* **Attach a copy of this form to each Downtime Worksheet for use during Downtime Recovery**
* **Check off each step to ensure accurate data entry.**
* **Checks mean that the step has been performed for all the orders on the Worksheet attached.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **🗸** | **Step** | **Comment** | **By** | **Date** |
|  | Perform BBI and update order form, if applicable | *History should be accurate.* |  |  |
|  | Perform OE:   * **Change Date and Time** * ***Cannot add TECH ID in OE function.*** | ***ORM should be attempted but beware of duplicate orders and/or no order. Do not waste time trying to figure it out.*** |
|  | Attach Acc # to order form |  |
|  | Attach CID to patient sample | Alpha Rack of patient samples |
|  | Staple labels to order form |  |
|  | Complete CD Recovery Sticker | LIS Entry By and Date |
|  | Forward to MLS for BOP, if applicable. |  |

**F5712** *Version 2.0, February 2015*