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			<b>DOCUMENT #</b> H-11-018
<b>WRITTEN BY:</b> Jessica Kaul, MT (ASCP)	<b>EFFECTIVE DATE:</b> 3/7/2010	<b>REVISION:</b> H-3	<b>SUPERCEDES:</b> H-2


### I. **PURPOSE:**


To define the Soft computer process when resulting Urinalysis QC.

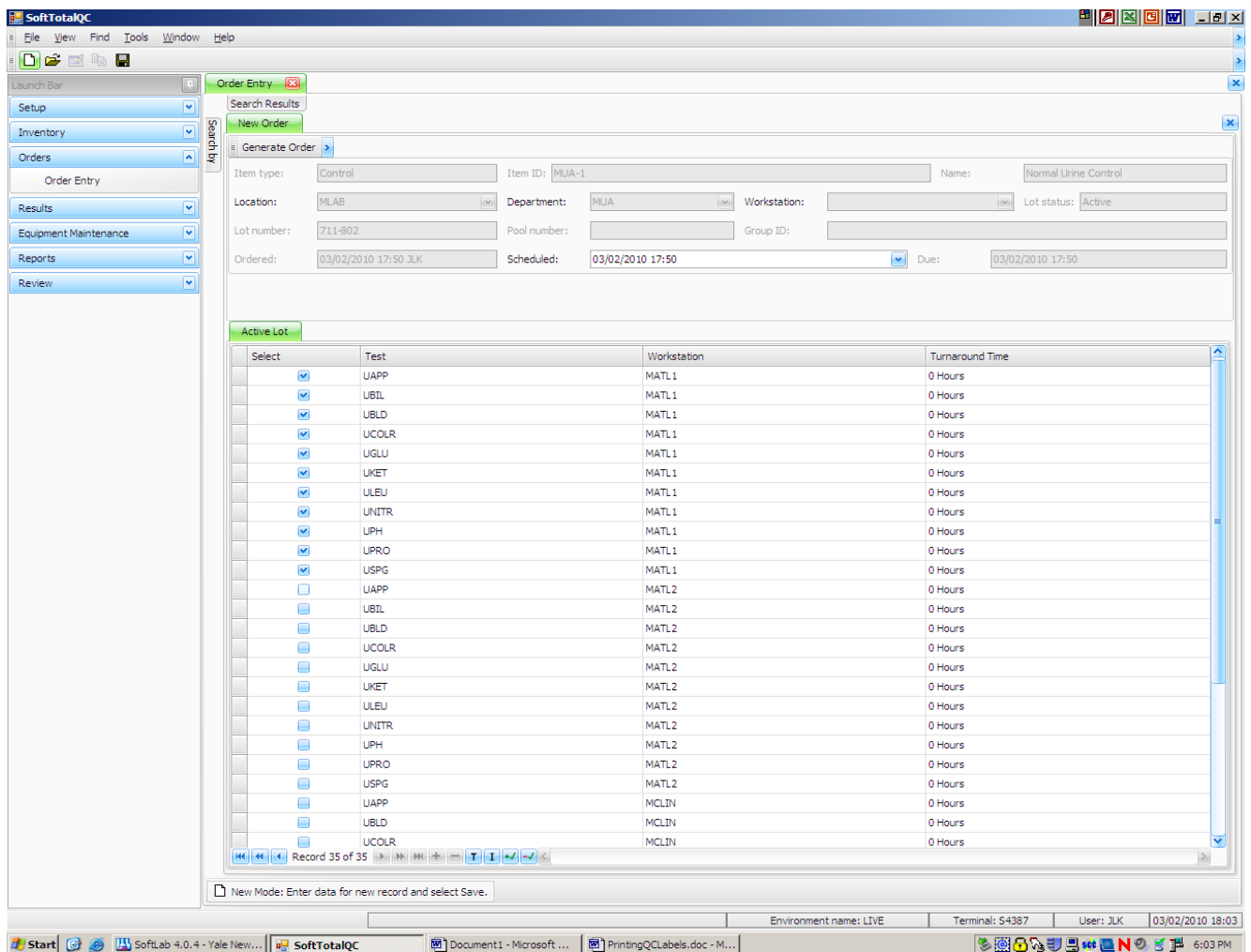
### II. **PROCEDURE:**

#### How to Order Urinalysis QC:

- Click on  next to Orders
- Click on Order Entry
- Click on Blank Document icon
- Enter Item Type: Control
- Enter Item ID: MUA-1
- Leave checkmarks selected for tests and workstation that controls are to be run on
  - Example: Controls are to be run on Atlas #1, Multistix reagent strip and Confirmatory:
    - Tests UAPP, UBIL, UBLD, UCOLR, UGLU, UKET, ULEU, UNITR, UPH, UPRO, UUROB and USPG for Workstation MATL1 should be check marked.
    - Tests UAPP, UBLD, UCOLR, UGLU, UKET, ULEU, UNITR, UPH, UUROB and UPRO for Workstation MCLIN should be check marked.
    - Tests UCLIN, USSA and USPG for Workstation MUA should be check marked.
- Click 
- Click YES to “Do you want to save changes?”
- The page will bridge to Result Entry
- Close Result Entry tab
- Click on  next to Orders
- Click on Order Entry
- Click on Blank Document icon
- Enter Item Type: Control
- Enter Item ID: MUA-3
- Leave checkmarks selected for tests and workstation that controls are to be run on
  - Example: Controls are to be run on Atlas #1, Multistix reagent strip and Confirmatory:
    - Tests UAPP, UBIL, UBLD, UCOLR, UGLU, UKET, ULEU, UNITR, UPH, UPRO, UUROB and USPG for Workstation MATL1 should be check marked.
    - Tests UAPP, UBLD, UCOLR, UGLU, UKET, ULEU, UNITR, UPH, UUROB and UPRO for Workstation MCLIN should be check marked.
    - Tests UCLIN, USSA and USPG for Workstation MUA should be check marked.

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- Click 
