

University of California, Davis
Health System, Sacramento
Department of Pathology and Laboratory Medicine

Scanning of Laboratory Requisitions

Administrative Procedure 535G

PURPOSE:

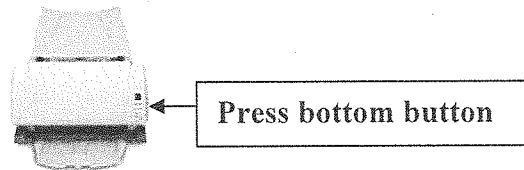
Department wide access to lab requisitions at anytime from any UCDHS network Computer located on the :S drive.

POLICY:

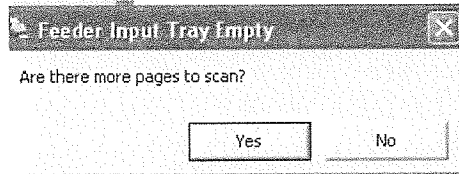
The Department of Pathology and Laboratory Medicine has organized workflow to assure the most effective and efficient access and storage of laboratory requisitions.

PROCEDURE:

1. Sort all laboratory requisitions by *collection date*.
2. Separate manual requisitions, these requisitions need to be thoroughly checked for accuracy prior to being scanned.
3. Remove all staples.
4. Place about 30 requisitions into the scanner, facing backwards and right side up.
5. On the Scanner, press the bottom button, this will begin the scanning process.

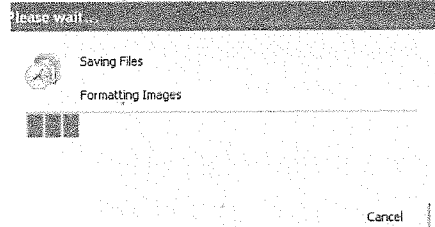


6. When all documents have been fed through the scanner, the computer will ask: Are there more pages to scan? If you have, more requisitions to scan for the same date of service file click YES, and continue scanning. When scanning is complete for that date of service or maximum documents for the file size has been reached click NO.



NOTE: Do not exceed 225 documents per file.

7. The scanner will then begin processing the requisitions. The scanning program will, automatically rotate any requisitions placed incorrectly in the scanner.

