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 Policy Area: Lab - Serology  
 References: Analytic  
 Applicability: Sac Sierra Region

## Operating the Quidel Sofia Analyzer, IM.ANA10.06-/-SS.xx

### Background

This procedure describes how to operate the Quidel Sofia analyzer.

### Equipment/Reagents/Supplies

Quidel Sofia analyzer

Timer (optional)

Printer paper

### System Keypad

Button Icon	Button Name	Function	Example of Use
	Numeric Keypad	Enter numeric data	Entering a date and time or ID's
	Backspace	Backspace to delete data	Delete the character to the left of the cursor
	Decimal Point	Decimal Point	IP Addresses
	Up/Down/ Left/ Right Arrows	Navigate the User interface	Selecting a field
	Eject	Eject a Cassette	Interrupting testing
	Soft Keys	Select menu options shown on the screen above each key	Selecting OK on the "Enter or Scan" screen
	Paper Feed	Paper Feed	Loading paper into Sofia
	Print	Manual print	Printing previous results

### Procedure A: Walk Away mode (single sample testing)

Step	Action						
1.	In the Main Menu, select Run test to display the Start Test screen.						
2.	Ensure that the Walk Away development mode is displayed at the top of the screen. <table border="1" data-bbox="256 289 1320 720"> <thead> <tr> <th>IF</th> <th>THEN</th> </tr> </thead> <tbody> <tr> <td>Walk Away mode is displayed</td> <td>Proceed to step 3</td> </tr> <tr> <td>Walk Away mode is NOT displayed (Read Now is displayed)</td> <td>Change the development mode: <ul style="list-style-type: none"> <li>• At the Main menu, use the Up/Down to select Change mode.</li> <li>• Select Walk Away mode.</li> <li>• Select OK to confirm.</li> <li>• Display will return to the Start test screen showing the selected mode.</li> <li>• Proceed to step 3.</li> </ul> </td> </tr> </tbody> </table>	IF	THEN	Walk Away mode is displayed	Proceed to step 3	Walk Away mode is NOT displayed (Read Now is displayed)	Change the development mode: <ul style="list-style-type: none"> <li>• At the Main menu, use the Up/Down to select Change mode.</li> <li>• Select Walk Away mode.</li> <li>• Select OK to confirm.</li> <li>• Display will return to the Start test screen showing the selected mode.</li> <li>• Proceed to step 3.</li> </ul>
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3.	Enter the user ID by using the barcode scanner to scan the employee ID badge or enter manually using keypad.						
4.	Enter the patient ID by using the barcode scanner to scan the patient barcode label or enter manually using keypad.						
5.	Bypass the Order # prompt.						
6.	Refer to the specific Sofia rapid immunoassay procedure to prepare the patient sample and test cassette. <b>Note: Do not let test develop outside the analyzer.</b>						
7.	Press the Start Test to open the Sofia analyzer drawer.						
8.	Immediately insert the cassette into the drawer and gently close the drawer. <ul style="list-style-type: none"> <li>• The analyzer will start automatically and display the test progress on the screen.</li> <li>• The results will display and print the results when completed.</li> </ul>						

**Procedure B: Read Now mode (multiple sample testing)**

Step	Action				
1.	Refer to the specific Sofia rapid immunoassay procedure to prepare the patient sample and test cassette.				
2.	Place the test cassette on the counter outside of the Sofia analyzer.				
3.	Use a timer to time the test development of the patient sample test cassette at room temperature for the required period of time. <ul style="list-style-type: none"> <li>• Refer to specific test procedures for development times.</li> </ul>				
4.	Once test development time is complete, program the Sofia.				
5.	In the Main Menu, select Run test to display the Start Test screen.				
6.	Ensure that the Read Now development mode is displayed at the top of the screen. <table border="1" data-bbox="256 1822 1320 1921"> <thead> <tr> <th>IF</th> <th>THEN</th> </tr> </thead> <tbody> <tr> <td>Read Now mode is displayed</td> <td>Proceed to step 3</td> </tr> </tbody> </table>	IF	THEN	Read Now mode is displayed	Proceed to step 3
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7.	Enter the user ID by using the barcode scanner to scan the employee ID badge or enter manually using keypad.	
8.	Enter the patient ID by using the barcode scanner to scan the patient barcode label or enter manually using keypad.	
9.	Bypass the Order # prompt.	
9.	Press the Start Test to open the Sofia analyzer drawer.	
10.	Immediately insert a cassette into the drawer and gently close the drawer. <ul style="list-style-type: none"> <li>• The analyzer will start automatically and display the test progress on the screen.</li> <li>• Test results will display in approximately 1 minute.</li> </ul>	

**Related Documents**

- Running Quality Control on the Quidel Sofia Analyzer*
- Performing Calibration Check on the Quidel Sofia Analyzer*
- Performing Maintenance on the Quidel Sofia Analyzer*
- Performing Influenza A+B on the Quidel Sofia analyzer*
- Performing RSV on the Quidel Sofia analyzer*

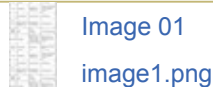
**References**

- Quidel Sofia analyzer user manual
- Quidel Sofia Influenza A+B FIA package insert
- Quidel Sofia RSV FIA package insert
- Quidel Sofia Strep A+ package insert

All revision dates:

9/5/2017, 1/1/2016

**Attachments:**



**Approval Signatures**

Step Description	Approver	Date
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