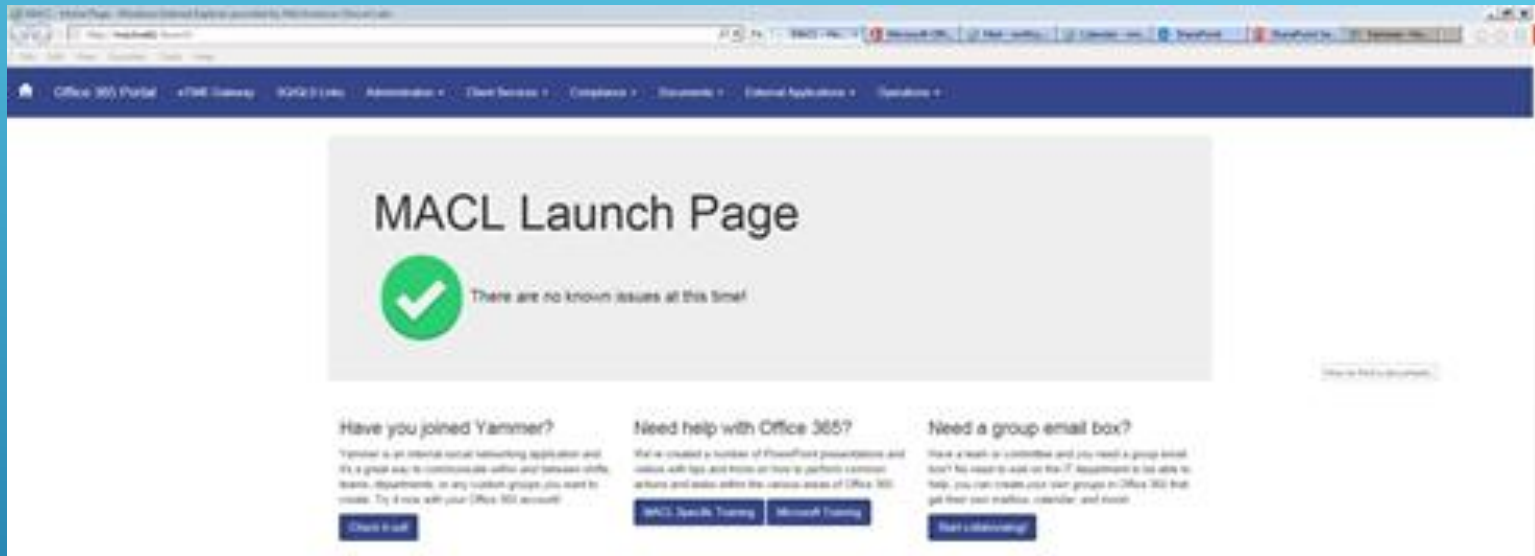


MACL DOCUMENT CONTROL

SharePoint User Training

A series of several parallel white lines of varying lengths and positions, all slanted diagonally from the bottom-left towards the top-right, located in the lower right quadrant of the slide.

- ▶ Open Internet Explorer to access the MACL Launch Page



HOW TO FIND A DOCUMENT...

- ▶ Find the SOP link under Operations

The image shows a screenshot of the MACL Launch Page. The page has a dark blue header with navigation links: "LIS Links", "Administration", "Client Services", "Compliance", "Documents", "External Applications", and "Operations". The "Operations" menu is open, displaying a list of links. The "SOP Documents" link is highlighted with a yellow box. The main content area features a large green checkmark icon and the text "There are no known issues at this time!". Below this, there are sections for "Have you joined Yammer?", "Need help with Office 365?", and "Need a group email?".

Operations ▾

- Blood Bank History Search
- Care360 (MOD)
- Crosswalk Documents
- Forms
- HR Policies
- IU Health Requisitions
- Labs & Meds
- MACL Training Documents
- MSDS/SDS Information
- MTS Training
- Occupational Health Locations
- PCC Prepay
- Phone Lists
- Physician Inquiry
- Powerterm Host Access (LIS/HIS)
- Pre Pay (SVPCC Only)
- SM SQ GUI Session
- SOP Documents**
- Specimen Abbreviation Standardization
- Specimen Tracking
- Temp Monitor
- Trimedx Login
- Webex Login

MACL Launch Page

There are no known issues at this time!

Have you joined Yammer?
Yammer is an internal social networking application and it's a great way to communicate within and between shifts, teams, departments, or any custom groups you want to create. Try it now with your Office 365 account!
[Check it out!](#)

Need help with Office 365?
We've created a number of PowerPoint presentations with tips and tricks on how to perform common actions and tasks within the various areas of Office 365.
[MACL Specific Training](#) [Microsoft Training](#)

Need a group email?
You need a group email department to be able to communicate with groups in Office 365 that are not in your department and more!