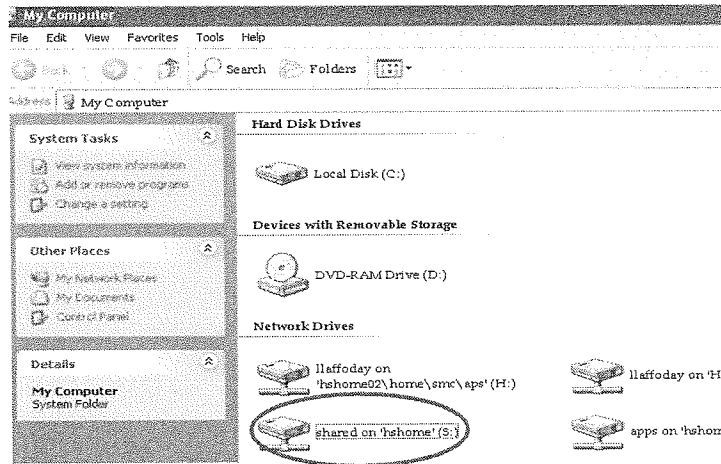


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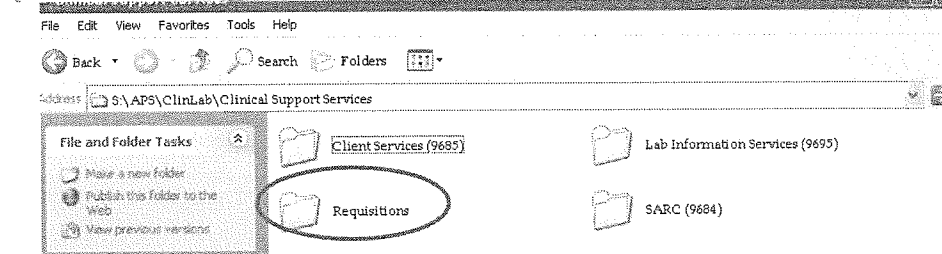
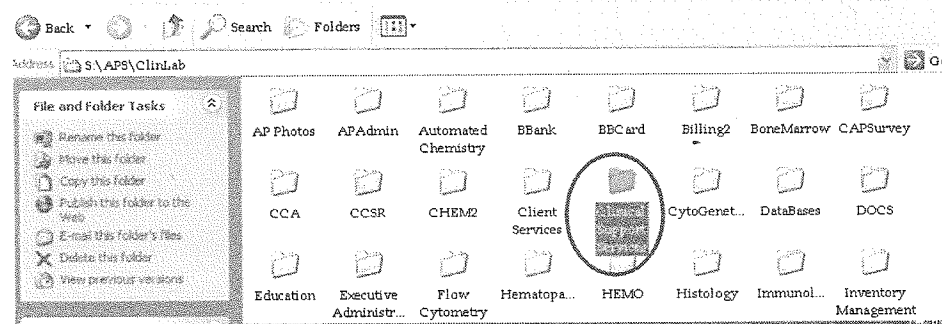
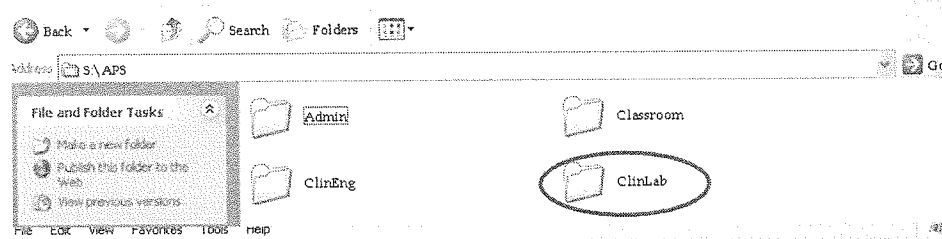
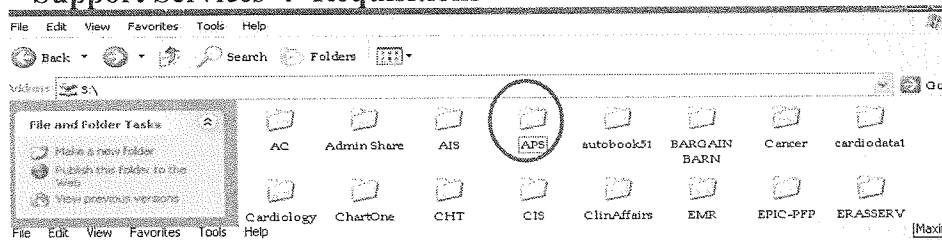
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8. At My Computer click on the Shared on "hshome" :S Drive icon.



a. Double click to select the folders in this order: APS → ClinLab → Clinical Support Services → Requisitions