- Click YES to “Do you want to save changes?”
- The page will bridge to Result Entry
- Close Result Entry tab
- Example: Controls are to be run on Atlas #1 only for tests UAPP, UBIL, UBLD, UCOLR, UGLU, UKET, ULEU, UNITR, UPH, UPR, UUROB and USPG.



**Order Entry**

Search Results

New Order

Generate Order

Item type: Control Item ID: MJJA-1 Name: Normal Urine Control

Location: MLAB Department: MJJA Workstation: Lot status: Active

Lot number: 711-802 Pool number: Group ID:


Ordered: 03/02/2010 17:50 JLK Scheduled: 03/02/2010 17:50 Due: 03/02/2010 17:50

**Active Lot**

Select	Test	Workstation	Turnaround Time
<input checked="" type="checkbox"/>	UAPP	MATL1	0 Hours
<input checked="" type="checkbox"/>	UBIL	MATL1	0 Hours
<input checked="" type="checkbox"/>	UBLD	MATL1	0 Hours
<input checked="" type="checkbox"/>	UCOLR	MATL1	0 Hours
<input checked="" type="checkbox"/>	UGLU	MATL1	0 Hours
<input checked="" type="checkbox"/>	UKET	MATL1	0 Hours
<input checked="" type="checkbox"/>	ULEU	MATL1	0 Hours
<input checked="" type="checkbox"/>	UNITR	MATL1	0 Hours
<input checked="" type="checkbox"/>	UPH	MATL1	0 Hours
<input checked="" type="checkbox"/>	UPRO	MATL1	0 Hours
<input checked="" type="checkbox"/>	USPG	MATL1	0 Hours
<input type="checkbox"/>	UAPP	MATL2	0 Hours
<input type="checkbox"/>	UBIL	MATL2	0 Hours
<input type="checkbox"/>	UBLD	MATL2	0 Hours
<input type="checkbox"/>	UCOLR	MATL2	0 Hours
<input type="checkbox"/>	UGLU	MATL2	0 Hours
<input type="checkbox"/>	UKET	MATL2	0 Hours
<input type="checkbox"/>	ULEU	MATL2	0 Hours
<input type="checkbox"/>	UNITR	MATL2	0 Hours
<input type="checkbox"/>	UPH	MATL2	0 Hours
<input type="checkbox"/>	UPRO	MATL2	0 Hours
<input type="checkbox"/>	USPG	MATL2	0 Hours
<input type="checkbox"/>	UAPP	MCLIN	0 Hours
<input type="checkbox"/>	UBLD	MCLIN	0 Hours
<input type="checkbox"/>	UCOLR	MCLIN	0 Hours

