Name: Ollow Office of the Name: Ollow Office of the Name: Office o

tune of section of the section of th	Date		
Standard Operation	Performed	Initials	Trainer
Turn on MC75 via red button on upper right corner	519/110	180	4
Turn on QLN 220 printer via green button on lower left of printer	5/9/110	Y	-
Tap upper left corner to activate Soft ID software	519/110	DC.	_
Enter Log in ID or scan badge	519/10	ĬΫ́	4
Enter password	5/9/110	M	1
Select Assignment, Select "Okay"	5191110	M	
-Verify via verbal interview or wristband that	=101.	0.0	
this is the correct patient	5/9/16	DC	-
-Select "Verify"	5/9/16	X	-
Review Orders	5/9/16	C	-
Select "Print" key	5/9/16	α	_
-Select "Print" again	5/9/16	DC	-
-Labels will print	5/9/16	X	~
Draw blood and/or collect specimen	5/9/10	\mathbb{C}	
Attach specimen labels to the correct tube or container designated by the	dalu	M	
container type on lower right of label	5/9/16	<u>W</u>	-
	5/9/16	10	~
Scan each specimen label Select "Submit"	5/9/16		2
	319/16	<u> </u>	-
Scan patient wristband to Submit	3/9/10	DC	-
Change Assignment	5/9/16	DC	4
Select on "Session" at lower left of screen	5/9/16		_
Select "Change Assignment"	5/9/10	1)C	_
Choose an Assignment	519116	1	-
Reschedule Function (used when a draw is unsuccessful)	5/9/16	DC.	_
Follow scenario above through label printing	519116	C	4
Scan only labels for which you have successful draws	5/9/16	IX.	
Hold stylus or cursor over test(s) to be rescheduled	5/9/16	JC.	-
Select reason for rescheduling	5/9/16	C	
Select "1-OK"	5/9/10	DC	4
No Print Function	5/9/16	\mathcal{X}	-
Follow standard orders through Select "print" key	5/9/16	M	_
Tap on check mark on left side of order to cancel label print of that test.	519/16	α	_
Change draw type (Used to change from line to venipuncture or			
from venipuncture to line draw)	519/10	00	_
Hold stylus or cursor over test(s) with draw type to change	109110	TIC	10
Select draw type	3/4/1/1/11		4
	519/16	M	~
Select "1-OK"	5/9/16	C	~
Select "1-OK" Changing Specimen Type for Micro Specimens	5/9/16	X	~
	5/9/16 5/9/16 5/9/16 5/9/16	X	

	Date		
Standard Operation	Performed	Initials	Trainer
View Patient Draw History	519/10	TYC	10
Select test to highlight	519/10	X	C
Select "Action" in lower left corner	519/16	DC	-
Select "Draw History"	519110	00	an
Date, Time, Order#, and tube types previously collected appear	519/16	D.	-
View Comments	519/16	DC	~
Scan patient wristband	519110	nc	~
Select "7-Instr."	519116	Ω°.	4
Patient comments, stay comments, and order comments appear	5/9/16	TX:	0
View patient information	5/9/10	Ω	4
Scan patient wristband	5/9/16	M.	-
Select "" in upper right corner	5/9/10	Q.	<u>_</u>
Name, MR#, Sex, DOB, and Financial number will appear	519116	(X)	-
Add Extra Tubes	519/14	DC	_
Scan patient wristband	5/9/10	ic	an
Select ""5-Add"	519/16	OC	~
Scroll list of extra tubes and select those you wish to draw	519110	OC	2
Select "Append" and continue to select tubes until done	5/9/14	C	_
Select "1-Add" at bottom of screen	5/9/14	NC	-
Select Alternate Phlebotomist (Used when another is collecting and you are labeling as in CSF, or bone marrow collection, etc.)	5/9/16	α	
Select test to highlight	519110	OC	2
Select "Action" in lower left corner	519110	X	ca
Scan badge or type alternate phlebotomist name	5/9/110	M	0
Select "OK"	519/16	M	

S: Soft 6 month checklists\SOFT 6 month checklist for Soft ID Training

4.4	6- month Soft I
11	
\\\	10-10-10-10
Name:	anda Davis
V	

	Date		
Standard Operation	Performed	Initials	Trainer
Turn on MC75 via red button on upper right corner	CANII.	w	2
Turn on QLN 220 printer via green button on lower left of printer	57016	(W)	
Tap upper left corner to activate Soft ID software	577-11	tur)	2
Enter Log in ID or scan badge	310-11	wr)	-
Enter password	57011	w	1
Select Assignment, Select "Okay"	E 10-11	W)	-
-Verify via verbal interview or wristband that	5/0//		
this is the correct patient	31016	W	0
-Select "Verify"	5-1016	w	6
Review Orders	5-10-6	w	_
Select "Print" key	5-10-16	wo	6
-Select "Print" again	51016	wp	~
-Labels will print	51016	W	
Draw blood and/or collect specimen	Z-1016	W	4
Attach specimen labels to the correct tube or container	-10	ωΛ	
designated by the	5/016	WD	
container type on lower right of label	5 10 16	w	-
Scan each specimen label	510%	Wy	_
Select "Submit"	5-10-16	LA.	n
Scan patient wristband to Submit	5-10-16	Cur	
Change Assignment	5-1016	w	<u></u>
Select on "Session" at lower left of screen	51016	w	
Select "Change Assignment"	51016	W)	_
Choose an Assignment	5-10-16	W)	~
Reschedule Function (used when a draw is unsuccessful)	3-10-16	W)	5
Follow scenario above through label printing	5-10-16	W	_
Scan only labels for which you have successful draws	5-1816	W)	J
Hold stylus or cursor over test(s) to be rescheduled	51016	(W)	~
Select reason for rescheduling	51016	W()	<u></u>
Select "1-OK"	5-10-16	W	~
No Print Function	5/016	w	-
Follow standard orders through Select "print" key	5-10-16	W	_
Tap on check mark on left side of order to cancel label print of that test.	510-14	(W)	-
Change draw type (Used to change from line to venipuncture or		^	
from venipuncture to line draw)	5-10-14	W)	
Hold stylus or cursor over test(s) with draw type to change	5-10-16	(N)	
Select draw type	51016	(W)	
Select "1-OK"	7-11-16	, W	1
· ·	5/0/1	W.	
Changing Specimen Type for Micro Specimens	111-11-		121
Changing Specimen Type for Micro Specimens When reviewing Micro specimens, Click on "Specimen"	5-10-16	(10)	

	Date	34661	
Standard Operation	Performed	Initials	Trainer
View Patient Draw History	1-10-16	W.	-
Select test to highlight	5-10-16	WD.	~
Select "Action" in lower left corner	5-10-16	W)	
Select "Draw History"	5-10-16	w	-
Date, Time, Order#, and tube types previously collected appear	T-10-16	W	2
View Comments	5-10-16	W.	/
Scan patient wristband	5-10-16	w	-
Select "7-Instr."	5-10-16	us	
Patient comments, stay comments, and order comments appear	5-10-16	W)	~
View patient information	5-10-16	12	n
Scan patient wristband	5-10-16	W	_
Select "" in upper right corner	5.1016	WU	-
Name, MR#, Sex, DOB, and Financial number will appear	5-10-16	W	-
Add Extra Tubes	510-4	W)	6
Scan patient wristband	510-16	wh	9
Select ""5-Add"	5-10-16	(les)	_
Scroll list of extra tubes and select those you wish to draw	5-1011	NP	_
Select "Append" and continue to select tubes until done	5-10-6	w	0
Select "1-Add" at bottom of screen	5.1016	a NO	_
Select Alternate Phlebotomist (Used when another is collecting and you are labeling as in CSF, or bone marrow collection, etc.)	51016	w	_
Select test to highlight	5-10-16	w	
Select "Action" in lower left corner	510-16	w	
Scan badge or type alternate phlebotomist name	51016	w	<u>_</u>
Select "OK"	5-18-16	w	