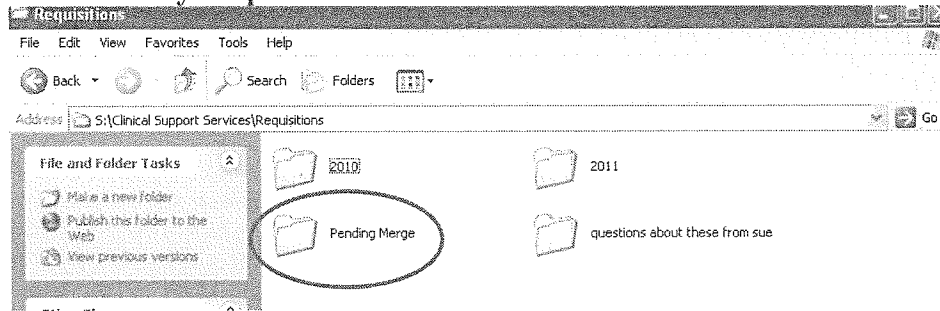


9. Double click on Pending Merge.
Adopted 09/11

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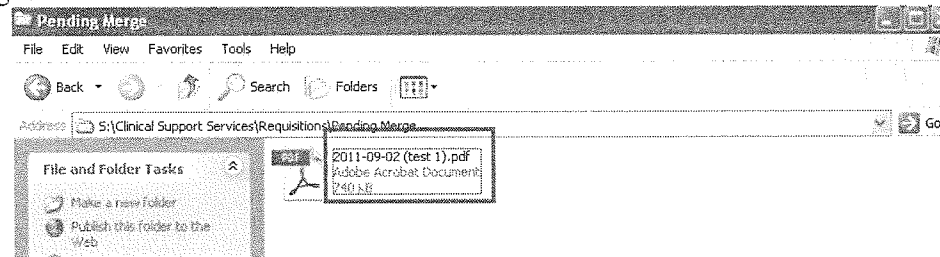
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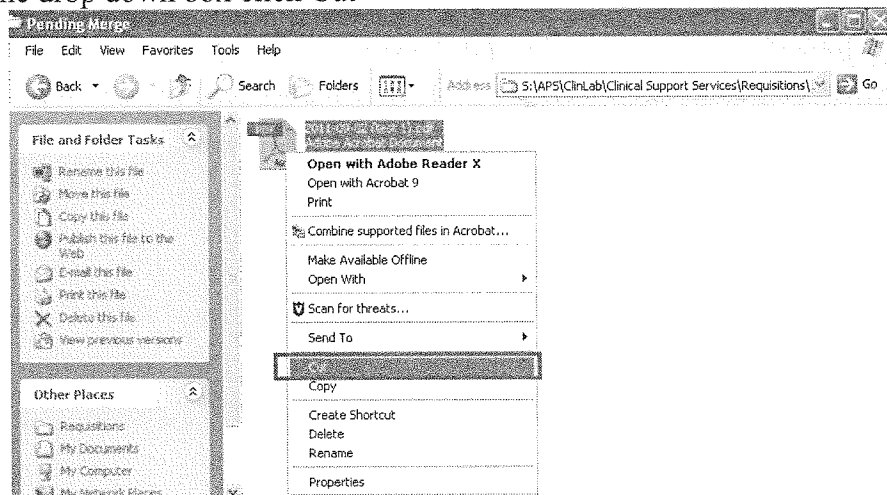


10. Double click on the PDF to open file.
 - a. Confirm scanning was successful.
 - b. Correct number of documents scanned.

11. Right click on the file name



12. From the drop down box click Cut

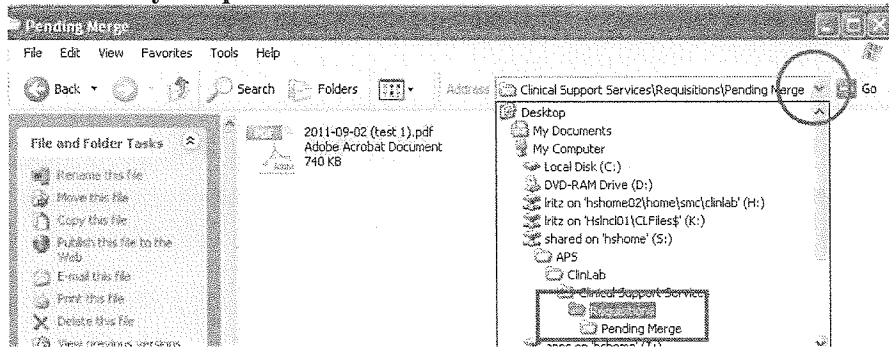


13. Use the down arrow from the address bar, select APS → ClinLab → Clinical Support Services → Requisitions

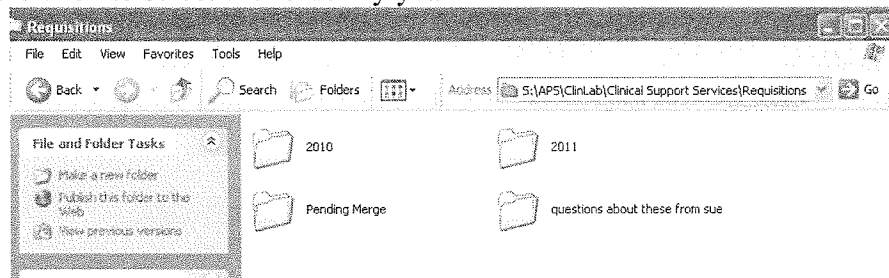
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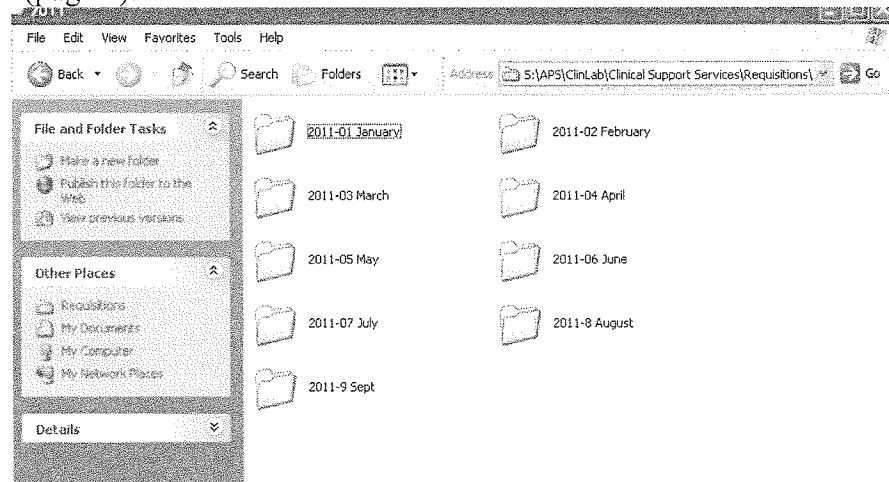
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14. Double click to select the folder by year.



