

\*\*\*\*\*NEW\*\*\*\*\*

# CAREPATH DOWNTIME

## Processing Workflow


- When placing orders in the LIS and **no** current billing number/stay is in the LIS allow the system to create the XS billing number.
- When a **good MRN is available always use it** to create the NEW stay. If one is not in the system then allow the LIS to create the MRN as well.
- **\*\*Place the header label from your order on the Downtime log sheet and write down the TEN digit downtime CSN/Billing number from the order.**
- File vouchers as they come in to verify collection and receipt when system is up.
- Report printers will be turned on during the downtime and will print results to the units.
- When downtime is complete take the downtime log sheet into the office and scan them to the On Call Person from the LIS Team. This will allow them to begin to merge and send results to the HIS.

G: Specimen Processing and Send out files/Carepath downtime processing workflow  
Effective 4.9.18  
Version 1.0

\* Downtime Log to be sent to LIS  
 On call person via scan to their  
 email.

LIS Downtime Form

G:Downtime/LIS Downtime Form Version 1.1 Effective 4.9.18

Patient Name/Date of Birth or LIS label	10 digit billing or CSN #	Specimen Type	initials, Date and Time Collected	Initials, Date and Time Received
T2181393 -----> <b>STAT</b> <b>TESTMY, PATIENT 11 M</b> Mrn: 1278172 B#: XS00000008359ED:: CBC  Dob: 03/01/07 List: 0	4000000 0007	LVV__PST__SST__RED__ BLUE__PINK__Urine__ CULT__Other__		
		LVV__PST__SST__RED__ BLUE__PINK__Urine__ CULT__Other__		
		LVV__PST__SST__RED__ BLUE__PINK__Urine__ CULT__Other__		
		LVV__PST__SST__RED__ BLUE__PINK__Urine__ CULT__Other__		
		LVV__PST__SST__RED__ BLUE__PINK__Urine__ CULT__Other__		
		LVV__PST__SST__RED__ BLUE__PINK__Urine__ CULT__Other__		
		LVV__PST__SST__RED__ BLUE__PINK__Urine__ CULT__Other__		
		LVV__PST__SST__RED__ BLUE__PINK__Urine__ CULT__Other__		

Scan to email via office scan/fax +  
 Select person's name + hit start to send.