S: Soft 6 month checklists\SOFT 6 month checklist for Soft ID Training

Name: Lenda Fenlauhi

Name: Jenla Feulauhi	Date		
Standard Operation	Performed	Initials	Trainer
Turn on MC75 via red button on upper right corner	5/25/10	St	JMW
Turn on QLN 220 printer via green button on lower left of printer	5/25/10	#1	Thw
Tap upper left corner to activate Soft ID software	5/25/16	17	Thu
Enter Log in ID or scan badge	5/25/16	#	The
Enter password	5/25/16	17	The
Select Assignment, Select "Okay"	5125/16	1	The
-Verify via verbal interview or wristband that	=10 116	1	T.)
this is the correct patient	5/25/10	74	Thu,
-Select "Verify"	5/25/16	A	JMW
Review Orders	5/25/16	71	mw
Select "Print" key	5/25/4	ft.	me
-Select "Print" again	5/25/10	14	The
-Labels will print	5/25/16	H	TMW
Draw blood and/or collect specimen	5125/16	#	TMW
Attach specimen labels to the correct tube or container	Thelia	1	
designated by the	15/25/16	11	JMW
container type on lower right of label	5/25/16	17	Mu
Scan each specimen label	5/25/14	#	JMW
Select "Submit"	5/25/16	H	mw
Scan patient wristband to Submit	5/25/16	H	OMW
Change Assignment	5/25/10	11	JAW
Select on "Session" at lower left of screen	5/25/16	A	TMW
Select "Change Assignment"	5/25/16	A	JMW
Choose an Assignment	5/25/16	A	JMW
Reschedule Function (used when a draw is unsuccessful)	5/25/16	1	The
Follow scenario above through label printing	5/25/16	14	TMW
Scan only labels for which you have successful draws	5/25/16	H	Jne
Hold stylus or cursor over test(s) to be rescheduled	5/25/10	37	TMU
Select reason for rescheduling	5/25/16	A	TMW
Select "1-OK"	5/25/16	4	JAW
No Print Function	5/25/16	#	JMW
Follow standard orders through Select "print" key	5725116	#	TMW
Tap on check mark on left side of order to cancel label print of that test.	5/25/14	H	GAW
		6	
Change draw type (Used to change from line to venipuncture or from venipuncture to line draw)	5/25/16	A	Thw
Hold stylus or cursor over test(s) with draw type to change	5/2=1/6	A	JMIL
	5/25/16	11	TMIL
Select draw type Select "1-OK"	5/26/1	14	JMII
	C/25/16	11	Mus
Changing Specimen Type for Micro Specimens	5/25/1/2	-11	JMI)
When reviewing Micro specimens, Click on "Specimen" Follow prompts to change Source and/or Site	112-11	11	JM(1)

	Date		
Standard Operation	Performed	Initials	Trainer
View Patient Draw History	5/26/16	#	The
Select test to highlight	5/24/10	21	JIW
Select "Action" in lower left corner	5/26/16	21	TMU)
Select "Draw History"	5/26/16	#	Mue
Date, Time, Order#, and tube types previously collected appear	5/26/16	1	ATMO
View Comments	5/26/16	11	Jun
Scan patient wristband	5/26/16	H	The
Select "7-Instr."	5/26/14	H	Thw
Patient comments, stay comments, and order comments appear	5/26/16	The	Time
View patient information	1	#	V. M. C.
Scan patient wristband	5/26/16	H	The
Select "" in upper right corner	5726/16	A	EMW.
Name, MR#, Sex, DOB, and Financial number will appear	5/26/16	#	SMW
Add Extra Tubes	.101	4.	
Scan patient wristband	5/26/16	A	Inw
Select ""5-Add"	5/26/16	A.	TMW
Scroll list of extra tubes and select those you wish to draw	5/26/16	#	TMW
Select "Append" and continue to select tubes until done	5/20/16	A	Thw
Select "1-Add" at bottom of screen	5/26/16	#	FMW
Select Alternate Phlebotomist (Used when another is collecting and you are labeling as in CSF, or bone marrow collection, etc.)	5/24/16	4	Jnw
Select test to highlight	5/26/16	11	TMW
Select "Action" in lower left corner	592614	H	TMW)
Scan badge or type alternate phlebotomist name	5/26/10	#	Thie
Select "OK"	5126/16	JA	JMW

S: Soft 6 month checklists\SOFT 6 month checklist for Soft ID Training

Name: Sue Forte

warne: Sue torle	Date		
Standard Operation	Performed	Initials	Trainer
Turn on MC75 via red button on upper right corner	5/4/6	SKF	Tow
Turn on QLN 220 printer via green button on lower left of printer	5/6/16	SKF	TMW
Tap upper left corner to activate Soft ID software	5/6/16	SKF	Thu
Enter Log in ID or scan badge	5/6/16	SKF	TMW
Enter password	5/1/11	SKF	VMW
Select Assignment, Select "Okay"	96/16	SKF	TMW
-Verify via verbal interview or wristband that	did.		
this is the correct patient	5/6/16	SKF	JMW
-Select "Verify"	5/6/16	SKF	JMW
Review Orders	5/6/16	SKF	TMW
Select "Print" key	5/6/16	SKF	TMW
-Select "Print" again	5/6/16	SKF	JMW
-Labels will print	5/6/16	SKF	JAW
Draw blood and/or collect specimen	5/6/16	SKF	TMW
Attach specimen labels to the correct tube or container	~ /	_	
designated by the	5/6/16	SKF	TMW
container type on lower right of label	5/6/16	SKF	TMW
Scan each specimen label	5/6/16	SKF	JMW
Select "Submit"	5/6/16	SKF	JMW
Scan patient wristband to Submit	5/6/16	SKF	VMW
Change Assignment	5/6/16	SKF	TMU
Select on "Session" at lower left of screen	5/6/16	SKF	Thu
Select "Change Assignment"	5/6/16	SKF	TMW
Choose an Assignment	5/6/16	SKF	TMW
Reschedule Function (used when a draw is unsuccessful)	5/6/16	SKF	TMW)
Follow scenario above through label printing	5/6/14	SKF	TMW
Scan only labels for which you have successful draws	5/6/16	SKF	JAW
Hold stylus or cursor over test(s) to be rescheduled	5/6/16	SKF	Vnw
Select reason for rescheduling	5/6/16	SKF	The
Select "1-OK"	51111	SKF	TMW
No Print Function	5////	SKF	VMW
Follow standard orders through Select "print" key	31611	SKF	Vnw
Tap on check mark on left side of order to cancel label print of that test.	5/6/1	SKF	The
	116		17.10
Change draw type (Used to change from line to venipuncture or from venipuncture to line draw)	5/6/16	SKF	TMU
Hold stylus or cursor over test(s) with draw type to change	5/6/16	SKF	TMW
Select draw type	SILLIB	SKF	TMW
Select "1-OK"	5/6/16	SKF	VMW
Changing Specimen Type for Micro Specimens	5/6/11	SKF	Thu
	-11/10	FILE	1
When reviewing Micro specimens, Click on "Specimen"	5/6/11/	SKI	VMW

o month soit is training checking	Date		
Standard Operation	Performed	Initials	Trainer
View Patient Draw History	5/6/16	SKE	TMW
Select test to highlight	5/1/16	SKF	Thw
Select "Action" in lower left corner	5/1/16	SKF	The
Select "Draw History"	5/6/16	SKF	(mu)
Date, Time, Order#, and tube types previously collected appear	5/1/10	SKF	Time
View Comments	5/1/16	SKF	VMW.
Scan patient wristband	5/1/16	SKF	my
Select "7-Instr."	5/1/16	SKF	TMW
Patient comments, stay comments, and order comments appear	5/6/16	SKF	The
View patient information	5/6/16	SKF	Thu
Scan patient wristband	5/6/18	SKF	TMW
Select "" in upper right corner	5/6/16	SKF	The
Name, MR#, Sex, DOB, and Financial number will appear	5/6/16	SKF	TMW
Add Extra Tubes	5/6/16	SKI	TMW
Scan patient wristband	5/6/16	SKF	JMW.
Select ""5-Add"	5/6/16	SKF	Tmw
Scroll list of extra tubes and select those you wish to draw	5/6/16	SKF	Ma
Select "Append" and continue to select tubes until done	5/6/16	SKF	TMW
Select "1-Add" at bottom of screen	5/6/16	SKF	JMW
Select Alternate Phlebotomist (Used when another is collecting and you are labeling as			
in CSF, or bone marrow collection, etc.)	5/6/16	SKF	JMW
Select test to highlight	5/6/16	SKF	TMW
Select "Action" in lower left corner	5/6/16	SKF	JMW
Scan badge or type alternate phlebotomist name	5/6/16	SKF	JMW
Select "OK"	5/6/16	SKF	JMW

S: Soft 6 month checklists\SOFT 6 month checklist for Soft ID Training

Name: Twie Frackowialc

	Date		
Standard Operation	Performed	Initials	Trainer
Turn on MC75 via red button on upper right corner	5-16-16	2	1
Turn on QLN 220 printer via green button on lower left of printer	5-16-16	g.	
Tap upper left corner to activate Soft ID software	5-16-16	0	2
Enter Log in ID or scan badge	5-16-16	In	~
Enter password	5-16-16	0	4
Select Assignment, Select "Okay"	5-16-14	R	2
-Verify via verbal interview or wristband that	Z 11	and the same of th	
this is the correct patient	5-14-14	100	~
-Select "Verify"	5-16-16	4	-
Review Orders	5-16-16	7	~
Select "Print" key	5-16-16	gr	
-Select "Print" again	5-16-16	ys.	-
-Labels will print	5-16-16	Jan 1	_
Draw blood and/or collect specimen	5-16-16	9	-
Attach specimen labels to the correct tube or container designated by the	6-11-11	0-	1 _
	5-16-16	n -	
container type on lower right of label	5-16-16	m .	5
Scan each specimen label	5-16-16	y-	
Select "Submit"	5-16-76	4	2
Scan patient wristband to Submit	5-16-16	1	
Change Assignment	5-16-14	1	
Select on "Session" at lower left of screen	5-16-16	1	
Select "Change Assignment"	5-16-16	Jr.	
Choose an Assignment	5-16-16	gr	_
Reschedule Function (used when a draw is unsuccessful)	5-16-16	1	_
Follow scenario above through label printing	5-16-16	Jr	0
Scan only labels for which you have successful draws	5-16-16	Jr	-
Hold stylus or cursor over test(s) to be rescheduled	5-14-16	9-	_
Select reason for rescheduling	5-16-14	Jr	
Select "1-OK"	5-16-16	gr	0
No Print Function	5-16-16	m	
Follow standard orders through Select "print" key	5-16-76	gr	_
Tap on check mark on left side of order to cancel label print of that test.	5-16-16	9-	
Change draw type (Used to change from line to venipuncture or	5-16-16	9	
from venipuncture to line draw)		0	
Hold stylus or cursor over test(s) with draw type to change	5-16-16	9-	-
Select draw type	5-14-16	*	-
Select "1-OK"	5-14-14	y	_
Changing Specimen Type for Micro Specimens			
When reviewing Micro specimens, Click on "Specimen"	5-16-16	1)	~
Follow prompts to change Source and/or Site	5-16-16	1	