15. Double click to select the folder by month. If a new folder is needed see creating new folder (page 8).

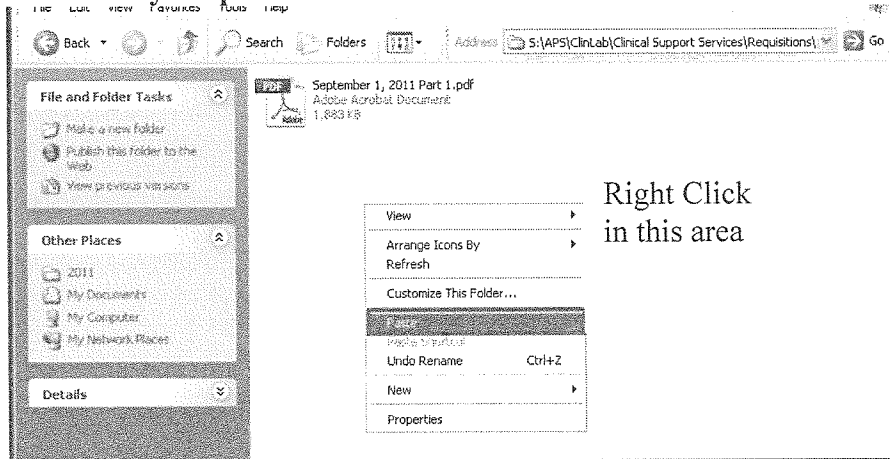


16. Right click within the field, from the menu click Paste.

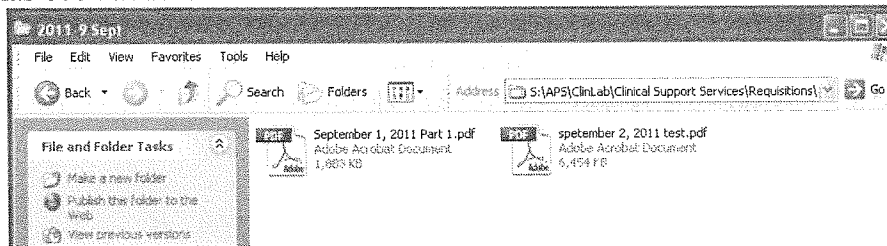
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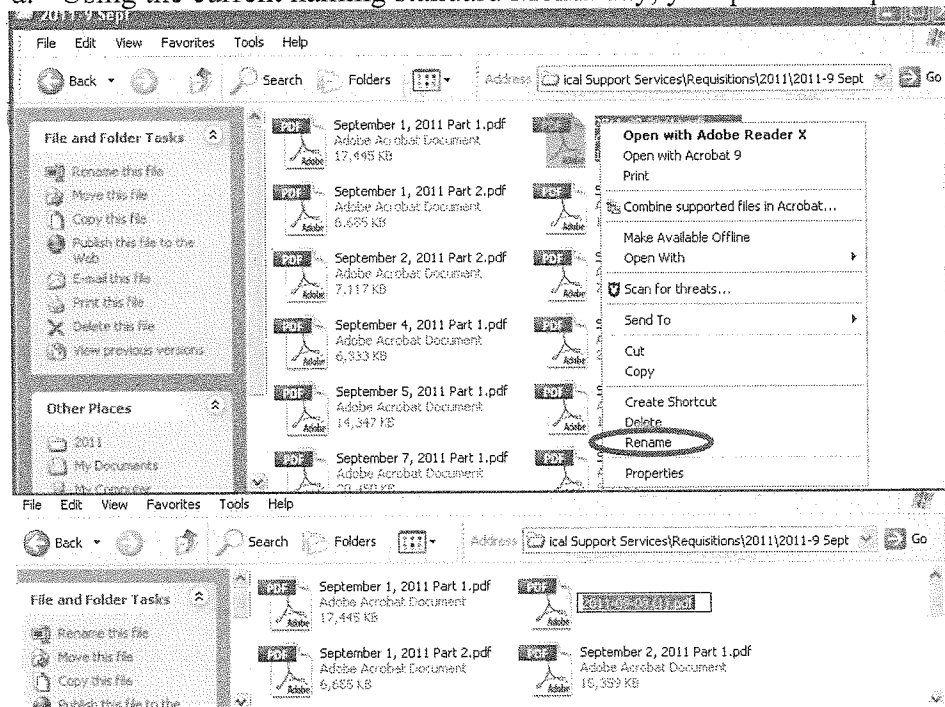
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17. File has been added.



