biology or medical laboratory technology in any combination; AND Laboratory training including either completion of a clinical laboratory training program approved or accredited by the ABHES, NAACLS, or other organization approved by HHS (note that this training may be included in the 60 semester hours listed above), OR at least three months documented laboratory training in each specialty in which the individual performs high complexity testing.
	4 - Three years (90 semester hours (SH) must include): <ul style="list-style-type: none"> 16 SH in Chemistry (at least 6 SH in inorganic chemistry) 16 SH in Biology 3 SH in Mathematics <p style="text-align: center;">PLUS</p> <p>One year successful experience and/or training covering several fields of medical laboratory work</p>	
Transcript	When degree does not include major, transcripts are required and must be reviewed and follow row # 6 above	When degree does not include major, transcripts are required and must be reviewed and follow row # 6 above
International Degrees	US evaluation performed by ASCP acceptable agencies is required for all international degrees	US evaluation performed by ASCP acceptable agencies is required for all international degrees