o month ook is maning checking	Date		
Standard Operation	Performed	Initials	Trainer
View Patient Draw History	5-16-16	0,-	2
Select test to highlight	5-16-16	9	
Select "Action" in lower left corner	5-16-16	a-	-
Select "Draw History"	5-16-16	g	4
Date, Time, Order#, and tube types previously collected appear	5-16-16	G~	~
View Comments	5-16-14	9	-
Scan patient wristband	5-16-16	gr	-
Select "7-Instr."	5-16-16	4-	_
Patient comments, stay comments, and order comments appear	5-16-16	9-	4
View patient information	5-16-16	F	_
Scan patient wristband	5-16-14	2-	
Select "" in upper right corner	5-16-16	gr	2
Name, MR#, Sex, DOB, and Financial number will appear	5-16-16	0	0
Add Extra Tubes	5-16-16	gs.	-
Scan patient wristband	5-16-16	9-	<u>_</u>
Select ""5-Add"	5-16-16	9	
Scroll list of extra tubes and select those you wish to draw	5-16-16	9-	~
Select "Append" and continue to select tubes until done	5-16-14		
Select "1-Add" at bottom of screen	5-16-16	9	~
Select Alternate Phlebotomist (Used when another is collecting and you are labeling as in CSF, or bone marrow collection, etc.)	5-16-16	J.	0
Select test to highlight	5-16-16	2	~
Select "Action" in lower left corner	5-16-16	In	C
Scan badge or type alternate phlebotomist name	5-16-16	Dr	~
Select "OK"	5-16-16	g	_

S: Soft 6 month checklists\SOFT 6 month checklist for Soft ID Training

6- month Soft ID Training Checklist
Name: Symu Sergas

10	Date		
Standard Operation	Performed	Initials	Trainer
Turn on MC75 via red button on upper right corner	5/0/6	47	-
Turn on QLN 220 printer via green button on lower left of printer	Siplie	W	_
Tap upper left corner to activate Soft ID software	Sliplip	in	-
Enter Log in ID or scan badge	5/10/16	in	-
Enter password	5/10/6	In	-
Select Assignment, Select "Okay"	SIDIL	2	_
-Verify via verbal interview or wristband that	5/12/4)	
this is the correct patient	3110116	19	_
-Select "Verify"	5/10/16	45	~
Review Orders	5/10/16	6	-
Select "Print" key	5/10/16	45	
-Select "Print" again	5/10/16	45	_
-Labels will print	5/10/16	5	
Draw blood and/or collect specimen	5/10/16	as	
Attach specimen labels to the correct tube or container designated by the	5/10/16	Les	_
container type on lower right of label	5710/11	4	
Scan each specimen label	5/10/16	1.	<u>a</u>
Select "Submit"	5/10/16	65	,
Scan patient wristband to Submit	5/10/16	les	2
Change Assignment	5/10/16	45	
Select on "Session" at lower left of screen	5/10/16	5	2
Select "Change Assignment"	5/10/16	les	
Choose an Assignment	SIMUL	4	_
Reschedule Function (used when a draw is unsuccessful)	a)A	2	<u></u>
Follow scenario above through label printing	NA	_	-
Scan only labels for which you have successful draws	1/4	_	
Hold stylus or cursor over test(s) to be rescheduled	NA		2
Select reason for rescheduling	NA	_	
Select "1-OK"	NA	_	_
No Print Function	777		-
Follow standard orders through Select "print" key	5/10/16	les	~
Tap on check mark on left side of order to cancel label print of that test.	5/10/16	É	_
	3/10/10		
Change draw type (Used to change from line to venipuncture or from venipuncture to line draw)	NA		
Hold stylus or cursor over test(s) with draw type to change	NA		
Select draw type	NA		
Select "1-OK"	114		-
Changing Specimen Type for Micro Specimens	NA	,	
When reviewing Micro specimens, Click on "Specimen"	1		
Follow prompts to change Source and/or Site	1 1		
L L	1		

The manufacture of the manufactu					
	Date				
Standard Operation	Performed	Initials	Trainer		
View Patient Draw History	5/10/16	(0)	0		
Select test to highlight	5/10/16	1.	~		
Select "Action" in lower left corner	5/10/11	Wy W	C		
Select "Draw History"	5/10/11/2	in	<u></u>		
Date, Time, Order#, and tube types previously collected appear	5/10/16	6	<u></u>		
View Comments	5/10/16	is	4		
Scan patient wristband	5/10/110	2			
Select "7-Instr."	5/10/14	K	1 -		
Patient comments, stay comments, and order comments appear	5/10/14	4	-		
View patient information	5/10/16	6	<u></u>		
Scan patient wristband	571016	4	_		
Select "" in upper right corner	5/10/16	h	-		
Name, MR#, Sex, DOB, and Financial number will appear	910/16	3	a-		
Add Extra Tubes	NA	_	-		
Scan patient wristband	NA		0		
Select ""5-Add"	NA	_	0		
Scroll list of extra tubes and select those you wish to draw	NA.	_	0		
Select "Append" and continue to select tubes until done	NA	_	-		
Select "1-Add" at bottom of screen	NA	_	V		
Select Alternate Phlebotomist (Used when another is collecting and you are labeling as in CSF, or bone marrow collection, etc.)	Steden	1.			
	2110116	ly			
Select test to highlight	5/10/16	45	<u></u>		
Select "Action" in lower left corner	5/10/10	h			
Scan badge or type alternate phlebotomist name	6/10/16	4			
Select "OK"	5/10/16	h	c		

S: Soft 6 month checklists\SOFT 6 month checklist for Soft ID Training

Name: May a Harris

	Date		
Standard Operation	Performed	Initials	Trainer
Turn on MC75 via red button on upper right corner	5/9/16	MH	SKF
Turn on QLN 220 printer via green button on lower left of printer	5/9/16	n#	SKF
Tap upper left corner to activate Soft ID software	5/9/16	MAL	SKF
Enter Log in ID or scan badge	5/9/16	MA	SKF
Enter password	5/9/16	TABLE	SKF
Select Assignment, Select "Okay"	5/9/16	MAN	SKF
-Verify via verbal interview or wristband that	-10/11	1141	611-
this is the correct patient	5/9/16	MAY	SKF
-Select "Verify"	5/9/16	Ille	SKF
Review Orders	5/9/16	MAN	SKF
Select "Print" key	5/9/16	May	SKF
-Select "Print" again	5/9/16	ille	SKF
-Labels will print	5/9/16	MIL	SKF
Draw blood and/or collect specimen	5/9/16	M	SKF
Attach specimen labels to the correct tube or container designated by the	5/9/16	was	SKI
container type on lower right of label		1/10/	SKF
Scan each specimen label	5/9/16	1 1th	SAF
Select "Submit"	5/9/16	MAL	SKE
Scan patient wristband to Submit	5/9/16	illeth	SKY
Change Assignment	5/9/16	1110	SKF
Select on "Session" at lower left of screen	5/9/16	TIBLE	SKT
Select "Change Assignment"	5/9/16	May	SKT
Choose an Assignment	5/9/16	WAY.	SILE
Reschedule Function (used when a draw is unsuccessful)	5/9/16	ille	SKT
	5/9/16	1/4/	SKT
Follow scenario above through label printing Scan only labels for which you have successful draws	3/9/16	MA	SKE
	5/1/16	CALL	SKI
Hold stylus or cursor over test(s) to be rescheduled	5/9/16	nost	SKI
Select reason for rescheduling Select "1-OK"	5/9//6	WH !	SVF
	5/9/16	MAT	SIL
No Print Function	5/9/14	MAL	SKE
Follow standard orders through Select "print" key Tap on check mark on left side of order to cancel label print of that test.	5/9/16	1441	SKL
Tap on check mark on left side of order to cancer label print of that test.	5/4/16	way	2VF
Change draw type (Used to change from line to venipuncture or	arta tu	UNIT	
from venipuncture to line draw)	3/9/16	141	SKF
Hold stylus or cursor over test(s) with draw type to change	5/9/16	MIT	SKF
Select draw type	5/9/16	Way	SKE
Select "1-OK"	5/9/16	MH.	SKF
Changing Specimen Type for Micro Specimens	5/9/16	WH	SKF
When reviewing Micro specimens, Click on "Specimen"	5/9/16	uell	SKF
Follow prompts to change Source and/or Site	5/9/16	MA	SKE