18. If the day does not currently exist, right click on the file name and choose rename.
a. Using the current naming standard Month day, year part 1 or 2 .pdf




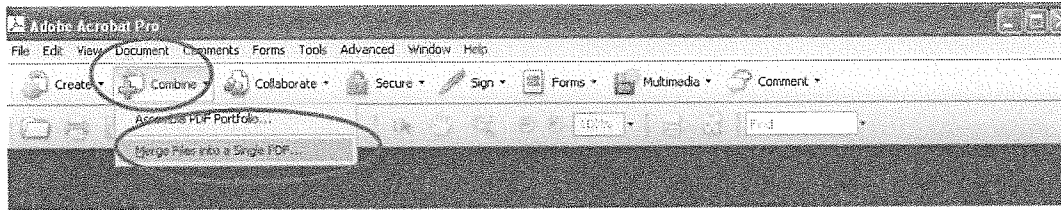
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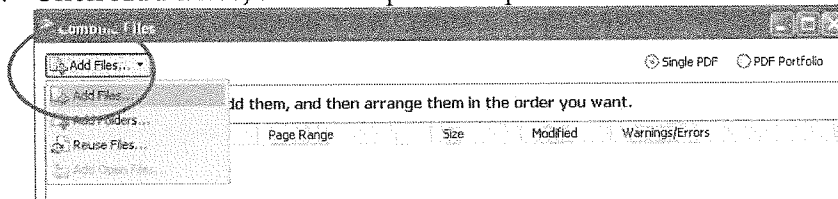
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Combine files

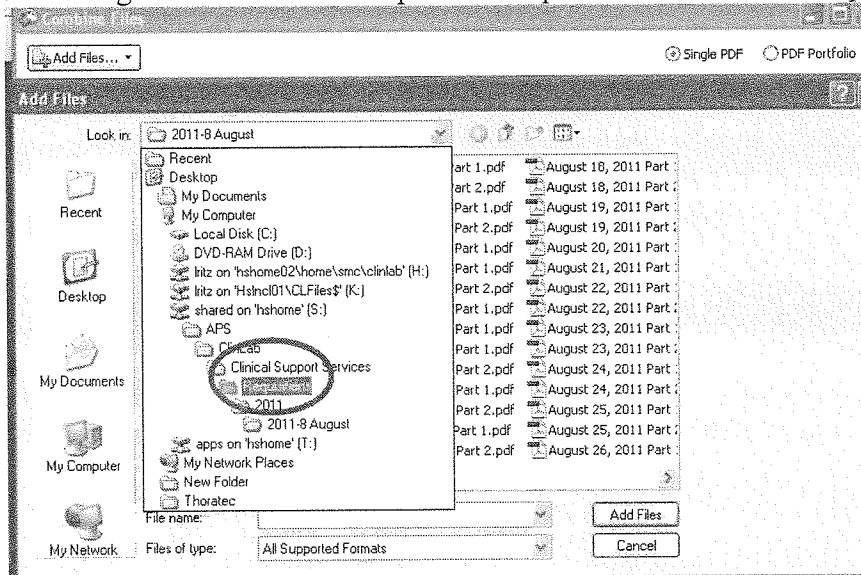
1. Open the Adobe Acrobat 9 Pro Icon  on the scanning workstation desktop.
2. Choose **Combine**, This will open the drop down menu choose **Merge Files to a Single PDF**.



