AUTOVERIFICATION RAPID SUSPENSION PROCEDURE

☒ St. Joseph Medical Center Tacoma, WA ☒ St. Clare Hospital Lakewood, WA ☒ St. Elizabeth Hospital Enumclaw, WA
☒ St. Francis Hospital Federal Way, WA ☒ St. Anthony Hospital Gig Harbor, WA ☒ Highline Medical Center Burien, WA ☒ Harrison

PURPOSE

Define the process to rapidly suspend autoverification for each effected Instrument in the event of a problem with an instrument, test method, or the Cerner autoverification program.

DESCRIPTION

- Laboratory staff at all facilities are responsible for the accuracy of information provided to the Laboratory Information System (LIS).
- Each facility will be included in the verification process as outlined within this document.
- The department manager at St. Joseph Medical Center, St. Anthony, St. Francis and St. Clare Hospitals will notify LIS Support Staff when they wish to suspended/activate the Cerner auto-verification function.

PROCEDURE

1. Laboratory technicians will notify the Tech in Charge of any issues that would require suspension of auto-verification.
2. The Tech in Charge will in turn notify the Lab Department Manager.
3. Upon approval of the Lab Department Manager or Lab Director LIS Support Staff will suspend the auto-verification function in the LIS.
    a. The LIS Database Analyst will do a screen print of the PREF OR VERIFIED flag on the 9915 table, to capture the current settings that control the auto-verification function for each appropriate Instrument.
    b. The LIS Database Analyst will then change the PREF OR VERIFIED flag on the 9915 table to “P”.
    c. The Lab Staff member will validate the suspension of the LIS auto-verification function on the instrument.
        i. For each instrument select specimens will be used to verify the suspension of auto-verification.
4. Laboratory staff, in coordination with LIS Support Staff, is responsible for validation and documentation of suspension of auto-verification for each effected instrument.
    a. On the Suspension of Auto-verification Validation form, document the accession number, Autoverified (Y/N), Acceptable (Y/N) for each specimen.
    b. View the results in Cerner through RIA, RES, or review them from the WAR.
    c. If keeping a hard copy, attach it to the Suspension Autoverification Validation form. Otherwise the record can be retrieved electronically from the LIS.
    d. On the Suspension Auto-verification Validation form, add comments, when needed, and indicate who reviewed this test, if it is approved or not acceptable and further explanations as necessary.
    e. Indicate any corrective measures taken.
    f. Attach copies of the results and any other documentation to the Suspension Auto-verification Validation Form.
    g. Forward all documentation to the Lab Department Manager.
    h. Lab Department Managers will forward the completed documentation to the Lab Science and Technology Manager.
5. If there are persistent problems with the instrument and/or analyte, immediately contact LIS Support Staff to review the issue.
6. The LIS auto-verification option will remain suspended until further notice from the Lab Science and Technology Manager.

7. Under direction from the Lab Science and Technology Manager, LIS Support Staff will refer to the Auto-verification Procedure to reactivate the auto-verification process.