



Verde Valley Medical Center
Sedona Campus
Northern Arizona Healthcare

LABORATORY
WORK INSTRUCTION

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DATE OF ORIGIN:

6/02/2016

REMOTE DATA ENTRY REPORT PROCEDURE

- The "Remote Data Entry (RDE)" provides a mechanism to document errors, problems encountered, complaints received, and any other situation that is out of the ordinary in the Lab at VVMC. It is also a tool to communicate general concerns about patient care and patient or employee safety to laboratory management.
- This tool is non-discoverable.
- Documentation allows data to be easily reviewed to monitor shifts, trends, and to indicate areas that need improvement and/or closer monitoring, such as a Quality Assurance (QA) study.

The electronic form should be completed by any Laboratory staff person who needs to document an incident that has occurred, or needs investigation or an employee injury.

To document a situation:

- A. Access the RDE icon using Citrix. (bright pink)
- B. Use "Procedure/Test" (Ellipsis)
- C. Under the Procedure/Test area, click on the drop down and highlight "Laboratory/Specimen Related"
- D. All the necessary elements will need to be entered.
- E. If the department where the error occurred is not in the laboratory, only review by the Laboratory Director is required.

Example of the RDE electronic form is shown below:

(Intentionally left blank)

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Facility: PREVIEW MODE

Event Date: 5/25/2015

Time:

Entered by:

Event No.: 15-999

Event Type: Laboratory/Specimen Related

Lab Event Parameter:

Lawson ID (enter number):

← person who created error (mislabel or bad linedraw for example)

Location (where event occurred):

Non-Patient ID:

Non-Patient Name:

Employee Witnesses:

Physician Witnesses:

Other Witnesses:

If results are changed, notification and documentation of notifying the provider are required!

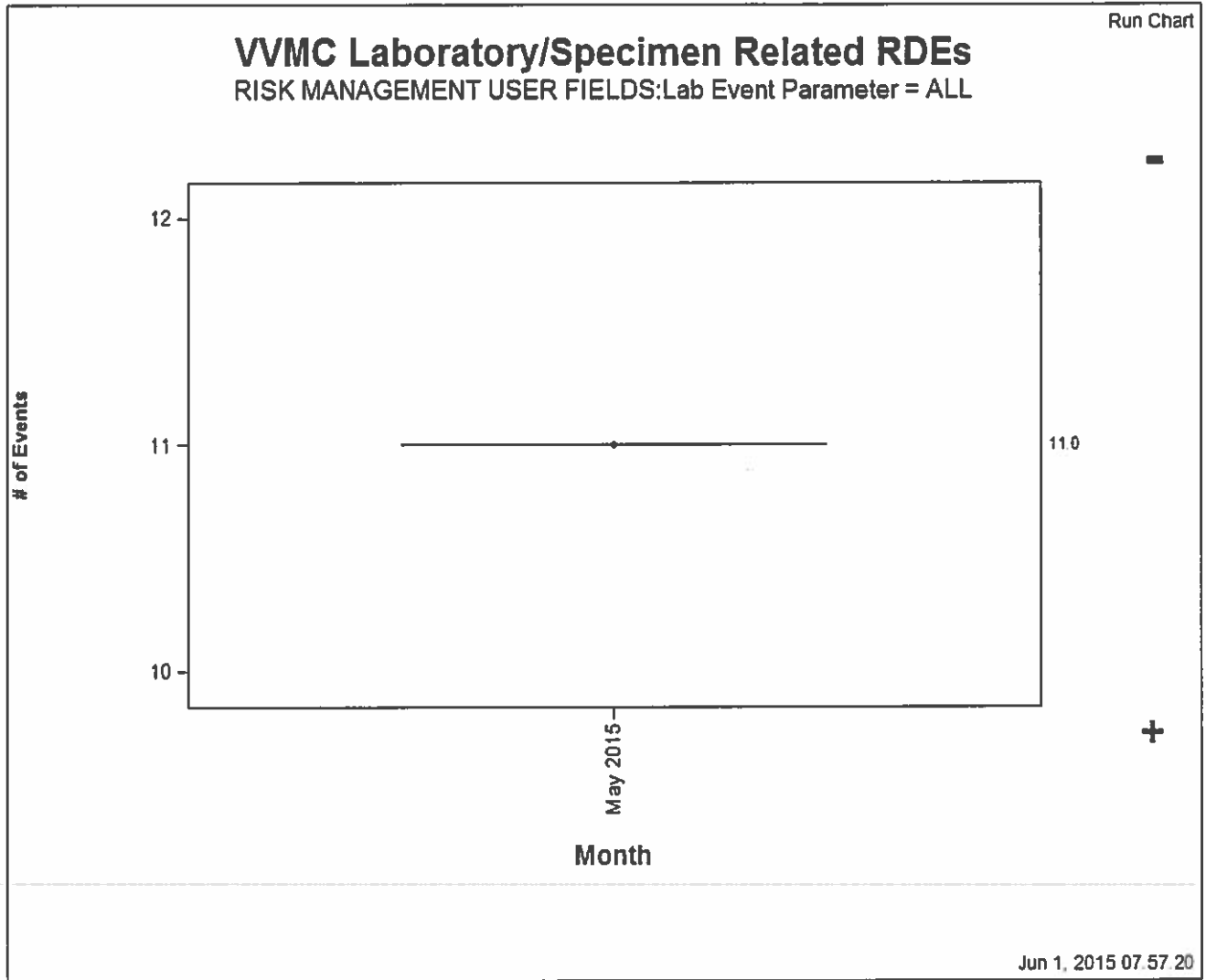
Phys Notified: Yes No

Resident Involved, if applicable:

Refer to Nursing Dept Review

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- A. *STATIT* is the electronic form used at Verde Valley Medical Center/ Sedona Medical Center to track the Lab/Specimen related RDE's.
- B. Statit will send an automated e-mail when the data changes



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	May 2015
# of Events	11

**RISK MANAGEMENT USER FIELDS:Lab Event Parameter Table
May 2015**

RISK MANAGEMENT USER FIELDS:Lab Event Parameter	# of Events
Mislabeled by nursing staff (enter Lawson ID)	6
Late draw	3
Clerical error	1
Communication issue	1
Overall	11

Description	
Owners	
Expert	Cat Singletary
Notes 1	
Notes 2	
Cautions	
Disclaimer	

If the department where the error occurred is not in the laboratory, only review by the Laboratory Director is required.

- A. The QA designee logs the incident in the QA file
- B. After each month, Statit is reviewed for trends by the QA designee and/or Laboratory Supervisor.
- C. A brief summary of corrective action, and/or action plan, if needed, will be documented on the monthly summary.

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