3. Click **Add Files**, this will open a drop down menu click **Add Files**.



4. Add files screen will appear. Note: This may or may not be the screen that opens, however using the down arrow to open the drop down menu select Requisitions



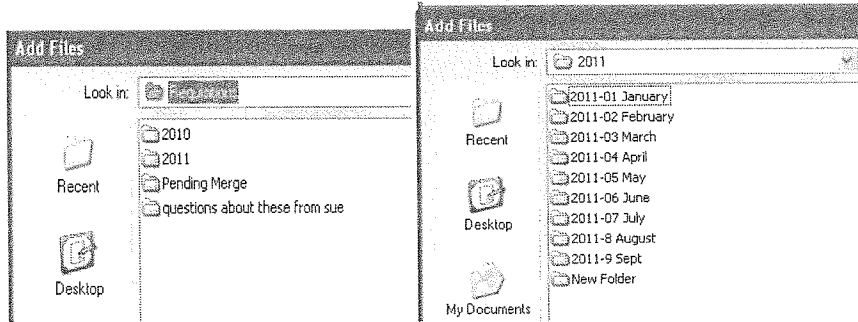
19. Double click on the needed to locate files to merge, this will open the folder.

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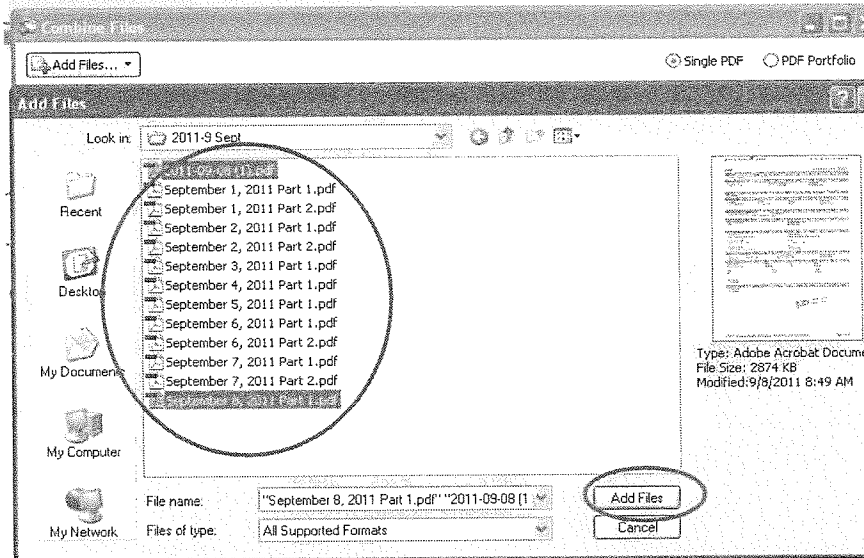
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20. Double click on the month, to open folder