LOCATING THE SOP LINK

Official SOP's - All Documents - Windows Internet Explorer provided by Mid America Clinical Labs

http://mac1p64/soplib/Official%20SOPs/Forms/AllItems.aspx

MACL - Home Page Microsoft Office ... Mail - mmfloyd@... SharePoint SharePoint Genera... Official SOP's - ...

File Edit View Favorites Tools Help

Library Tools

Site Actions Browse Documents Library

MACL Portal Documents Client Services Administration Operations Compliance

Search this site...

Floyd, Nicole

SOP Documents Official SOP's All Documents -

Libraries

Official SOP's

Working Documents

My Tasks

All Task Status

SOP Reminder Configuration

SOP IT To Do List

Recycle Bin

All Site Content

Procedure Number	Type	Name	Department	Effective Date Status	Modified
COMP.HANDBOOK.1		1.Letter from CEO-doc	Compliance	9/3/2015	1/23/2017 9:48 AM
COMP.HANDBOOK.10		10.Charitable and Political Contributions-docx	Compliance	9/3/2015	9/11/2014 10:47 AM
COMP.HANDBOOK.11		11.Computer-Related Equipment and Services-docx	Compliance	9/3/2015	9/11/2014 10:47 AM
COMP.HANDBOOK.12		12.Cooperation with Government Inspections and Inquiries-docx	Compliance	9/3/2015	9/11/2014 3:28 PM
COMP.HANDBOOK.13		13.CPT Coding and Disclaimer-docx	Compliance	9/3/2015	9/11/2014 10:54 AM
COMP.HANDBOOK.14		14.Custom Panels and Profiles Verification-docx	Compliance	9/3/2015	9/11/2014 10:54 AM
COMP.HANDBOOK.15		15.Diagnosis Information-docx	Compliance	9/3/2015	9/8/2014 12:03 PM
COMP.HANDBOOK.16		16.Duty to Report-docx	Compliance	9/3/2015	9/8/2014 11:34 AM
COMP.HANDBOOK.17		17.Excluded and Restricted Providers-docx	Compliance	9/3/2015	9/8/2014 11:34 AM

OFFICIAL DOCUMENTS

- ▶ The link will open directly to the official approved PDF documents.

- ▶ Hover to the right of any column to access the drop filter options. Example: filter by department

The screenshot shows a web application interface with a user name 'Floyd, Nicole' in the top right. Below the user name is a search bar with the text 'Search this site...'. To the right of the search bar are icons for 'I Like It' and 'Tags & Notes'. The main content area displays a table with three columns: 'Departments', 'Effective Date Status', and 'Modified'. The 'Departments' column has a dropdown menu open, showing a list of departments including 'Ameripath', 'BDE', 'Blood Bank', 'CAP Accreditation Evidence Documents', 'Chemistry', 'Client Services', 'Coagulation', 'Compliance', 'Cytology', 'Finance', 'General Laboratory', 'HBLs', and 'Hematology'. A red arrow points to the dropdown arrow on the 'Departments' column header. The table data is as follows:

Departments	Effective Date Status	Modified
This column type cannot be sorted	4/1/2011	1/31/2017 9:48 AM
Clear Filter from Departments (Empty)	4/1/2011	9/11/2014 10:47 AM
Ameripath	4/1/2011	9/11/2014 10:47 AM
BDE	4/1/2011	9/5/2014 3:28 PM
Blood Bank	4/1/2011	9/11/2014 10:54 AM
CAP Accreditation Evidence Documents	4/1/2011	9/11/2014 10:54 AM
Chemistry	4/1/2011	9/9/2014 12:01 PM
Client Services	4/1/2011	9/9/2014 11:34 AM
Coagulation	4/1/2011	1/7/2015 9:12 AM
Compliance	4/1/2011	9/9/2014 9:37 AM
Cytology	4/1/2011	9/5/2014 10:58 AM
Finance	4/1/2011	9/2/2014 4:02 PM
General Laboratory	4/1/2011	1/7/2015 9:20 AM
HBLs	4/1/2011	9/9/2014 9:13 AM
Hematology	4/1/2011	9/9/2014 9:11 AM
	4/1/2011	9/9/2014 8:57 AM

SORT / FILTER / SEARCH PROCEDURES

Enter a search term

Search this site...

