AUTOVERIFICATION- RAPID SUSPENSION PROCESS

☒ 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 MC

PURPOSE

In the event of a problem with an instrument, test method, or the LIS auto-verification program, the auto-verification option will need to be suspended for each affected instrument/analyte/middleware/LIS.

DESCRIPTION

Laboratory technicians/techs will notify the Tech in Charge/Lead/Medical Tech Coordinator of any issues that would require suspension of auto-verification. The decision can be implemented quickly at the bench with notification to the lab/department manager as soon as possible due to a problem with the LIS, Remisol or analyte. Laboratory staff, in coordination with MTC, Lead and or Manager, are responsible for validation and documentation of suspension of auto-verification for each affected instrument/analyte.

Leads/MTC's will forward the completed documentation to Lab/department managers as indicated in this procedure. The LIS auto-verification option will remain suspended until further notice from the lab/department manager or lab director. Upon direction from the department manager/lab director, Lead/Technical staff will refer to the Auto-verification Procedure to reactivate the auto-verification process.

- Laboratory staff at all facilities are responsible for the accuracy of information provided to 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, St. Elizabeth Hospitals and Highline Medical Center will notify to the Leads/MTC/Technical staff when to suspended/activate the LIS, or Remisol auto-verification function.

RELATED DOCUMENTS

Autoverification – Rapid Suspension Validation Form

PROCEDURE

1. The Lab Technician/Tech needs to validate the suspension of the auto-verification function by checking the autoverification actually stopped. Find samples, run on instrument and validate the results didn't autoverify. Repeat testing upon restarting autoverification and validate on form.

2. The Lab Technician/Tech will notify Lead/MTC to ensure autoverification has ceased until the problem is resolved. The problem could be at the instrument/analyte/remisol/DI/LIS, see suspension options below.

System to Suspend AV	Action steps
Instrument	1. Remove reagent from analyzer OR 2. Bypass Test OR 3. Stop HOST/LIS service from analyzer OR

	4. Hit Emergency Stop button on analyzer (would stop all processing) 5. Documentation may include- reagent inventory list with time at date.
Remisol	Option #1 for Remisol should be Use RADV Monitor (if you are on software version 1.7 or greater). Steps: 1. Log into RADV monitor on the Remisol Server or Client PC 2. To stop AV for a particular instrument: a. Select the Instrument Tab Icon b. Highlight the desired instrument and select the Stop Button X 3. To Stop AV for a particular Remisol console (Heme or Chem): a. Select the LIS Icon b. Highlight the desired console (e.g. ASTMH_CHEM) and select the Stop Button X Option #2 for Remisol is to click the STOP button on the Main Toolbar on the far right (yellow and white circle with the word STOP inside). This stops all activity going through the Remisol. • Stop Button:  in upper RH corner
Epic/Beaker Suspend Analyzer AV	Note: Requires Supervisory Access To turn Autoverification off: • Epic drop down (drop down in top left hand corner) • Admin • Lab Admin • Testing • Method - Search by method (e.g. “SAH TOP 500”) and double click. • Click to Accept • Click Edit Record • Type reason for edit (example “Turn off AV”) • Click General Setup • Under Verification Setup section, check the box that says, “Disable Autoverification” To turn Autoverification back on: • Epic drop down (drop down in top left hand corner) • Admin • Lab Admin • Testing • Method - Search by method (e.g. “SAH TOP 500”) and double click. • Click to Accept • Click Edit Record • Type reason for edit (example “Turn off AV”) • Click General Setup

	• Under Verification Setup section, uncheck the box that says, "Disable Autoverification"

Beaker
Suspend Analyzer AV
	Note: All users/techs have access to this function.
	
	To turn Autoverification off:
	• Start at Outstanding List Screen
	• Go to Actions and click for drop down list
	• Click on Auto Verification Status
	• Box pops up with list of Instruments with active AV checked
	• Look for instrument and click on "Suspend"
	• Box pops up "Suspend Auto Verification – (name instrument)
	• Reason is required: Search and pick the best option
	  ○ Problem with Instrument.
	  ○ Problem with Auto Verification Program
	  ○ Problem with Remisol – Middleware program
	  ○ Problem with Test Method
	• Comment: "what is the reason" (e.g. QC unacceptable- new reagent)
	• Components: Search to select the test
	• Click "Accept" or "Cancel"
	
	Note: Validate the Instrument/Method has stopped autoverifying and document on form.
	
	To turn Autoverification back on:
	• Go to Actions and click for drop down list
	• Click on Auto Verification Status
	• Box pops up with list of Instruments with active AV checked
	• Look for instrument and click on "Resume"
	• Box pops us "Resume Auto Verification – Instrument
	• Reason is already entered "Problem resolved"
	• Add comment if needed
	• Click "Accept" or "Cancel"
	• Close "Auto Verification Status"
	
	Note: Validate the Instrument/Method will autoverify and document on form.

DI??	

- For each instrument/analyte, select specimen(s) and verify the instrument/test will not auto-verify and document on form.

- On the Suspension of Auto-verification Validation form, document the accession number, Autoverified (Y/N), Acceptable (Y/N) for each specimen. If the reagent is pulled off the analyzer "print the screen" that displays the reagent is unavailable or bypassed.

- View the results in LIS/Remisol through Result Entry and Verification or Specimen Inquiry. If keeping a hard copy, attach it to the Suspension Auto-verification Validation form. Otherwise the record can be retrieved from LIS.

- 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 if necessary.

- Indicate corrective measures if taken. If there are persistent problems with the Instrument /analyte, immediately contact the MTC/Site Manager/Technical Manager to review the issue.

- Include copy of the results and any other documentation and attach to the Suspension Auto-verification Validation Form.

- Forward all documentation to Site Manager, notify Technical Manager and complete Quality Form with Auto Verification Rapid Suspension Validation Form and document in EP Evaluator.

DOCUMENTATION

The Suspension Auto-verification Verification Form needs to be completed for each instrument/analyte. The Suspension auto-verification validation process will be completed upon the suspension of the Auto-verification function. Repeat testing upon restarting autoverification will also be completed and validated on form.

REFERENCES

Auto-verification Procedure
Beaker Guide – Auto Verification Status