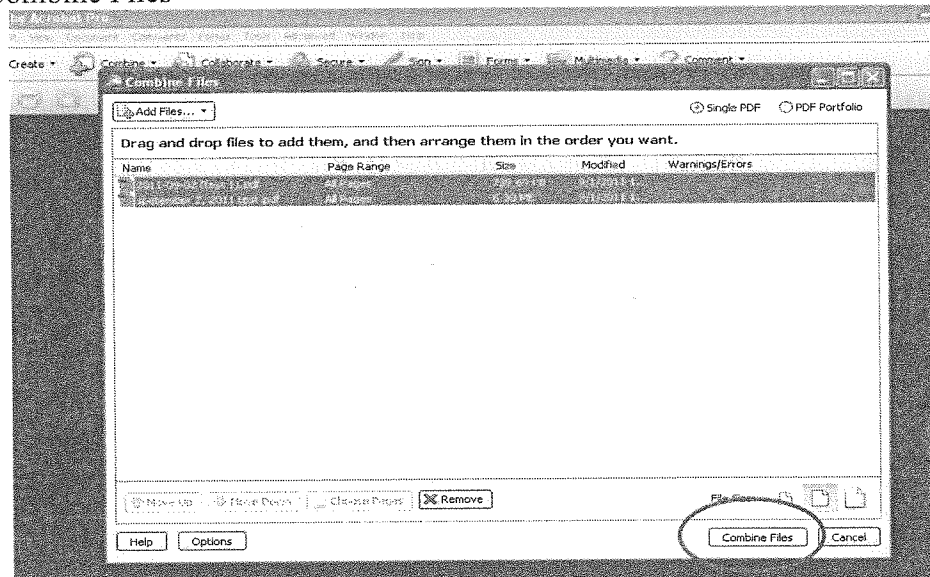


5. While holding the Ctrl key, click on the files to combine.

6. Click Add Files



7. Click Combine Files

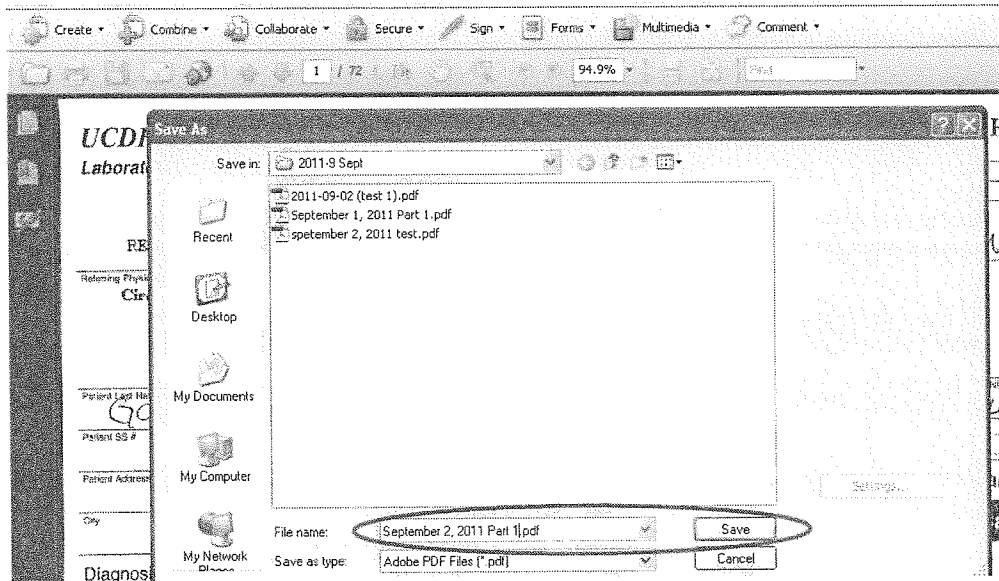


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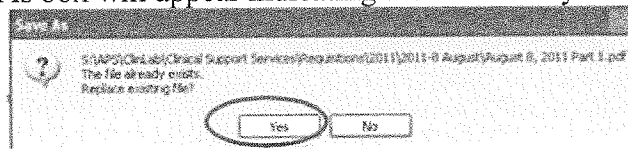
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8. Create a file name, using the standard naming practice (Month day, year part 1 or 2..)
9. Click Save



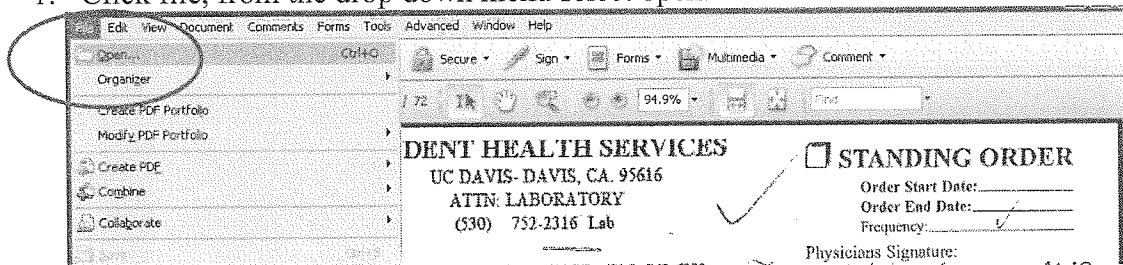
10. If the file name already exists click on the click on the file name.
11. Click save
12. The Save As box will appear indicating the file already exists. Replace existing file?



Click yes.