Departments	Effective Date	Status	Modified
Compliance	4/1/2011		1/31/2017 9:48 AM
Compliance	4/1/2011		9/11/2014 10:47 AM
Compliance	4/1/2011		9/11/2014 10:47 AM
Compliance	4/1/2011		9/5/2014 3:20 PM
Compliance	4/1/2011		9/11/2014 10:54 AM
Compliance	4/1/2011		9/11/2014 10:54 AM

Search Criteria Used

More Filtering Options

Result Type: 1 of 17 results

Webpage

Site: Any Site
maclsp64/soplib

Author: Any Author
System Account

Modified Date: Any Modified Date
Past Month
Past Six Months

Official Documents
These documents are approved and official. ... Associate Acknowledgement of Visitor Access Facilities Policy--FORM ... Regional; St Vincent 86th St; St Vincent Carmel; St Vincent Women ...
Date: 5/2/2011
<http://maclsp64/soplib/Working Documents/Forms/AllItems.aspx>

HIPAA Security Rule - Security Reminders
RegionalSt Vincent 86th StSt Vincent CarmelSt Vincent Women's HospitalCommunity NorthCommunity SouthCommunity EastIndiana Heart Hospital ...
Authors: System Account Date: 1/27/2011 Size: 239KB
<http://maclsp64/soplib/Working Documents/Forms/DispForm.aspx?ID=36>

IT Security Procedure
RegionalSt Vincent 86th StSt Vincent CarmelSt Vincent Women's HospitalCommunity NorthCommunity SouthCommunity EastIndiana Heart Hospital ...
Authors: System Account Date: 2/18/2011 Size: 455KB
<http://maclsp64/soplib/Working Documents/Forms/DispForm.aspx?ID=38>

Security Incident Report Form
RegionalSt Vincent 86th StSt Vincent CarmelSt Vincent Women's HospitalCommunity NorthCommunity SouthCommunity EastIndiana Heart HospitalSt Vincent MercySt Vincent NortheastSt Vincent ...
Authors: System Account Date: 5/2/2011 Size: 331KB
<http://maclsp64/soplib/Working Documents/Forms/DispForm.aspx?ID=85>

HIPAA Security Rule - Risk Management
RegionalSt Vincent 86th StSt Vincent CarmelSt Vincent Women's HospitalCommunity NorthCommunity SouthCommunity EastIndiana Heart Hospital ...
Authors: System Account Date: 4/20/2011 Size: 242KB
<http://maclsp64/soplib/Working Documents/Forms/DispForm.aspx?ID=34>

HIPAA Security Rule - Termination Procedure
RegionalSt Vincent 86th StSt Vincent CarmelSt Vincent Women's HospitalCommunity NorthCommunity SouthCommunity EastIndiana Heart Hospital ...
Authors: System Account Date: 1/27/2011 Size: 245KB
<http://maclsp64/soplib/Working Documents/Forms/DispForm.aspx?ID=35>

HIPAA Security Rule - Sending EPHI via email
RegionalSt Vincent 86th StSt Vincent CarmelSt Vincent Women's HospitalCommunity NorthCommunity SouthCommunity EastIndiana Heart Hospital ...
Authors: System Account Date: 2/17/2011 Size: 196KB
<http://maclsp64/soplib/Working Documents/Forms/DispForm.aspx?ID=37>

SORT / FILTER / SEARCH PROCEDURES

- ▶ Enter a search term in the “Search this site...” field.
- ▶ Your search results can be further defined by using the links on the left.
- ▶ Follow the link to see the full search results in the described category.

MACL Portal Documents Client Services Administration Operations Compliance

MACL **SOP Documents** ▶ Official SOP's ▶ All Documents ▼

Libraries	<input type="checkbox"/> Procedure Number	Type	Name
Official SOP's	COMP.HANDBOOK.1		1.Letter from CEO-
Working Documents	COMP.HANDBOOK.10		10.Charitable and Medical Contributions-docx
My Tasks	COMP.HANDBOOK.11		11.Computer-Related Equipment and Services-docx
All Task Status	COMP.HANDBOOK.12		12.Cooperation with Government Inspections and Inquiries-docx
SOP Reminder Configuration	COMP.HANDBOOK.13		13.CPT Coding and Disclaimer-docx
SOP IT To Do List	<input type="checkbox"/> COMP.HANDBOOK.14		14.Custom Panels and Profiles Verification-docx
Recycle Bin	COMP.HANDBOOK.15		15.Diagnosis Information-docx
All Site Content	COMP.HANDBOOK.16		16.Duty to Report-docx
	COMP.HANDBOOK.17		17.Excluded and Restricted Providers-docx
	COMP.HANDBOOK.18		18.Gifts and Entertainment Offered to Associates-docx

OPENING A DOCUMENT

- ▶ Clicking on the name link will open a document

- ▶ Procedures should be accessed online in order to remain under Document Control.
- ▶ Printing only as absolutely necessary reduces the chance that an outdated document will be used.

