



TRAINING UPDATE

Lab Location: GEC, SGAH & WAH
Department: All staff

Date Distributed: 7/20/2012
Due Date: 8/15/2012

DESCRIPTION OF PROCEDURE REVISION

Name of procedure:	
IR or IRA – Interim Report	GEC / SGAH / WAH.LIS16 v001
CUM or ICUM	SGAH / WAH.LIS22 v001
Description of change(s):	
<p>A new Hospital ID has been added for Adventist Rehab (ARH).</p> <p>Currently this is only in effect for SGAH, but will impact WAH when they convert to Cerner.</p>	

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

Non-Technical SOP

Title	IR or IRA - Interim Report	
Prepared by	Leslie Barrett	Date: 3/2/2009
Owner	Marie Sabonis	Date: 3/2/2009

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:	

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

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1. PURPOSE

To describe the use of functions IR and IRA to print reports.

2. SCOPE

Patient results may be printed by Interim Laboratory Reports from the Sunquest/Flexilab System using function IR (Interim Report) or IRA (Interims by Accession Number). Reports can be printed to a printer or fax using the internal fax server on Sunquest/Flexilab.

3. RESPONSIBILITY

All staff with access to the LIS may perform this procedure in compliance with HIPPA.

4. DEFINITIONS

IR – Interim Report function on Sunquest system
 IRA – Interim Report by Accession Number function on Sunquest system

5. PROCEDURE

1. At the Function prompt, type in **IR or IRA** and press *enter*.
 If enter **IR**, the following will be seen:
 1. LOCATION
 2. PHYSICIAN
 3. PATIENT
 4. ACCESSION NUMBER
2. At the Printer prompt, type in **SUNQUEST PRINTER NUMBER (or fax 1000 [SG or WAH, or 2000 [WAH], or 3000 [SG] and then the fax number)** and press *enter*.

NOTE: The system will prefix the number with “9”. You will need to enter “1” if sending outside the 301 area code region.

3. At the Use host prompt, press *enter*.
4. At the **Hospital ID prompt, type in ARH, SGAH or WAH and** press *enter*.
NOTE: You may not be prompted for a Hospital ID if you only have access to one hospital.
5. At the Accept, modify, or reject prompt, type in **A** and press *enter*.

A. Interims By Patient Number Or Accession Number

1. Enter **IR**, the following will be seen:
 1. LOCATION
 2. PHYSICIAN
 3. PATIENT
 4. ACCESSION NUMBER
2. To print interims using the patient MR number, at the? prompt, type in **3** for Patient number and press *enter*. To print interims using the Accession Number, enter **4** and follow the prompts.
3. At the Hospital number prompt, type in **PATIENT MR NUMBER** and press *enter*. A name search may also be performed at this prompt:
 - a) At the Hospital number prompt, type in **=LAST NAME,FIRST NAME** and press *enter*.
 - b) The search window displays on the screen. Press the **F12 (do key)** to perform the search.
 - c) Use the arrow keys to move the cursor line to the requested patient and press *enter*.
4. At the Date/days prompt, type in **DATE OF RESULTS NEEDED, OR A NUMBER OF DAYS TO GO BACK FOR RESULTS** and press *enter*. *If you press enter, you will only obtain the most current date.*
5. At the Hospital number prompt, either press *enter* OR type in **NEXT PATIENT MRI NUMBER/NAME** and press *enter*.
6. At the Accept, Modify, or Reject prompt, type in the appropriate letter for the necessary response.
7. The report will print on the selected printer or fax

6. RELATED DOCUMENTS

None

7. REFERENCES

SunQuest Systems Functions Training Manual, 7/30/01

8. REVISION HISTORY

Version	Date	Reason for Revision	Revised By	Approved By
		Supersedes SOP LIS013.001		
000	06/21/12	Section 5: Add ARH as a Hospital ID in step 4	M Sabonis	M Sabonis

9. ADDENDA AND APPENDICES

None

Non-Technical SOP

Title	Printing Individual Cumulative Report	
Prepared by	Leslie Barrett	Date: 4/13/2009
Owner	Marie Sabonis	Date: 4/13/2009

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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Form revised 2/13/10

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1. **PURPOSE**
 To describe the printing of a patient’s Individual Cumulative report by hospital number (medical record#) for an event (a billing number)
 2. **SCOPE**
 Applies to patient reports on the Sunquest system.
 3. **RESPONSIBILITY**
 Knowledge of this function is the responsibility of Client Service Staff.
 4. **DEFINITIONS**
 ICUM – Individual Cumulative Report function in Sunquest system
 CUM – Cumulative Report function that accesses various patient report formats
 5. **PROCEDURE**
 - A. **FUNCTION:** ICUM - Individual Cumulative Report
 1. At the function prompt, enter **ICUM**
 2. At the printer prompt, enter the printer number and press *enter*
 3. Hospital ID: **Key in ARH, SGAH or WAH**, as appropriate
 4. Remote (B) Local (A)
 Use Host <A>: press *enter*
 5. Enter the patient’s hospital number (medical record number) if known or patient’s name if medical record number is unknown.
 Hospital number 1: =Last Name, First or Medical Record #, press *enter*
 2:

Form revised 2/13/10

3:
 4:
 5:
 6:
 Option : N/A
 Interim format? Y/N : N/A

6. Select the date or days for the patient's stay.

Patient: SMITH, JANE]

Location	Episode date range
ERD	05/03/2002 - 05/05/2002
ERD	06/08/2002 - 06/10/2002
ERD	09/17/2002 - 09/19/2002
ERD	09/19/2002 - 09/21/2002

7. At the next prompt ACCEPT/MODIFY/REJECT: A

B. FUNCTION: CUM - LABORATORY REPORTS

- At the function prompt, enter **CUM**
- PRINTER: enter printer number and press *enter*

Cumulatives
 SELECT OPTION

- INDIVIDUAL
- PHYSICIAN CHART COPY
- LOCATION CHART COPY
- FINAL CHART COPY
- SPLIT CHART COPY BY LOCATION
- PHYSICIAN COPY OF FINALS
- DISCHARGE FINAL

3. Select option 1. INDIVIDUAL

4. Hospital ID: **Key in ARH, SGAH or WAH**, as appropriate

5. Remote (B) Local (A)
 Use Host <A>: press *enter*

6. Enter the patient's hospital number (medical record number) if known or patient's name if medical record number is unknown.

Hospital number 1: =Last Name, First or Medical Record #, press *enter*
 2:
 3:
 4:
 5:

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6:
 Option: N/A
 Interim format? Y/N: N/A

7. Select the date or days for the patient's stay.

Patient: SMITH, JANE]

Location	Episode date range
ERD	05/03/2002 - 05/05/2002
ERD	06/08/2002 - 06/10/2002
ERD	09/17/2002 - 09/19/2002
ERD	09/19/2002 - 09/21/2002

8. At the next prompt ACCEPT/MODIFY/REJECT: A

6. RELATED DOCUMENTS

None

7. REFERENCES

SunQuest Systems Functions Training Manual, 7/30/01

8. REVISION HISTORY

Version	Date	Reason for Revision	Revised By	Approved By
		Supersedes SOP LIS008.001		
000	7/20/12	Section 5: Add ARH as a Hospital ID in steps A.3 and B.4	M Sabonis	M Sabonis

9. ADDENDA AND APPENDICES

None

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