Marla Harris

,	Date		
Standard Operation	Performed	Initials	Trainer
View Patient Draw History	5/9/16	MOST.	SKF
Select test to highlight	5/9/16	IMP.	SKF
Select "Action" in lower left corner	5/9/16	Met	SKE
Select "Draw History"	5/9/16	MIS.	SKF
Date, Time, Order#, and tube types previously collected appear	2/9/16	aut	SKF
View Comments	5/9/16	lust	SKF
Scan patient wristband	5-9-16	Keth	SKF
Select "7-Instr."	59110	MON.	SKF
Patient comments, stay comments, and order comments appear	5-9-10	WA	SKF
View patient information	5-9-16	ubs	SKF
Scan patient wristband	5-9-16	uly.	SKF
Select "" in upper right corner	6-9-16	illy	SKF
Name, MR#, Sex, DOB, and Financial number will appear	5-9-16	1100	SKF
Add Extra Tubes	5-9-16	TUHT	SKF
Scan patient wristband	5-9-10	nus	SKF
Select ""5-Add"	5-9-16	my	SKF
Scroll list of extra tubes and select those you wish to draw	5-9-16	ale	SKF
Select "Append" and continue to select tubes until done	5-9-16	West	SKF
Select "1-Add" at bottom of screen	5-9-16	ner	SKF
Select Alternate Phlebotomist (Used when another is collecting and you are labeling as in CSF, or bone marrow collection, etc.)	5-9-16	my	SKF
Select test to highlight	5-9-16	all	SKF
Select "Action" in lower left corner	5-9-16	auth	SKF
Scan badge or type alternate phlebotomist name	5-9-16	mb	SKF
Select "OK"	5-9-16	MIK	SKF

S: Soft 6 month checklists\SOFT 6 month checklist for Soft ID Training

Name: NANCY KERNER

Walle. TVANCY TYERNENC	Date		
Standard Operation	Performed	Initials	Trainer
Turn on MC75 via red button on upper right corner	FF-10-16	se	
Turn on QLN 220 printer via green button on lower left of printer	5-10-16	pl	_
Tap upper left corner to activate Soft ID software	5-10-16	nl	4
Enter Log in ID or scan badge	5-10-16	ne	-
Enter password	5-10-16	nl	-
Select Assignment, Select "Okay"	5-10-16	al	2
-Verify via verbal interview or wristband that			
this is the correct patient	5-10-16	nh	_
-Select "Verify"	5-10-14	nl	4
Review Orders	5-10-16	nl	-
Select "Print" key	5-10-16	nl	
-Select "Print" again	5-10-16	nl	2
-Labels will print	5-10-14	mh	4
Draw blood and/or collect specimen	5-10-14	nl	2
Attach specimen labels to the correct tube or container			
designated by the	5.1016	nh	_
container type on lower right of label	5-10.16	ne	
Scan each specimen label	5-10-16	nl	-
Select "Submit"	5.10.16	ne	-
Scan patient wristband to Submit	5-10-16	ne	-
Change Assignment	5-10-16	ne	-
Select on "Session" at lower left of screen	5.1016	sh	_
Select "Change Assignment"	5.1016	sil	-
Choose an Assignment	5-1016	me	4
Reschedule Function (used when a draw is unsuccessful)			
Follow scenario above through label printing	5-14-16	nh	
Scan only labels for which you have successful draws	5-10-16	ne	-
Hold stylus or cursor over test(s) to be rescheduled	5-10-16	nl	4
Select reason for rescheduling	5-14-16	ne	
Select "1-OK"	5.00-16	-ml	<
No Print Function			
Follow standard orders through Select "print" key	15-10-16	me	_
Tap on check mark on left side of order to cancel label print of that test.	5.10-16	nl	_
Change draw type (Used to change from line to venipuncture or			
from venipuncture to line draw)	5.10-16	nl	4
Hold stylus or cursor over test(s) with draw type to change	5.10-16	me	2
Select draw type	5-10-16	ark	2
Select "1-OK"	5-10-14	nh	
Changing Specimen Type for Micro Specimens	5-10-16		2
		ne	1
When reviewing Micro specimens, Click on "Specimen"	NA	-	-
Follow prompts to change Source and/or Site	NA		

Date					
Standard Operation	Performed	1	- .		
	renomied	Initials	Trainer		
View Patient Draw History			4		
Select test to highlight	5-10-16	sh	-		
Select "Action" in lower left corner	5-10-16	al	4		
Select "Draw History"	5-10-16	al	0		
Date, Time, Order#, and tube types previously collected appear	5-10-16	sil	~		
View Comments			1		
Scan patient wristband	5-10-16	nl	~		
Select "7-Instr."	5-10-16	pl	4		
Patient comments, stay comments, and order comments appear	5-10-16	sil			
View patient information			_		
Scan patient wristband	5-10-16	ne	4		
Select "" in upper right corner	5-10-16	nl	_		
Name, MR#, Sex, DOB, and Financial number will appear	5-10-14	m	_		
Add Extra Tubes			4		
Scan patient wristband	5.10-16	nl	9-		
Select ""5-Add"	5-10-16	pl	-		
Scroll list of extra tubes and select those you wish to draw	5-10-14	ne	4		
Select "Append" and continue to select tubes until done	5-10-16	pl	_		
Select "1-Add" at bottom of screen	5.10-16	ne	6 -		
Select Alternate Phlebotomist (Used when another is collecting and you are labeling as					
in CSF, or bone marrow collection, etc.)			_		
Select test to highlight	5.11-16	nl	<u>_</u>		
Select "Action" in lower left corner	5-10-14	nl	0-		
Scan badge or type alternate phlebotomist name	5-10-16	me	-		
Select "OK"	5-10-14	nl	-		

S: Soft 6 month checklists\SOFT 6 month checklist for Soft ID Training

Eine

6- month Soft ID Training Checklist

Name:

	Date		
Standard Operation	Performed	Initials	Trainer
Turn on MC75 via red button on upper right corner	5-10-14	one	~
Turn on QLN 220 printer via green button on lower left of printer	5-10-16	Ame	_
Tap upper left corner to activate Soft ID software	3-10-16	mu	0
Enter Log in ID or scan badge	5-10-16	m	_
Enter password	5-10-16	me	_
Select Assignment, Select "Okay"	5-10-110	ome	-
-Verify via verbal interview or wristband that	6 10 11	m	
this is the correct patient	5-10-16	Unc	-
-Select "Verify"	5-10-16	6m1	-
Review Orders	5-10-16	mi	_
Select "Print" key	5-10-16	mi	-
-Select "Print" again	5-10-16	me	
-Labels will print	5-10-16	me	~
Draw blood and/or collect specimen	5-10-10	me	(
Attach specimen labels to the correct tube or container	5-10-16	gral	
designated by the	01010	07.00	_
container type on lower right of label	5-10-16	BILL	-
Scan each specimen label	5-10-16	one	_
Select "Submit"	5-10-16	BAL	-
Scan patient wristband to Submit	5-10-16	MU	-
Change Assignment	5-1216	19th	
Select on "Session" at lower left of screen	5-10-16	The	_
Select "Change Assignment"	5-10-16	Bone	•
Choose an Assignment	5-10-16	me	_
Reschedule Function (used when a draw is unsuccessful)	5-10-16	RA	
Follow scenario above through label printing	5-12-16	M	
Scan only labels for which you have successful draws	5-10-16	AMI	-
Hold stylus or cursor over test(s) to be rescheduled	5-10-16	Mi	~
Select reason for rescheduling	5-10-16	mo	
Select "1-OK"	5-10-16	Mic	_
No Print Function	5-10-16	M	
Follow standard orders through Select "print" key	5-12-16	Oni	c –
Tap on check mark on left side of order to cancel label print of that test.	5-12-16	Mi	
	C 10 //		
Change draw type (Used to change from line to venipuncture or from venipuncture to line draw)	5-10-16	ome	6
Hold stylus or cursor over test(s) with draw type to change	5-10-11	90	
Select draw type	51011	200	_
Select "1-OK"	510-16	EN 1	0
	5-10-16	m	
Changing Specimen Type for Micro Specimens	0-10-16	201	
When reviewing Micro specimens, Click on "Specimen"	51016	OM	-
Follow prompts to change Source and/or Site	5-10-16	11/1/4	

o month sort is training checki	156		
	Date		
Standard Operation	Performed	Initials	Trainer
View Patient Draw History	5-10-16	knu	-
Select test to highlight	5-10-16	m	-
Select "Action" in lower left corner	510-16	mi	
Select "Draw History"	5-10-16	Ami	0
Date, Time, Order#, and tube types previously collected appear	5-12-16	mi	-
View Comments	5-12-16	Oni	~
Scan patient wristband	510-16	mi	_
Select "7-Instr."	5-10-16	5mi	4
Patient comments, stay comments, and order comments appear	5-10-16	mu	-
View patient information	5-10-16	mu	~
Scan patient wristband	51016	me	9
Select "" in upper right corner	5-10-16	me	-
Name, MR#, Sex, DOB, and Financial number will appear	5-13-16	mu	C
Add Extra Tubes	5-10-16	M	0
Scan patient wristband	5-10-16	M	
Select ""5-Add"	5-10-16	me	<u>_</u>
Scroll list of extra tubes and select those you wish to draw	5-10-16	me	_
Select "Append" and continue to select tubes until done	5-10-16	me	_
Select "1-Add" at bottom of screen	5-10-16	om	_
Select Alternate Phlebotomist (Used when another is collecting and you are labeling as in CSF, or bone marrow collection, etc.)	5-1016	me	c
Select test to highlight	5-10-14	579	0
Select "Action" in lower left corner	5-10-16	ome	e .
Scan badge or type alternate phlebotomist name	5-10-16	omi	<u>_</u>
Select "OK"	5-12-16	Omi	-