To delete files

1. Click file, from the drop down menu select open.



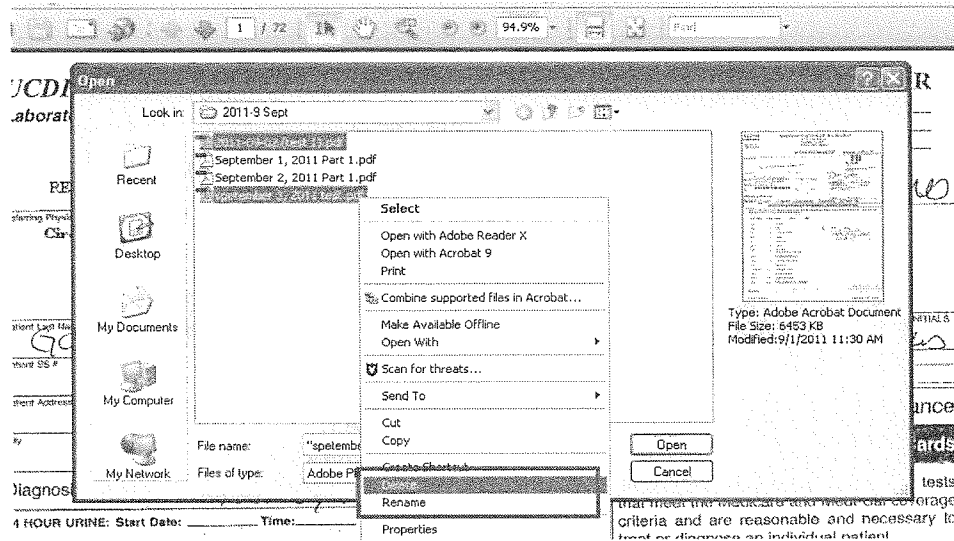
2. Select files by, holding the Ctrl key click on the files to be deleted
3. Right click on the file that is highlighted in blue.

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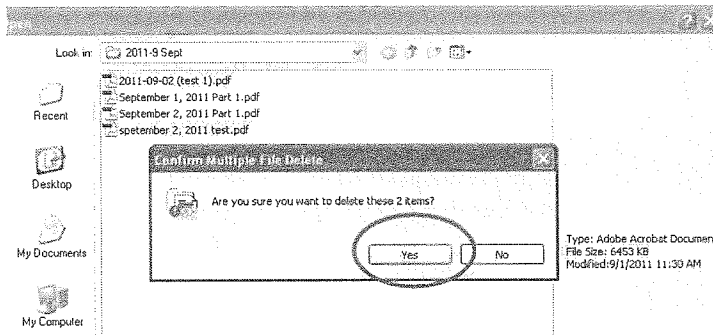
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4. Click Delete.



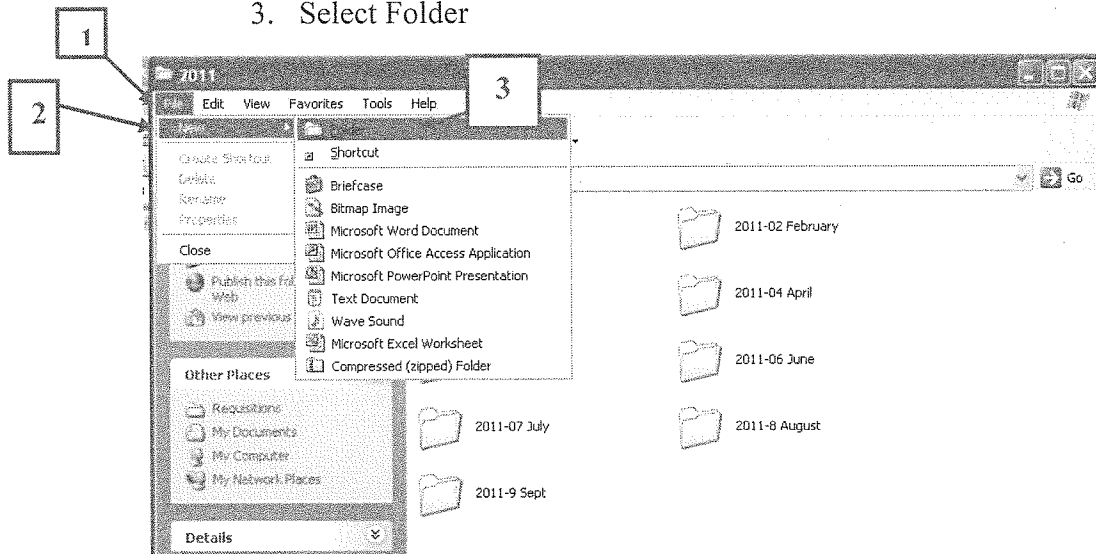
5. Confirm multiple file delete

a. Are you sure, you want to delete these 2 items? Click Yes



Creating a New Folder

1. Click File
2. Select New
3. Select Folder



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4. Name the folder using the standard naming practice Year – Month

