



TRAINING UPDATE

Lab Location: SGAH
Department: Processing

Date Distributed: 7/19/2012
Due Date: 8/15/2012

DESCRIPTION OF PROCEDURE REVISION

Name of procedure:
Procirca (Biotronics) QC Testing SGAH.S31 v001
Description of change(s):
Update company name from Biotronics to Procirca Note – there is no change in LIS, still use medical record numbers that begin with BIOT

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

Approved draft for training (version 001)

Non-Technical SOP

Title	Procirca (Biotronics) QC Testing	
Prepared by	Marie Sabonis	Date: 1/26/2010
Owner	Samson Khandagale	Date: 1/26/2010

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:

12 month (or new) management review and approval: Signature acknowledges SOP version remains in effect with NO revisions.		
Print Name	Signature	Date

TABLE OF CONTENTS

1. PURPOSE..... 3
2. SCOPE 3
3. RESPONSIBILITY..... 3
4. DEFINITIONS..... 3
5. PROCEDURE..... 3
6. RELATED DOCUMENTS 6
7. REFERENCES 6
8. REVISION HISTORY..... 6
9. ADDENDA AND APPENDICES..... 6

1. PURPOSE

This procedure describes the process to place laboratory orders for QC testing for **Procirca (previously known as Biotronics)**.

2. SCOPE

Applies to QC testing for Procirca.

3. RESPONSIBILITY

This procedure is performed by Specimen Processing staff.

4. DEFINITIONS

None

5. PROCEDURE

A. General Information

1. The laboratory performs quarterly QC testing of perioperative services including blood recovery and autologous platelet gel. According to AABB Standards, blood recovery is best measured by markers of red blood cell concentration and wash efficiency. The selected parameters are hematocrit and serum potassium levels pre and post-processing. Autologous platelet gel is best measured by an increase in platelet count and white cell count and a reduction of hematocrit pre and post-processing.
2. There are four instruments utilized by Procirca at Shady Grove Adventist Hospital. They consist of one (1) Cell Saver 5P and three (3) SmartPrep 2 instruments.

Form revised 3/31/00

3. Lab orders are entered into the LIS via an outside location medical record number that is associated with each instrument. The chart below specifies the medical record number for each instrument:

Instrument	Serial Number	Medical Record #
Cell Saver 5P	05L056	BIOT-2
SmartPrep 2	SMP2-2126	BIOT-1
SmartPrep 2	SMP2-3139	BIOT-3
SmartPrep 2	SMP2-3876	BIOT-4

4. Procirca will submit specimens for testing with a specific requisition (see addenda).
5. For each Cell Saver, 1-2 samples (pre and post process) will be collected and sent for testing. Tests to be performed include Hematocrit and Potassium.
6. For each platelet gel, they will collect and send a pre and post aliquot of blood for testing. Tests to be performed include Platelet Count, Hematocrit and WBC count.
7. Once results are entered into the LIS, the report will automatically be faxed to 240-826-5868 via Sunquest fax # 1221.

B. Order in LIS

1. From the requisition determine the medical record number to place orders into the LIS. This is noted in the first box that states “Check the applicable Analyzer”. The medical record number is denoted in square brackets after the serial number of the analyzer. In the example below, BIOT-2 is the medical record number.

Example: **Cell Saver 5P serial number 05L056 [BIOT-2]**

Note: If “Other:” section of requisition is completed, then a new BIOT- medical record number must be created. Refer to section C below.

2. Enter orders in the LIS using the medical record number via function REI or GUI Order Entry. LIS test code is noted at the end of test name on the requisition.

Example: Pre HCT (PHCT) - **PHCT** is the LIS test code.

3. Use tech code **905** (Biotronics, QC) as the “collected by”.
4. Label specimen with Sunquest accession label.
5. If test is for either a pre or post K (Potassium), centrifuge specimen and deliver to Chemistry. All other specimens are delivered to Hematology and placed on rocker.
6. File the manual requisition in the **Procirca (Biotronics)** file folder.