S: Soft 6 month checklists\SOFT 6 month checklist for Soft ID Training

Name: Ched Martin

	Date		
Standard Operation	Performed	Initials	Trainer
Turn on MC75 via red button on upper right corner	5-7-16	a	KR
Turn on QLN 220 printer via green button on lower left of printer	5-7	2	KR
Tap upper left corner to activate Soft ID software	5-7	2	KK
Enter Log in ID or scan badge	5-7	_	KK
Enter password	5-7	2	KK
Select Assignment, Select "Okay"	5-7	-	KR
-Verify via verbal interview or wristband that			110
this is the correct patient	5-7	5	PK
-Select "Verify"	5-7	<u>_</u>	KR
Review Orders	5-7	4	FR
Select "Print" key	5-7	-	KR
-Select "Print" again	5-7	_	KR
-Labels will print	5-7	<u>_</u>	KR
Draw blood and/or collect specimen	5-7	_	KR
Attach specimen labels to the correct tube or container designated by the	- 7		Lie
	5-7	6	1,00
container type on lower right of label	5-+	6	KK.
Scan each specimen label	5-7	_	RK
Select "Submit"	5-7	4	KK
Scan patient wristband to Submit	5-7	4	RR
Change Assignment	5-7	-	KK
Select on "Session" at lower left of screen	5-7	-	KK
Select "Change Assignment"	5-7	-	KR
Choose an Assignment	5-7	_	KI
Reschedule Function (used when a draw is unsuccessful)	5-7	4	KR
Follow scenario above through label printing	5-7	~	KK
Scan only labels for which you have successful draws	5-7	-	KK
Hold stylus or cursor over test(s) to be rescheduled	5-7	-	KK
Select reason for rescheduling	5-7	~	KK
Select "1-OK"	5-7	9	KR
No Print Function	5-7	-	KR
Follow standard orders through Select "print" key	5-7	-	KR
Tap on check mark on left side of order to cancel label print of that test.	5-7	_	KR
Change draw type (Used to change from line to venipuncture or			
from venipuncture to line draw)	5-7	_	KR
Hold stylus or cursor over test(s) with draw type to change	5-7		YR
Select draw type	5-2	-	PR
Select "1-OK"	8-7		X1C
Changing Specimen Type for Micro Specimens	15-7		20
When reviewing Micro specimens, Click on "Specimen"	5-7		KR
Follow prompts to change Source and/or Site	5-7	-	- 71
rollow prompts to change source and/of site	1 5-1	_	IN

The manufacture of the control of th	130		
	Date		
Standard Operation	Performed	Initials	Trainer
View Patient Draw History	5-7	6	KK
Select test to highlight	5-7	-	KR
Select "Action" in lower left corner	5-7	<u></u>	KR
Select "Draw History"	5-7	4	KR
Date, Time, Order#, and tube types previously collected appear	5-7	-	ER
View Comments	5-7	4	KR
Scan patient wristband	5-7	2	KR
Select "7-Instr."	5-7	-	KR
Patient comments, stay comments, and order comments appear	5-7	2	KR
View patient information	5-7	-	KN
Scan patient wristband	5-7	a	KR
Select "" in upper right corner	5-7	a	KK
Name, MR#, Sex, DOB, and Financial number will appear	5-7	~	KIR
Add Extra Tubes	5-7	4-	KR
Scan patient wristband	5-7	-	KR
Select ""5-Add"	5-7	4	KR
Scroll list of extra tubes and select those you wish to draw	5-7	-	RR
Select "Append" and continue to select tubes until done	5-7	a	KR
Select "1-Add" at bottom of screen	5-7	4	KR
Select Alternate Phlebotomist (Used when another is collecting and you are labeling as in CSF, or bone marrow collection, etc.)	5-7		KR
Select test to highlight	5-7		KIR
Select "Action" in lower left corner	5-7	2	KR
Scan badge or type alternate phlebotomist name	5-7	-	KR
Select "OK"	5-7		PER

S: Soft 6 month checklists\SOFT 6 month checklist for Soft ID Training

6- month Soft ID Training Checklist
Name: Dell Powell

/	Date		I
Standard Operation	Performed	Initials	Trainer
Turn on MC75 via red button on upper right corner	519/16	066	in
Turn on QLN 220 printer via green button on lower left of printer	5/9/16	D 66	1
Tap upper left corner to activate Soft ID software	19/10	DER	/
Enter Log in ID or scan badge	29/16	DG	1
Enter password	19/16	DGR	1
Select Assignment, Select "Okay"	5/9/16	Day	-
-Verify via verbal interview or wristband that	del		
this is the correct patient	79/16	D8	0
-Select "Verify"	5/9/16	208	4
Review Orders	19/16	DG	-
Select "Print" key	5/9/16	08	4
-Select "Print" again	3/9/16	200	-
-Labels will print	5/9/16	068	4
Draw blood and/or collect specimen	5/9/16	28	4
Attach specimen labels to the correct tube or container		DCA	
designated by the	3/5/14	08	2
container type on lower right of label	5/19/16	Dy	-
Scan each specimen label	3/9/16	DG	_
Select "Submit"	5/5/16	Day	1
Scan patient wristband to Submit	6/9/16	068	~
Change Assignment	9/9/16	Dan	2
Select on "Session" at lower left of screen	5/9/16	000	
Select "Change Assignment"	5/9/16	068	
Choose an Assignment	5/9/16	DE	0
Reschedule Function (used when a draw is unsuccessful)	5/9/16	060	c
Follow scenario above through label printing	5/9/14	060	0
Scan only labels for which you have successful draws	5/9/14	DEP	_
Hold stylus or cursor over test(s) to be rescheduled	-5/9/4	1060	1
Select reason for rescheduling	5/9/15	D68	-
Select "1-OK"	49/12	NGA	1 -
No Print Function	5/9/16	NA	2
Follow standard orders through Select "print" key	5/9/16	NA	0
Tap on check mark on left side of order to cancel label print of that test.	5/5/16	768	
Channel draw time (Used to the original to the	7/1	700	
Change draw type (Used to change from line to venipuncture or from venipuncture to line draw)	del	Na	_
Hold stylus or cursor over test(s) with draw type to change	5/4//6	20	_
Select draw type	7/1/19	201	_
Select "1-OK"	5/9/16	068	
	9716	068	4
Changing Specimen Type for Micro Specimens	5/9/16	D48	2
When reviewing Micro specimens, Click on "Specimen"	2/9//6	08	
Follow prompts to change Source and/or Site	17/9/16	DB	

o month out to training checklist				
	Date			
Standard Operation	Performed	Initials	Trainer	
View Patient Draw History	6/19/2016	DUP	1~	
Select test to highlight	0/19/16	060	2	
Select "Action" in lower left corner	5/01/16	Des	1	
Select "Draw History"	15/14	Des	10	
Date, Time, Order#, and tube types previously collected appear	3/5/11	Nex	1_	
View Comments	5/9/11/	060	2	
Scan patient wristband	619116	Des	<u></u>	
Select "7-Instr."	5/9/1	1060	_	
Patient comments, stay comments, and order comments appear	5/9/16	1360	-	
View patient information	3/4/16	N/	~	
Scan patient wristband	5/9/16	068	0	
Select "" in upper right corner	5/9/16	D68	2	
Name, MR#, Sex, DOB, and Financial number will appear	5/6/16	NGO	4	
Add Extra Tubes	15/16	761		
Scan patient wristband	2/5/1	136/	1	
Select ""5-Add"	3/5/16	Dy	2	
Scroll list of extra tubes and select those you wish to draw	39/16	Ved	_	
Select "Append" and continue to select tubes until done	5/9/1/2	DES		
Select "1-Add" at bottom of screen	3/9/11	041	2	
Select Alternate Phlebotomist (Used when another is collecting and you are labeling as	11	9		
in CSF, or bone marrow collection, etc.)	3/9/16	08	2	
Select test to highlight	5/9/16	DCK	<u></u>	
Select "Action" in lower left corner	5/9/16	06/	6	
Scan badge or type alternate phlebotomist name	5/4/16	048	4	
Select "OK"	5/9/16	DUR	0	

S: Soft 6 month checklists\SOFT 6 month checklist for Soft ID Training

Name: Becky R.