Record 35 of 35

Environment name: LIVE Terminal: S4387 User: JLK 03/02/2010 18:03

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## How to Run and Result Urinalysis QC:

### Controls

MUA-1 – Normal Urine Control


MUA-3 – Abnormal Urine Control

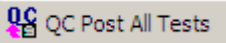


### To Print QC Identifier Labels


- Click on  next to Inventory
- Click on Lot Records
- Enter Item ID: Either MUA-1 or MUA-3
  - Enter the first few characters of the ID and use the drop down list
  - Choose the one with NO WORKSTATION
- Open the record by clicking on  from the top toolbar (Lot record information will appear)
- Click on Active Lot #
- Click Barcode icon from the top toolbar
- Go to bottom part of the screen and click on Lot QC Identifier Labels tab
- Go to the top of the screen and select the workstation to print labels for (put a  in the box under Select)
- Change the Layout to LotQCIdentifier\_labelLBL
- Click Network Printer
- Choose label printer from the drop down list
- Click Run

### Atlas



- Labels will have the Control ID, Name, Instrument ID, Workstation and QC Identifier
  - Example: Control ID: MUA-1  
Name: Normal Urine Control  
Instrument ID: MATL1  
Wrk: MATL1  
QC Identifier: 11,12
- Place the Normal Urine Control label on the conical tube containing the normal control


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- Place the Abnormal Urine Control label on the conical tube containing the abnormal control
- Place tubes on the Atlas and run controls
- If the barcode does not read manually enter a11a for the normal control and a12a for the abnormal control into the Atlas
- Go into Instrument menu
- Highlight Order 11
- Click  QC Post All Tests
- If any results are out the screen will bridge to TQC
- Choose Action from Action ID then Click OK
- When all results are posted a popup will appear stating “11 test(s) were posted to QC order #”
- If QC is out a new QC order will be generated and linked to the original QC order
- Click OK
- Highlight Order 12
- Click  QC Post All Tests
- If any results are out the screen will bridge to TQC
- Choose Action from Action ID then Click OK
- When all results are posted a popup will appear stating “11 test(s) were posted to QC order #”
- If QC is out a new QC order will be generated and linked to the original QC order
- Click OK
- If all QC was in range:
  - Patient samples can be run
- If any QC was out of range:
  - Rerun the control
  - Go into Instrument menu
  - Click on the result(s) that was out of range
  - Click on QC Post Selected Test
  - When the result is posted a popup will appear stating “1 test was posted to QC order #”
  - F4 results that were already posted in QC
  - Click 
- When both controls are in patient samples may be run




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### Ordering and Running Controls after Reagent Change:


- Order Urinalysis QC for MUA-1
  - Click on  next to Orders
  - Click on Order Entry
  - Click on Blank Document icon
  - Enter Item Type: Control
  - Enter Item ID: MUA-1
  - Leave checkmarks selected for tests and workstation that controls are to be run on
    - Example: Controls are to be run on Atlas #1:
    - Tests UAPP, UBIL, UBLD, UCOLR, UGLU, UKET, ULEU, UNITR, UPH, UPRO, UUROB and USPG for Workstation MATL1 should be check marked.
  - Click 
  - Click YES to “Do you want to save changes?”
  - The page will bridge to Result Entry
  
- Add New Reagent Result Action to the Order
  - Click on Result Action
  - Click on green
  - Click on  under ID
  - Click on ID: NewReagent
  - Click on Comment box and type in new lot number and expiration date
  - Click OK
  - Click 
  
- Order Urinalysis QC for MUA-3
  - Click on  next to Orders
  - Click on Order Entry
  - Click on Blank Document icon
  - Enter Item Type: Control
  - Enter Item ID: MUA-3
  - Leave checkmarks selected for tests and workstation that controls are to be run on
    - Example: Controls are to be run on Atlas #1:
    - Tests UAPP, UBIL, UBLD, UCOLR, UGLU, UKET, ULEU, UNITR, UPH, UPRO, UUROB and USPG for Workstation MATL1 should be check marked.