C. Create a new BIOT- Medical Record Number

1. Function: **REI**

BATCH HOSPITAL ID <SGAH> : Type / (back slash) and press **Enter**.

2. At the 'Lookup Mode: Name:' prompt, use the up arrow key to change the look up mode from NAME to Hospital number (**H**). Press **Enter**.

3. System displays -

Lookup Mode : HOSP. NO: type in **BIOT-** press **Enter**.

4. System displays -

```

[-----]
|                Select Patient                |
| Name          Hosp. No.   HID Dob   Sx Sts Site |
|New patient                                        |
|Quit                                                |
[-----]

```

Highlight **New patient** and press **Enter**.

5. At the prompt Hospital Id: Type **SG** and press **Enter**.

6. System will prompt for patient demographics.

- Patient name: Use last name, first name format. Last name is name of the instrument and first name is the serial number. This information will be found in the "other" box on the requisition.
- Date of birth: press **Enter**, system will default in 01/01/01
- Sex: press **Enter**, system will default in M
- AKA Name: press **Enter**, no default
- SSN: press **Enter**, no default

7. Summary screen displays. Select A to accept, or M to Modify, or R to Reject as appropriate.

8. A screen similar to the following will display –

```

INTERFACE REQUISITION ENTRY                                Hosp. Id: SGAH

HOSP. NO.: BIOT-5          SMARTPREP2,2L34555    9Y M BIOT
                PHYS: O8626 BIOTRONIC,QC 01/01/2001

REQ NO.:

```

```

[-----]
|                PRE-REGISTERED PATIENT, NO EVENTS    |
|Create New Episode                                        |
|Display all Inactive Events                              |
[-----more]

```

Select **Create New Episode** and press **Enter**.

9. Press **Enter** at the account number prompt. Accept the default of 999999.

10. Press **Enter** for each of the following prompts -

- Event type,
- Event status,
- Start/Admit Date:
- Physician 1,
- Diagnosis and comment.

11. Review the entries, select A to accept, M to Modify or R to Reject as appropriate.

12. “A new episode has been created” displays. The ‘patient’ has been created in the LIS.

13. Proceed with the remaining prompts in section B.2-6 to enter orders and process the specimen.

6. RELATED DOCUMENTS

None

7. REFERENCES

N/A

8. REVISION HISTORY

Version	Date	Reason for Revision	Revised By	Approved By
000	6/18/2012	Sections 1,2,5 & 9: Update company name from Biotronics to Procirca	L. Barrett	S. Khandagale

9. ADDENDA AND APPENDICES

Procirca Requisition (see Attachment tab of Infocard)



PROCIRCA QC
Submit one specimen with one requisition to the
Laboratory

Laboratory Requisition Form

Check the applicable Analyzer: ** ONLY ONE ANALYZER PER REQUISITION **

- Cell Saver 5P serial number 05L056 [BIOT-2]
- SmartPrep 2 serial number SMP2-2126 [BIOT-1]
- SmartPrep 2 serial number SMP2-3139 [BIOT-3]
- SmartPrep 2 serial number SMP2-3876 [BIOT-4]
- Other: _____

Please check off test(s) you wish to order

PRE PROCESSING	POST PROCESSING
Pre HCT (PHCT)	Post HCT (PTHCT)
Pre K (PK)	Post K (PTK)
Platelet Gel [Platelet count,HCT,WBC] (PPG)	Platelet Gel [Platelet count,HCT,WBC] (PTPG)

Collect Date: _____ **Collect Time:** _____ **Collected By:** _____

Special Instructions :
Once results are released in the LIS they are automatically faxed to the OR at 240-826-5868

Lab use only:
 Place SQ footer accession number here _____

 File requisition in Procirca (Biotronics) Lab Folder

***** PLACE PATIENT LABEL HERE *****