6- month Soft ID Training Checklist

Name: DeeDee Contreras

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

6- month Soft ID Training Checklist

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

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

6- month Soft ID Training Checklist

Name: Wanda D Davis

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

6- month Soft ID Training Checklist

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

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

6- month Soft ID Training Checklist

Name: _Linda Fenlacihi_

Standard Operation	Date Performed	Initials	Trainer
Turn on MC75 via red button on upper right corner	5/25/16	LF	JMW
Turn on QLN 220 printer via green button on lower left of printer	5/25/16	LF	JMW
Tap upper left corner to activate Soft ID software	5/25/16	LF	JMW
Enter Log in ID or scan badge	5/25/16	LF	JMW
Enter password	5/25/16	LF	JMW
Select Assignment, Select "Okay"	5/25/16	LF	JMW
-Verify via verbal interview or wristband that this is the correct patient	5/25/16	LF	JMW
-Select "Verify"	5/25/16	LF	JMW
Review Orders	5/25/16	LF	JMW
Select "Print" key	5/25/16	LF	JMW
-Select "Print" again	5/25/16	LF	JMW
-Labels will print	5/25/16	LF	JMW
Draw blood and/or collect specimen	5/25/16	LF	JMW
Attach specimen labels to the correct tube or container designated by the	5/25/16	LF	JMW
container type on lower right of label	5/25/16	LF	JMW
Scan each specimen label	5/25/16	LF	JMW
Select "Submit"	5/25/16	LF	JMW
Scan patient wristband to Submit	5/25/16	LF	JMW
Change Assignment	5/25/16	LF	JMW
Select on "Session" at lower left of screen	5/25/16	LF	JMW
Select "Change Assignment"	5/25/16	LF	JMW
Choose an Assignment	5/25/16	LF	JMW
Reschedule Function (used when a draw is unsuccessful)	5/25/16	LF	JMW
Follow scenario above through label printing	5/25/16	LF	JMW
Scan only labels for which you have successful draws	5/25/16	LF	JMW
Hold stylus or cursor over test(s) to be rescheduled	5/25/16	LF	JMW
Select reason for rescheduling	5/25/16	LF	JMW
Select "1-OK"	5/25/16	LF	JMW
No Print Function	5/25/16	LF	JMW
Follow standard orders through Select "print" key	5/25/16	LF	JMW
Tap on check mark on left side of order to cancel label print of that test.	5/25/16	LF	JMW
Change draw type (Used to change from line to venipuncture or from venipuncture to line draw)	5/25/16	LF	JMW
Hold stylus or cursor over test(s) with draw type to change	5/25/16	LF	JMW
Select draw type	5/25/16	LF	JMW
Select "1-OK"	5/25/16	LF	JMW
Changing Specimen Type for Micro Specimens	5/25/16	LF	JMW
When reviewing Micro specimens, Click on "Specimen"	5/25/16	LF	JMW
Follow prompts to change Source and/or Site	5/25/16	LF	JMW

6- month Soft ID Training Checklist

Standard Operation	Date Performed	Initials	Trainer
View Patient Draw History	5/26/16	JH	JMW
Select test to highlight	5/26/16	JH	JMW
Select "Action" in lower left corner	5/26/16	JH	JMW
Select "Draw History"	5/26/16	JH	JMW
Date, Time, Order#, and tube types previously collected appear	5/26/16	JH	JMW
View Comments	5/26/16	JH	JMW
Scan patient wristband	5/26/16	JH	JMW
Select "7-Instr."	5/26/16	JH	JMW
Patient comments, stay comments, and order comments appear	5/26/16	JH	JMW
View patient information		JH	
Scan patient wristband	5/26/16	JH	JMW
Select "..." in upper right corner	5/26/16	JH	JMW
Name, MR#, Sex, DOB, and Financial number will appear	5/26/16	JH	JMW
Add Extra Tubes			
Scan patient wristband	5/26/16	JH	JMW
Select ""5-Add"	5/26/16	JH	JMW
Scroll list of extra tubes and select those you wish to draw	5/26/16	JH	JMW
Select "Append" and continue to select tubes until done	5/26/16	JH	JMW
Select "1-Add" at bottom of screen	5/26/16	JH	JMW
Select Alternate Phlebotomist (Used when another is collecting and you are labeling as in CSF, or bone marrow collection, etc.)	5/26/16	JH	JMW
Select test to highlight	5/26/16	JH	JMW
Select "Action" in lower left corner	5/26/16	JH	JMW
Scan badge or type alternate phlebotomist name	5/26/16	JH	JMW
Select "OK"	5/26/16	JH	JMW