,	Date		
Standard Operation	Performed	Initials	Trainer
Turn on MC75 via red button on upper right corner	5-18-16	m	~
Turn on QLN 220 printer via green button on lower left of printer	5-18/6	be	_
Tap upper left corner to activate Soft ID software	5-18-16	pr	
Enter Log in ID or scan badge	5-18-16	h	
Enter password	5-18-16	p	4
Select Assignment, Select "Okay"	5-18-16	h	
-Verify via verbal interview or wristband that		1	
this is the correct patient	5-18-16	1	
-Select "Verify"	5-18-16	he	~
Review Orders	5-18-16	la	~
Select "Print" key	5-18-16	h	~
-Select "Print" again	5-18-16	de	
-Labels will print	5-18-16	by	0
Draw blood and/or collect specimen	5-18-16	m	
Attach specimen labels to the correct tube or container	- 10 11	1	_
designated by the	5-18-16	or	
container type on lower right of label	5-18-16	su	~
Scan each specimen label	5-18-16	fu	
Select "Submit"	5-18-16	h	_
Scan patient wristband to Submit	5-18-16	M	4
Change Assignment	5-18-16	m	
Select on "Session" at lower left of screen	5-18-16	by	<u></u>
Select "Change Assignment"	5-18-16	be	
Choose an Assignment	5-18-16	he	6
Reschedule Function (used when a draw is unsuccessful)	5-18-16	on	<u></u>
Follow scenario above through label printing	5-18-16	pe	<u>_</u>
Scan only labels for which you have successful draws	5-18-16	br	=
Hold stylus or cursor over test(s) to be rescheduled	5-18-161	m	C
Select reason for rescheduling	5-18-16	M	_
Select "1-OK"	5-18-16	pr	0
No Print Function	5-18-16	for	-
Follow standard orders through Select "print" key	5-18-16	fr	-
Tap on check mark on left side of order to cancel label print of that test.	5-18-16	la	~
Change draw type (Used to change from line to venipuncture or		/	
from venipuncture to line draw)	5-18-16	hs_	_
Hold stylus or cursor over test(s) with draw type to change	5-18-16	By-	_
Select draw type	5-18-16	be	
Select "1-OK"	5-18-16	1/2-	6
Changing Specimen Type for Micro Specimens	5-18-16	h-	<u></u>
When reviewing Micro specimens, Click on "Specimen"	5-18-16	h	4
,	2 10-17	10	

	Date		
Standard Operation	Performed	Initials	Trainer
View Patient Draw History	5-18-16	M	1-
Select test to highlight	518-16	he	-
Select "Action" in lower left corner	5-18-16	hu	-
Select "Draw History"	5-18-16	hi	
Date, Time, Order#, and tube types previously collected appear	51816	In	<i>C</i> –
View Comments	5-18-16	lu-	_
Scan patient wristband	5-18-16	h	0
Select "7-Instr."	5-18-16	1	4
Patient comments, stay comments, and order comments appear	5-18-16	fer	1-
View patient information	518-16	M	9
Scan patient wristband	518-16	In	4
Select "" in upper right corner	5-18-16	br	2
Name, MR#, Sex, DOB, and Financial number will appear	518-16	br	<u></u>
Add Extra Tubes	5-18-16	le	2
Scan patient wristband	5-18-16	Pr	<u></u>
Select ""5-Add"	5-18-16	Per	-
Scroll list of extra tubes and select those you wish to draw	5-18-16	Mr	<u></u>
Select "Append" and continue to select tubes until done	5-18-16	br	· c_
Select "1-Add" at bottom of screen	5-18-16	Tur	<u></u>
Select Alternate Phlebotomist (Used when another is collecting and you are labeling as in CSF, or bone marrow collection, etc.)	5-18-16	br	-
Select test to highlight	5-18-16	pr	
Select "Action" in lower left corner	5-18-16	fir	~
Scan badge or type alternate phlebotomist name	5-18-16	be	0
Select "OK"	5-18-16	M	-
		10	

S: Soft 6 month checklists\SOFT 6 month checklist for Soft ID Training

6- month Soft ID Training Checklist
Name: Kim Runca

	Date		
Standard Operation	Performed	Initials	Trainer
Turn on MC75 via red button on upper right corner	5-7	KR	2
Turn on QLN 220 printer via green button on lower left of printer	5-7	KR	_
Tap upper left corner to activate Soft ID software	5-7	KR	4
Enter Log in ID or scan badge	5-7	KR	2
Enter password	5-7	KR	<u></u>
Select Assignment, Select "Okay"	5-7	KR	4
-Verify via verbal interview or wristband that	57	110	
this is the correct patient	71	KK	-
-Select "Verify"	5-7	KK	_
Review Orders	5-7	KK	4
Select "Print" key	5-7	XK	<u>_</u>
-Select "Print" again	5-7	KR	5
-Labels will print	5-7	KR	2
Draw blood and/or collect specimen	3-7	KR	n
Attach specimen labels to the correct tube or container designated by the	0.0	11.0	
	5-7	KR	4
container type on lower right of label	5-7	KK	a
Scan each specimen label	5-7	KK	~
Select "Submit"	5-7	KK	_
Scan patient wristband to Submit	5-7	KIL	4
Change Assignment	5-7	RK	-
Select on "Session" at lower left of screen	5-7	KK	4
Select "Change Assignment"	5-7	KR	4
Choose an Assignment	5-7	KK	-
Reschedule Function (used when a draw is unsuccessful)	5-7	KR	~
Follow scenario above through label printing	5-7	KR	4
Scan only labels for which you have successful draws	5-7	KR	2
Hold stylus or cursor over test(s) to be rescheduled	5-7	KR	4
Select reason for rescheduling	5-7	KR	~
Select "1-OK"	5-7	KR	4
No Print Function	5-7	KR	u
Follow standard orders through Select "print" key	5-7	KR	4
Tap on check mark on left side of order to cancel label print of that test.	5-7	KR	6
Change draw type (Used to change from line to venipuncture or			
from venipuncture to line draw)	5-7	KR	
Hold stylus or cursor over test(s) with draw type to change	5-7	20	2
Select draw type	5-7	VI	6
Select "1-OK"	5-7	VR	-
Changing Specimen Type for Micro Specimens		KR	4
When reviewing Micro specimens, Click on "Specimen"	5-7	KR	-
Follow prompts to change Source and/or Site	5-7	KR	
rollow prompts to change source and/of Site	5-7	MC	-

Training Checkist			
Standard Operation	Date		
	Performed	Initials	Trainer
View Patient Draw History	5-7	KR	0
Select test to highlight	5-7	KR	~
Select "Action" in lower left corner	5-7	KR	_
Select "Draw History"	5-7	KR	0
Date, Time, Order#, and tube types previously collected appear	5-7	KR	_
View Comments	5-7	KR	-
Scan patient wristband	5-7	KR	4
Select "7-Instr."	5-7	KIR	-
Patient comments, stay comments, and order comments appear	5-7	KR	6
View patient information	5-7	XR	
Scan patient wristband	5-7	KR	
Select "" in upper right corner	5-7	KR	4
Name, MR#, Sex, DOB, and Financial number will appear	5-7	KR	4
Add Extra Tubes	5-7	KR	-
Scan patient wristband	5_7	KR	~
Select ""5-Add"	5-7	KR	2
Scroll list of extra tubes and select those you wish to draw	5-7	KR	_
Select "Append" and continue to select tubes until done	5-7	KR	-
Select "1-Add" at bottom of screen	5-7	KR	6 -
Select Alternate Phlebotomist (Used when another is collecting and you are labeling as in CSF, or bone marrow collection, etc.)	5-7	KR	~
Select test to highlight	5-7	KR	0
Select "Action" in lower left corner	5.7	KR	-
Scan badge or type alternate phlebotomist name	5-7	KR	4
Select "OK"	5-7	KR	
		-	

S: Soft 6 month checklists\SOFT 6 month checklist for Soft ID Training



Name:

	Date		
Standard Operation	Performed	Initials	Trainer
Turn on MC75 via red button on upper right corner	5-9-14	mes	6
Turn on QLN 220 printer via green button on lower left of printer	5-9-110	mes	0
Tap upper left corner to activate Soft ID software	5-9-110	mes	_
Enter Log in ID or scan badge	5-9-110	mes	_
Enter password	5-9-110	mes	_
Select Assignment, Select "Okay"	5-9-110	mes	-
-Verify via verbal interview or wristband that		11	
this is the correct patient	5-9-14	mes	_
-Select "Verify"	5-9-16	mes	0
Review Orders	5-9-14	mes	
Select "Print" key	5-9-16	mes	4
-Select "Print" again	5-9-16	mes	_
-Labels will print	5-9-110	mes	~
Draw blood and/or collect specimen	5-9-16	mes	
Attach specimen labels to the correct tube or container		00	
designated by the	5-9-16	me)	<u>_</u>
container type on lower right of label	5-9-110	mes	
Scan each specimen label	5-9-110	mes	<u></u>
Select "Submit"	5-9-110	mes	1
Scan patient wristband to Submit	5-9-16	mes	1
Change Assignment	5-9-14	mes	1
Select on "Session" at lower left of screen	5-9-10	mes	1
Select "Change Assignment"	5-9-10	mes	-
Choose an Assignment	5-9-110	mes	C
Reschedule Function (used when a draw is unsuccessful)	5-9-110	mes	~
Follow scenario above through label printing	5-9-110	mes	-
Scan only labels for which you have successful draws	5-9-110	mes	/
Hold stylus or cursor over test(s) to be rescheduled	5-9-10	mes	4
Select reason for rescheduling	5-9-10	mes	_
Select "1-OK"	5-9-40	m25	~
No Print Function	5-9-40	mes	-
Follow standard orders through Select "print" key	5-9-16	mes	
Tap on check mark on left side of order to cancel label print of that test.	5-9-14	mes	-
		,,,,	
Change draw type (Used to change from line to venipuncture or	5-9-14	mes	
from venipuncture to line draw)	E 4.	mes	2
Hold stylus or cursor over test(s) with draw type to change	5-9-14		
Select draw type	5-9-40	mes	
Select "1-OK"	5-9-10	mes	~
Changing Specimen Type for Micro Specimens	5-9-14	mes	-
When reviewing Micro specimens, Click on "Specimen"	5-9-14	mes	27
Follow prompts to change Source and/or Site	5-9-14	mes	_

Melissa Staranowicz

	Date		
Standard Operation	Performed	Initials	Trainer
View Patient Draw History	5-9-14	mes	2
Select test to highlight	5-9-14	mes	2
Select "Action" in lower left corner	5-9-14	mes	
Select "Draw History"	5-9-14	mes	2
Date, Time, Order#, and tube types previously collected appear	5-9-14	mes	1
View Comments	5-9-16	mes	2
Scan patient wristband	5-9-14	mes	6
Select "7-Instr."	5-9-16	mes	4
Patient comments, stay comments, and order comments appear	5-9-14		2
View patient information	5-9-14		0
Scan patient wristband	5-9-14	mes	1
Select "" in upper right corner	5-9-10		1
Name, MR#, Sex, DOB, and Financial number will appear	5-9-10	mes	1
Add Extra Tubes	5-9-14	mes	-
Scan patient wristband	5-9-14		_
Select ""5-Add"	5-9-14		_
Scroll list of extra tubes and select those you wish to draw	5-9-110	mes	1
Select "Append" and continue to select tubes until done	5-9-14	-	0
Select "1-Add" at bottom of screen	5-9-16	mes	-
Select Alternate Phlebotomist (Used when another is collecting and you are labeling as			
in CSF, or bone marrow collection, etc.)	5-9-14	mes	
Select test to highlight	5-9-14	mes	6
Select "Action" in lower left corner	5-9-16	mes	4
Scan badge or type alternate phlebotomist name	5-9-14	mes	0
Select "OK"	5-9-14	mes	/

S: Soft 6 month checklists\SOFT 6 month checklist for Soft ID Training

Name: Crystol Southcombe 5/23/14

J	Date		
Standard Operation	Performed	Initials	Trainer
Turn on MC75 via red button on upper right corner	5122	(\$1	0
Turn on QLN 220 printer via green button on lower left of printer	5/23	CST	
Tap upper left corner to activate Soft ID software	5123	Call	~
Enter Log in ID or scan badge	5123	M	_
Enter password	5/23	as	
Select Assignment, Select "Okay"	503	COL	4
-Verify via verbal interview or wristband that	5100	0.1	
this is the correct patient	5/25	Cell	<u></u>
-Select "Verify"	5123	CX	0
Review Orders	5/23	CSI	
Select "Print" key	5/23	CSS	_
-Select "Print" again	5127	CSI	2
-Labels will print	5123	CSI).
Draw blood and/or collect specimen	5/23	CD	=
Attach specimen labels to the correct tube or container	()-0	NM.	0
designated by the	573	(8)	
container type on lower right of label	5/23	CIS	-
Scan each specimen label	5/13	CAS	-
Select "Submit"	5/13	RIS	
Scan patient wristband to Submit	5/23	(2)	
Change Assignment	5/23	Cas	_
Select on "Session" at lower left of screen	5/23	Cets	-
Select "Change Assignment"	5/23	CX	4
Choose an Assignment	51.23	Cars	_
Reschedule Function (used when a draw is unsuccessful)	5/23	CAS	
Follow scenario above through label printing	5/23	COS	
Scan only labels for which you have successful draws	5/13	CQZ	_
Hold stylus or cursor over test(s) to be rescheduled	5/23	CIS	
Select reason for rescheduling	5/23	CAL	7
Select "1-OK"	5/23	COT	<u> </u>
No Print Function	5/23	Cas	_
Follow standard orders through Select "print" key	5/23	Coll	
Tap on check mark on left side of order to cancel label print of that test.	5/23	Cor	_
Change draw type (Used to change from line to venipuncture or	-/		
from venipuncture to line draw)	5/23	Cass	
Hold stylus or cursor over test(s) with draw type to change	5/23	Cars	-
Select draw type	5/2	(%)	2
Select "1-OK"	2/22	COL	
Changing Specimen Type for Micro Specimens	5 /25	OT	
When reviewing Micro specimens, Click on "Specimen"	5 /23	Ct	
Follow prompts to change Source and/or Site	5/23	COTS	
rollow prompts to change source and/or site	15/27	CAD	

o month soft in Training Checklist			
	Date		
Standard Operation	Performed	Initials	Trainer
View Patient Draw History	503	10	1-
Select test to highlight	5/23	Tas	0
Select "Action" in lower left corner	5123	Con	1
Select "Draw History"	6/23	TX	<u></u>
Date, Time, Order#, and tube types previously collected appear	5123	a	
View Comments	5/23	(1)	
Scan patient wristband	5123	CAR	
Select "7-Instr."	6123	CKS	_
Patient comments, stay comments, and order comments appear	5/23	an	<u></u>
View patient information	6123	12	4
Scan patient wristband	5/23	CX.	<u> </u>
Select "" in upper right corner	503	CAT	-
Name, MR#, Sex, DOB, and Financial number will appear	5/2	THE	-
Add Extra Tubes	6/23	CAT	-
Scan patient wristband	5123	al	9
Select ""5-Add"	5123	OS	4_
Scroll list of extra tubes and select those you wish to draw	5/33	Cas	<u></u>
Select "Append" and continue to select tubes until done	503	CHS	<u>_</u>
Select "1-Add" at bottom of screen	5/23	a	4
Select Alternate Phlebotomist (Used when another is collecting and you are labeling as in CSF, or bone marrow collection, etc.)	5/23	(II)	<u></u>
Select test to highlight	5123	CX	4
Select "Action" in lower left corner	5/23	CAR	4
Scan badge or type alternate phlebotomist name	5123	Cas	
Select "OK"	5/23	(X	-

S: Soft 6 month checklists\SOFT 6 month checklist for Soft ID Training

Name: KIM THOMPSON

	Date		
Standard Operation	Performed	Initials	Trainer
Turn on MC75 via red button on upper right corner	616	11/18	~
Turn on QLN 220 printer via green button on lower left of printer	5-161		~
Tap upper left corner to activate Soft ID software	5-11	MA	
Enter Log in ID or scan badge	516	1 4	~
Enter password	516	1	n
Select Assignment, Select "Okay"	(16)	10/	
-Verify via verbal interview or wristband that	316	11	4
this is the correct patient	1514		1
-Select "Verify"	514	10	
Review Orders	516	J. W.	
Select "Print" key	516	100	
-Select "Print" again	516	17	N
-Labels will print	\$16	195	-
Draw blood and/or collect specimen	516	Il	~
Attach specimen labels to the correct tube or container		111	
designated by the	010	UK	
container type on lower right of label	5,10	I.Cl	1
Scan each specimen label	514	III.	~
Select "Submit"	510	W	~
Scan patient wristband to Submit	516	W	0
Change Assignment	5/6	10	0
Select on "Session" at lower left of screen	56	10	
Select "Change Assignment"	516	14	0
Choose an Assignment	56	100	9
Reschedule Function (used when a draw is unsuccessful)	Blb	12	_
Follow scenario above through label printing	516	1	0-
Scan only labels for which you have successful draws	516	M	,
Hold stylus or cursor over test(s) to be rescheduled	516	1	
Select reason for rescheduling	516		
Select "1-OK"	516	il	_
No Print Function	510	10	~
Follow standard orders through Select "print" key	50	11	~
Tap on check mark on left side of order to cancel label print of that test.	516	70	/
Change draw time (Head to shows from line to smill the shows in the state of the st		(00	
Change draw type (Used to change from line to venipuncture or from venipuncture to line draw)	511	11)	A
Hold stylus or cursor over test(s) with draw type to change	014	WA.	
Select draw type	ELY ELI	Will	
Select "1-OK"	29	HUY!	0
	341		_
Changing Specimen Type for Micro Specimens When reviewing Micro specimens Click on "Specimen"	19 M/		
When reviewing Micro specimens, Click on "Specimen"			
Follow prompts to change Source and/or Site	1861		

