



STANDARDIZED TESTING / OPERATING PROTOCOL REQUEST/ANNOUNCEMENT

New function SCPW in SQ LIS to allow supervisory staff to reset user's passwords

Description:	A new function code has been created, SCPW, which will be assigned a specific security level, which will then be added to the user profiles of designated staff members. The new function will allow access to reset passwords for other users, this will expedite the issue resolution, and will eliminate the need to open a ticket with LIS Support.
Implementation Date:	07/24/2018
Performing Locations:	<p>Click on the boxes that apply:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Alamance Regional Medical Center <input checked="" type="checkbox"/> Annie Penn Hospital <input checked="" type="checkbox"/> Moses Cone Hospital <input checked="" type="checkbox"/> Med Center at High Point <input checked="" type="checkbox"/> Med Center at Mebane <input checked="" type="checkbox"/> Wesley Long Hospital <input checked="" type="checkbox"/> Women's Hospital
Affected Locations:	<p>Click on the boxes that apply:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Alamance Regional Medical Center <input checked="" type="checkbox"/> Annie Penn Hospital <input checked="" type="checkbox"/> Moses Cone Hospital <input checked="" type="checkbox"/> Med Center at High Point <input checked="" type="checkbox"/> Med Center at Mebane <input checked="" type="checkbox"/> Wesley Long Hospital <input checked="" type="checkbox"/> Women's Hospital
Affected Departments:	<p>Click on the boxes that apply:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Blood Bank <input type="checkbox"/> Cytology <input checked="" type="checkbox"/> Flow Cytometry <input type="checkbox"/> Histology <input checked="" type="checkbox"/> Microbiology <input checked="" type="checkbox"/> Phlebotomy <input checked="" type="checkbox"/> Point of Care <input checked="" type="checkbox"/> Rapid Response Lab <input checked="" type="checkbox"/> Respiratory Therapy <input checked="" type="checkbox"/> Specimen Processing

Specimen Type:	N/A
Updated Clinical Lab Procedures:	Burlington: LIS-698 Sunquest LIS User Password Reset IT-677-CH Sunquest LIS Security Greensboro/Reidsville: 698 Sunquest LIS User Password Reset
Retired Clinical Lab Procedures:	N/A
Notification to Client:	<p>Click on the boxes that apply: <input checked="" type="checkbox"/> Section Not Applicable <input type="checkbox"/> Memo Needed</p> <p>Distribution of Memo: <input type="checkbox"/> Medical Staff <input type="checkbox"/> Allied Health Professionals (PA, Nurse Practitioners) <input type="checkbox"/> Anesthesia <input type="checkbox"/> Annie Penn (Primary Source Physicians) <input type="checkbox"/> Dentist <input type="checkbox"/> Emergency Department/Urgent Care Centers <input type="checkbox"/> Family Practice <input type="checkbox"/> Infectious Docs #ID Docs (John Campbell, Robert Comer, Jeffrey Hatcher, Cynthia Snider, Kees Van Dam) <input type="checkbox"/> OB/GYN <input type="checkbox"/> Pathology <input type="checkbox"/> Pediatricians <input type="checkbox"/> Psych <input type="checkbox"/> Radiology <input type="checkbox"/> Surgery <input type="checkbox"/> Pharmacy <input type="checkbox"/> #IM Residents <input type="checkbox"/> Kim Helsabeck <input type="checkbox"/> Phlebotomy Managers and Supervisors <input type="checkbox"/> Point of Care: Sheila, Kim & Marty</p>
Accreditation Section:	<p>Click on the boxes that apply: <input checked="" type="checkbox"/> Section Not Applicable <input type="checkbox"/> CAP Test menu change needed <input type="checkbox"/> CMS Analyte form change needed <input type="checkbox"/> Proficiency Testing surveys changes needed or ordered</p>

<p>Laboratory IT section:</p>	<p>Click box and type needed changes/additions:</p> <p><input type="checkbox"/> Section Not Applicable</p> <p><input checked="" type="checkbox"/> LIS changes: Function code SCPW will be defined and new security level added to designated staff members profiles.</p> <p><input type="checkbox"/> Reference range change/addition</p> <p><input type="checkbox"/> Technical Failure change/addition</p> <p><input type="checkbox"/> Critical Value change/add</p> <p><input type="checkbox"/> Text comments needed</p> <p><input type="checkbox"/> Specimen collection instructions</p> <p><input type="checkbox"/> Need to monitor TAT</p> <p><input type="checkbox"/> CPT code for tests(s)</p>
<p>Technical Staff Update:</p>	<p>Designated employees at sites have been given the new SQ function SCPW which will allow access to reset passwords for other users. See attached list for the employees with the function.</p> <p>Follow these procedures</p> <ul style="list-style-type: none"> • Greensboro/Reidsville 698 Sunquest LIS User Password Reset • Burlington Sites: LIS-698 Sunquest LIS User Password Reset
<p>STOP Initiator:</p>	<p>Mike Boyer, MT(ASCP)</p>
<p>Alamance Medical Director Signature</p>	<p>Quality Department will obtain signature:</p> <p><i>Julia B. Kaplan MS 7/11/18</i></p>
<p>Mebane Medical Director Signature</p>	<p>Quality Department will obtain signature:</p> <p><i>MOZ 7/11/18</i></p>
<p>Greensboro / Reidsville Medical Director Signature</p>	<p>Quality Department will obtain signature:</p> <p><i>Julia Peterson, MS 7/12/18</i></p>

Designated Employees with the SCPW function to reset user's passwords in Sunquest July 24,2018

Site	Employees
ARMC Respiratory Therapy	Tammy Bailey Demetria Thompson Shannon Mabe Freda Dumornay
ARMC	Wendy Turner Tonya Kennedy Jacee Farmer Tammy Bailey Karen Bartles Shelley Lawson Sharon Davis Quanisha Dyson Demetria Singletary
AP	Paula Hamlett Suzanne Thompson Shirley Mitchell Ed Agundiz
WL	Paula Hamlett Esther Ingle Sara VanHoorne Vincent Wilkins
MC	Jill Pegram Derick Lane Teresa Wright Jeff Beaman Thomas Cleveland Charlie Edens Sheila Clark Zelda Beech Walter Bond Melanie Mohr
MHP	Kimberly Barr Sherry Roy
WH	Amy Younts-Meredith Shannon Fleming Carolyn Haggins Courtney Grooms
GSO Respiratory Therapy	Teri Hicks Patti Kriegel
GSO Phlebotomy	Crystal Bennett Karen Holmes Kerri Woolard Tammy Creasman Melinda Morton