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- Click 
- Click YES to “Do you want to save changes?”
- The page will bridge to Result Entry


- Add New Reagent Result Action to the Order
  - Click on Result Action
  - Click on green 
  - Click on  under ID
  - Click on ID: NewReagent
  - Click on Comment box and type in new lot number and expiration date
  - Click OK
  - Click 
- Run Controls as described in above procedure for running and resulting QC on the Atlas

### Multistix Reagent Strips



- Runs controls 11 and 12 on Multistix reagent strips
- In TQC, Click on the  next to Results
- Double click on Result Entry
- Type in MUA-1 next to QC item:
- Click Search
- Find the current order number under Search Results for MCLIN
- Click Open
- Click on Test UAPP
- Highlight the result to be entered and Click on it
- Click on Test UBLD
- Highlight the result to be entered and Click on it
- Click on Test UCOLR
- Highlight the result to be entered and Click on it
- Click on Test UGLU
- Highlight the result to be entered and Click on it
- Click on Test UKET
- Highlight the result to be entered and Click on it
- Click on Test ULEU
- Highlight the result to be entered and Click on it
- Click on Test UNITR

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- Highlight the result to be entered and Click on it
- Click on Test UPH
- Highlight the result to be entered and Click on it
- Click on Test UPRO
- Highlight the result to be entered and Click on it
- Click on Test UUROB
- Highlight the result to be entered and Click on it
- Click on Verify All
- Click 
- Click YES to “Do you want to save changes?”
  
- Type in MUA-3 next to QC item:
- Click Search
- Find the current order number under Search Results for MCLIN
- Click Open
- Click on Test UAPP
- Highlight the result to be entered and Click on it
- Click on Test UBLD
- Highlight the result to be entered and Click on it
- Click on Test UCOLR
- Highlight the result to be entered and Click on it
- Click on Test UGLU
- Highlight the result to be entered and Click on it
- Click on Test UKET
- Highlight the result to be entered and Click on it
- Click on Test ULEU
- Highlight the result to be entered and Click on it
- Click on Test UNITR
- Highlight the result to be entered and Click on it
- Click on Test UPH
- Highlight the result to be entered and Click on it
- Click on Test UPRO
- Click on Test UUROB
- Highlight the result to be entered and Click on it
- Click on Verify All
- Click 
- Click YES to “Do you want to save changes?”

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### Confirmatory Tests

- Perform the confirmatory tests for both normal and abnormal controls
  - Click on the  next to Results
  - Double click on Result Entry
  - Type in MUA-1 next to QC item:
  - Click Search
  - Find the current order number under Search Results for MUA
  - Click Open
  - Click on Test UCLIN
  - Highlight the result to be entered and Click on it
  - Click on Test USSA
  - Highlight the result to be entered and Click on it
  - Click on Test USPG
  - Type in Specific Gravity
  - Click on Verify All
  - Click 
  - Click YES to “Do you want to save changes?”
  - Rerun controls and repeat above steps if needed
- 
- Click on the  next to Results
  - Double click on Result Entry
  - Type in MUA-3 next to QC item:
  - Click Search
  - Find the current order number under Search Results for MUA
  - Click Open
  - Click on Test UCLIN
  - Highlight the result to be entered and Click on it
  - Click on Test USSA
  - Highlight the result to be entered and Click on it
  - Click on Test USPG
  - Type in Specific Gravity
  - Click on Verify All
  - Click 
  - Click YES to “Do you want to save changes?”
  - Rerun controls and repeat above steps if needed
  - When both controls are in patient samples may be run



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### QC is out of Range

- If the result is out the Action screen will appear
- Choose Action from Action ID then Click OK
- Rerun the control
- If QC was run on an Atlas
  - Go into Instrument menu
  - Click on the result(s) that was out of range
  - Click on QC Post Selected Test
  - When the result is posted a popup will appear stating “1 test was posted to QC order #”
  - F4 results that were already posted in QC
  - Click 
- If QC was repeated on Multistix or Confirmatory
  - Follow procedure for entering QC results

### III. HISTORY:

- H-1 This procedure was written by Jessica Kaul on 3/7/2010.
- H-2 This procedure was revised by Jessica Kaul on 7/1/2011.
- H-3 This procedure was revised by Donna Fico on Aug. 2013.