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

6- month Soft ID Training Checklist

Name: Sue Forle

Standard Operation	Date Performed	Initials	Trainer
Turn on MC75 via red button on upper right corner	5/6/16	SKF	TMW
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	TMW
Enter Log in ID or scan badge	5/6/16	SKF	TMW
Enter password	5/6/16	SKF	TMW
Select Assignment, Select "Okay"	5/6/16	SKF	TMW
-Verify via verbal interview or wristband that this is the correct patient	5/6/16	SKF	TMW
-Select "Verify"	5/6/16	SKF	TMW
Review Orders	5/6/16	SKF	TMW
Select "Print" key	5/6/16	SKF	TMW
-Select "Print" again	5/6/16	SKF	TMW
-Labels will print	5/6/16	SKF	TMW
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	TMW
Select "Submit"	5/6/16	SKF	TMW
Scan patient wristband to Submit	5/6/16	SKF	TMW
Change Assignment	5/6/16	SKF	TMW
Select on "Session" at lower left of screen	5/6/16	SKF	TMW
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	5/6/16	SKF	TMW
Scan only labels for which you have successful draws	5/6/16	SKF	TMW
Hold stylus or cursor over test(s) to be rescheduled	5/6/16	SKF	TMW
Select reason for rescheduling	5/6/16	SKF	TMW
Select "1-OK"	5/6/16	SKF	TMW
No Print Function	5/6/16	SKF	TMW
Follow standard orders through Select "print" key	5/6/16	SKF	TMW
Tap on check mark on left side of order to cancel label print of that test.	5/6/16	SKF	TMW
Change draw type (Used to change from line to venipuncture or from venipuncture to line draw)	5/6/16	SKF	TMW
Hold stylus or cursor over test(s) with draw type to change	5/6/16	SKF	TMW
Select draw type	5/6/16	SKF	TMW
Select "1-OK"	5/6/16	SKF	TMW
Changing Specimen Type for Micro Specimens	5/6/16	SKF	TMW
When reviewing Micro specimens, Click on "Specimen"	5/6/16	SKF	TMW
Follow prompts to change Source and/or Site	5/6/16	SKF	TMW

6- month Soft ID Training Checklist

Standard Operation	Date Performed	Initials	Trainer
View Patient Draw History	5/6/16	SKF	JMW
Select test to highlight	5/6/16	SKF	JMW
Select "Action" in lower left corner	5/6/16	SKF	JMW
Select "Draw History"	5/6/16	SKF	JMW
Date, Time, Order#, and tube types previously collected appear	5/6/16	SKF	JMW
View Comments	5/6/16	SKF	JMW
Scan patient wristband	5/6/16	SKF	JMW
Select "7-Instr."	5/6/16	SKF	JMW
Patient comments, stay comments, and order comments appear	5/6/16	SKF	JMW
View patient information	5/6/16	SKF	JMW
Scan patient wristband	5/6/15	SKF	JMW
Select "..." in upper right corner	5/6/16	SKF	JMW
Name, MR#, Sex, DOB, and Financial number will appear	5/6/16	SKF	JMW
Add Extra Tubes	5/6/16	SKF	JMW
Scan patient wristband	5/6/16	SKF	JMW
Select ""5-Add"	5/6/16	SKF	JMW
Scroll list of extra tubes and select those you wish to draw	5/6/16	SKF	JMW
Select "Append" and continue to select tubes until done	5/6/16	SKF	JMW
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	JMW
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