PRINTING DOCUMENTS –



http://maclsp64/soplib/Official%20SOPs/Chemical%20Spill%20Response-docx.pdf - Windows Internet Explorer provided by Mid America

http://maclsp64/soplib/Official%20SOPs/Chemical%20Spill%20Response-docx.pdf

maclsp64

File Edit Go to Favorites Help

This file claims compliance with the PDF/A standard and has been opened read-only to prevent modification.



CHEMICAL SPILL RESPONSE

SAFE.CHEMHYG.2.0 CHEMICAL SPILL RESPONSE

PURPOSE

This document provides associates the protocol on how to respond to a chemical spill at a MACL facility.

SCOPE

IF YOU MUST PRINT A POLICY OR PROCEDURE

- ▶ If you really need a copy, you can print by selecting Print from the file menu.

http://macisp64/soplib/Official%20SOPs/Eyewash%20Maintenance%20Record-docx.pdf - Windows Internet Explorer provided by Mid Amer

http://macisp64/soplib/Official%20SOPs/Eyewash%20Maintenance%20Record-docx.pdf

File Edit Go to Favorites Help

This file claims compliance with the PDF/A standard and has been opened read-only to prevent modification. Enable Editing



SAFE.GEN.9.1 EYEWASH MAINTENANCE RECORD

SITE/DEPARTMENT:

YEAR:

In accordance with ANSI recommendations and OSHA regulations, eyewashes must be activated on a weekly basis, and inspected annually to assure conformance with regulations. Inspections must meet the following:

Plumbed Eyewash Weekly Requirement:	How to test:
Free of visible scaling, rust or contamination.	Visual
Dust caps/covers fit correctly and are in place.	Visual
Free of obstructions/Adequate signage – Well lit, easy to locate sign, no walking hazards or obstructions.	Visual/Test walking time.
Accessible within 10 seconds of hazard (approximately 55 feet), located on same level as hazard.	Note: Single door not considered an obstruction IF cannot be locked, and opens in direction of eyewash.
Operation within 1 second, remains on hands free.	Activate eyewash
Clear lines of stagnant water.	Activate eyewash - coordinate length of time with building facility department
Tepid water temperature (60° – 100° F).	Activate eyewash - measure by touch, actual temp recording not required at this time by CAP
Simultaneous operation to both eyes, with adequate flow.	Activate eyewash - Visual inspection using gauge, fluid covers areas between the interior and exterior lines on gauge at a point less than 8 inches above the nozzles. Use tape measure to set height while activated.
If Combination unit: capable of operating eyewash and shower simultaneously and meet all standards.	If Combination unit: activate both eyewash and shower to ensure simultaneous capability
Plumbed Eyewash Annual Requirement:	How to test:
Capable to deliver 1.5L fluid per minute for 15 minutes	Activate eyewash for 15 minutes, measure flow pattern with gauge. Acceptable performance is indicated by proper gauge reading (see simultaneous operation in weekly requirements) at intervals throughout the test.
Flushing fluid flow pattern should be 33 to 53 inches from floor and minimum of 6 inches from wall.	Tape measure. Check point where eyewash flow meets eye circles on gauge, then from there to floor/wall.
Self-Contained Eyewash Weekly Requirement:	How to test:
Appropriate fluid present.	Check expiration date on fluid cartridge. If refillable unit, check fluid level.
Free of obstructions/Adequate signage – Well lit, easy to locate sign, no walking hazards or obstructions.	Visual/Test walking time.
Accessible within 10 seconds of hazard (approximately 55 feet), located on same level as hazard.	Note: Single door not considered an obstruction IF cannot be locked, and opens in direction of eyewash.
Self-Contained Eyewash Annual Requirement:	How to test:
Installation location allows for flushing fluid to be dispensed at 33 to 53 inches from floor.	Tape measure

FORMS

- ▶ Forms are also under Document Control.
- ▶ Print forms as you need them. This ensures the most current version is available.
- ▶ Use the Print option from the File menu to print the form.

- ▶ Departments maintain a table of contents within Document Control.
- ▶ Filter by Department and then sort by Procedure Number to quickly access the table of contents.
- ▶ Many Department documents can be accessed through links in the table of contents.
- ▶ Contact the Regulatory Affairs Department for more information or additional resources.

QUICK TIPS / REFERENCE