B officery			
Standard Committee	Date		
Standard Operation	Performed	Initials	Trainer
View Patient Draw History	5:14	0	~
Select test to highlight	Sild	10	
Select "Action" in lower left corner	Sille		
Select "Draw History"	516	19	V
Date, Time, Order#, and tube types previously collected appear	5116	10	
View Comments	Sh		
Scan patient wristband	516	M	1-
Select "7-Instr."	36	MY	1
Patient comments, stay comments, and order comments appear	516	41/	1
View patient information	36	M	,_
Scan patient wristband	316		4
Select "" in upper right corner	376		-
Name, MR#, Sex, DOB, and Financial number will appear	516	14	V
Add Extra Tubes	516	10	C
Scan patient wristband	516	90	1
Select ""5-Add"	56		0
Scroll list of extra tubes and select those you wish to draw	86	M	0
Select "Append" and continue to select tubes until done	56	10	C
Select "1-Add" at bottom of screen	56	2	_
Select Alternate Phlebotomist (Used when another is collecting and you are labeling as in CSF, or bone marrow collection, etc.)	26	1	C
Select test to highlight	66/	1	9
Select "Action" in lower left corner	NO	100	~
Scan badge or type alternate phlebotomist name	10		<u>a</u>
Select "OK"	3/10	1	0
		· v	

S: Soft 6 month checklists\SOFT 6 month checklist for Soft ID Training

Name: Mathew Welds

	Date		
Standard Operation	Performed	Initials	Trainer
Turn on MC75 via red button on upper right corner	5-18-16	cher	~
Turn on QLN 220 printer via green button on lower left of printer	5-18-16	Mar	-
Tap upper left corner to activate Soft ID software	5.14.16	Mas	2
Enter Log in ID or scan badge	5.18.16.	1hr	
Enter password	5.18.16	ele	1
Select Assignment, Select "Okay"	5-1816	a	T
-Verify via verbal interview or wristband that	54816	, 11	/20
this is the correct patient	3 18 14	ice	
-Select "Verify"	5.18.16	Me	
Review Orders	5-18:16	Me	-
Select "Print" key	5-18-16	Ma	
-Select "Print" again	5-18-16	ele	
-Labels will print	5.18.16	de	
Draw blood and/or collect specimen	5-18:16	Mer	
Attach specimen labels to the correct tube or container designated by the	5-18-16	the	-
container type on lower right of label	500-(10	1/2	2
Scan each specimen label	378 4	100	-
Select "Submit"	3 18.70	100	
	518.10	111	
Scan patient wristband to Submit	578.10	all	-
Change Assignment Select on "Session" at lower left of screen	1810	00	,
	57810	9	~
Select "Change Assignment"	5.78.10	1	20
Choose an Assignment Reschedule Function (used when a draw is unsuccessful)	57876		9
	5-18.16	M	
Follow scenario above through label printing	5.18.14	M	4
Scan only labels for which you have successful draws	5/3:14	100	-
Hold stylus or cursor over test(s) to be rescheduled	5.1810	111	-
Select reason for rescheduling	5-1814	1	5
Select "1-OK"	5-18-16	ea	-
No Print Function	51814	ac.	-
Follow standard orders through Select "print" key	51814	16	5
Tap on check mark on left side of order to cancel label print of that test.	37916	un	-
Change draw type (Used to change from line to venipuncture or from venipuncture to line draw)	5.15.16	el	
		ill	-
Hold stylus or cursor over test(s) with draw type to change	5:14:16	11	_
Select draw type	5-15-14	0001	-
Select "1-OK"	5-18-14	olor	-
Changing Specimen Type for Micro Specimens	5-18-14	11.1	-
When reviewing Micro specimens, Click on "Specimen"	5-18-14	elo	_
Follow prompts to change Source and/or Site	5-18-16	Lega	_

	Date		
Standard Operation	Performed	Initials	Trainer
View Patient Draw History	5.12.16	il	6
Select test to highlight	6-11.11	ela	-
Select "Action" in lower left corner	7/4/10	ul-	6
Select "Draw History"	1.19.10	ile	1
Date, Time, Order#, and tube types previously collected appear	111110	No	
View Comments	5-18-16	10	
Scan patient wristband	E-10:10	d	
Select "7-Instr."	11/10	1/1	-
Patient comments, stay comments, and order comments appear	5-10:110	ik	7
View patient information	13/11/1	el	-
Scan patient wristband	111:110	(h)	-
Select "" in upper right corner	5-11-110	il	~
Name, MR#, Sex, DOB, and Financial number will appear	5-14-16	ill	-
Add Extra Tubes	1-19:16	May	
Scan patient wristband	1.18.110	ile	<u>_</u>
Select ""5-Add"	C.14-15	efer	,_
Scroll list of extra tubes and select those you wish to draw	5.14.110	the	
Select "Append" and continue to select tubes until done	5.10.11	1le	-
Select "1-Add" at bottom of screen	5.14.16	Ma	~
Select Alternate Phlebotomist (Used when another is collecting and you are labeling as in CSF, or bone marrow collection, etc.)	5.18.16	11-	(
Select test to highlight	5-18-16	10	1
Select "Action" in lower left corner	5.18.11	11	~
Scan badge or type alternate phlebotomist name	T.10.1	de	10
Select "OK"	5-14.14	N	2

S: Soft 6 month checklists\SOFT 6 month checklist for Soft ID Training

6- month Soft ID Training Checklist
Name: Jody Well

Date	
Standard Operation Perform	ed Initials Trainer
Turn on MC75 via red button on upper right corner 5/6/16	JMW SKF
Turn on QLN 220 printer via green button on lower left of printer	
Tap upper left corner to activate Soft ID software	- 1
Enter Log in ID or scan badge S14/16	TAGE SUL
Enter password 514/10	
Select Assignment, Select "Okay"	
-Verify via verbal interview or wristband that	- Cur
this is the correct patient 5/4/10	7,100
-Select "Verify" 5/6/10	
Review Orders 5/6/14	
Select "Print" key 5/6/16	
-Select "Print" again	
-Labels will print 5/6/10	o vinu SKF
Draw blood and/or collect specimen Attach specimen labels to the correct tube or container	JMW SKF
designated by the 5/6/16	JMW SKF
container type on lower right of label	JAW SKF
0/0/-	
57671	
Scan patient wristband to Submit Change Assignment 5/6/16	
Select on "Session" at lower left of screen	11110
Select "Change Assignment"	
	O TIMU SKF
Reschedule Function (used when a draw is unsuccessful)	
Follow scenario above through label printing	,
Scan only labels for which you have successful draws 5/6/10	
Hold stylus or cursor over test(s) to be rescheduled	3
Select reason for rescheduling	
Select "1-OK" 5/6/16	VMW SKF
No Print Function 5/6/14	3
Follow standard orders through Select "print" key	
Tap on check mark on left side of order to cancel label print of that test.	1 1 01 -
Change draw type (Used to change from line to venipuncture or	
from venipuncture to line draw)	JMW SKF
Hold stylus or cursor over test(s) with draw type to change	JAW SKF
	TMW SKF
Select draw type 51616	
Select draw type Select "1-OK" Select "2-OK"	VMW SKF
0/0/1	TMW SKF
Select "1-OK"	TMW SKF TMW SKF TMW SKF

o month out to training checking	Date		
Standard Operation	Performed	Initials	Trainer
View Patient Draw History	5/6/16	JMW	SKF
Select test to highlight	5/6/16	TMW	SKF
Select "Action" in lower left corner	5/6/16	JNW	SKF
Select "Draw History"	5/6/16	MW	SKF
Date, Time, Order#, and tube types previously collected appear	5/6/14	MW	SKF
View Comments	5/6/14	TMW	SKF
Scan patient wristband	5/6/16	JMW	SKF
Select "7-Instr."	5/6/14	TMW	SKF
Patient comments, stay comments, and order comments appear	5/6/16	JMW	SKF
View patient information	5/6/16	IME	SKF
Scan patient wristband	5/6/16	JMW	SKF
Select "" in upper right corner	5/6/16	JMW	SKF
Name, MR#, Sex, DOB, and Financial number will appear	5/6/16	IMW	SKF
Add Extra Tubes	5/6/16	TMW	SKF
Scan patient wristband	5/10/14	JMW	SKF
Select ""5-Add"	5/6/16	TMW	SKF
Scroll list of extra tubes and select those you wish to draw	5/6/16	JMW	SKF
Select "Append" and continue to select tubes until done	5/6/16	TMW	SKF
Select "1-Add" at bottom of screen	5/6/14	mw	SKF
Select Alternate Phlebotomist (Used when another is collecting and you are labeling as in CSF, or bone marrow collection, etc.)	5/6/16	Jnw	SKF
Select test to highlight	5/6/14	TMW	SKF
Select "Action" in lower left corner	5/4/14	TMW	SKF
Scan badge or type alternate phlebotomist name	5/6/14	JAW	SKF
Select "OK"	5/4/14	The	SKF

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