6- month Soft ID Training Checklist

Name: Julie Frackowiak

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

6- month Soft ID Training Checklist

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

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

6- month Soft ID Training Checklist

Name: _Lynn Georgas_

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

6- month Soft ID Training Checklist

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

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

6- month Soft ID Training Checklist

Name: Marla Harris

Standard Operation	Date 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	MH	SKF
Tap upper left corner to activate Soft ID software	5/9/16	MH	SKF
Enter Log in ID or scan badge	5/9/16	MH	SKF
Enter password	5/9/16	MH	SKF
Select Assignment, Select "Okay"	5/9/16	MH	SKF
-Verify via verbal interview or wristband that this is the correct patient	5/9/16	MH	SKF
-Select "Verify"	5/9/16	MH	SKF
Review Orders	5/9/16	MH	SKF
Select "Print" key	5/9/16	MH	SKF
-Select "Print" again	5/9/16	MH	SKF
-Labels will print	5/9/16	MH	SKF
Draw blood and/or collect specimen	5/9/16	MH	SKF
Attach specimen labels to the correct tube or container designated by the	5/9/16	MH	SKF
container type on lower right of label	5/9/16	MH	SKF
Scan each specimen label	5/9/16	MH	SKF
Select "Submit"	5/9/16	MH	SKF
Scan patient wristband to Submit	5/9/16	MH	SKF
Change Assignment	5/9/16	MH	SKF
Select on "Session" at lower left of screen	5/9/16	MH	SKF
Select "Change Assignment"	5/9/16	MH	SKF
Choose an Assignment	5/9/16	MH	SKF
Reschedule Function (used when a draw is unsuccessful)	5/9/16	MH	SKF
Follow scenario above through label printing	5/9/16	MH	SKF
Scan only labels for which you have successful draws	5/9/16	MH	SKF
Hold stylus or cursor over test(s) to be rescheduled	5/9/16	MH	SKF
Select reason for rescheduling	5/9/16	MH	SKF
Select "1-OK"	5/9/16	MH	SKF
No Print Function	5/9/16	MH	SKF
Follow standard orders through Select "print" key	5/9/16	MH	SKF
Tap on check mark on left side of order to cancel label print of that test.	5/9/16	MH	SKF
Change draw type (Used to change from line to venipuncture or from venipuncture to line draw)	5/9/16	MH	SKF
Hold stylus or cursor over test(s) with draw type to change	5/9/16	MH	SKF
Select draw type	5/9/16	MH	SKF
Select "1-OK"	5/9/16	MH	SKF
Changing Specimen Type for Micro Specimens	5/9/16	MH	SKF
When reviewing Micro specimens, Click on "Specimen"	5/9/16	MH	SKF
Follow prompts to change Source and/or Site	5/9/16	MH	SKF

Marla Harris

6- month Soft ID Training Checklist

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

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

6- month Soft ID Training Checklist

Name: Nancy Kerner

Standard Operation	Date Performed	Initials	Trainer
Turn on MC75 via red button on upper right corner	5-10-16	nl	✓
Turn on QLN 220 printer via green button on lower left of printer	5-10-16	nl	✓
Tap upper left corner to activate Soft ID software	5-10-16	nl	✓
Enter Log in ID or scan badge	5-10-16	nl	✓
Enter password	5-10-16	nl	✓
Select Assignment, Select "Okay"	5-10-16	nl	✓
-Verify via verbal interview or wristband that this is the correct patient	5-10-16	nl	✓
-Select "Verify"	5-10-16	nl	✓
Review Orders	5-10-16	nl	✓
Select "Print" key	5-10-16	nl	✓
-Select "Print" again	5-10-16	nl	✓
-Labels will print	5-10-16	nl	✓
Draw blood and/or collect specimen	5-10-16	nl	✓
Attach specimen labels to the correct tube or container designated by the	5-10-16	nl	✓
container type on lower right of label	5-10-16	nl	✓
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	nl	✓
Select on "Session" at lower left of screen	5-10-16	nl	✓
Select "Change Assignment"	5-1016	nl	✓
Choose an Assignment	5-1016	nl	✓
Reschedule Function (used when a draw is unsuccessful)			✓
Follow scenario above through label printing	5-10-16	nl	✓
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	✓
Select reason for rescheduling	5-10-16	nl	✓
Select "1-OK"	5-00-16	nl	✓
No Print Function			✓
Follow standard orders through Select "print" key	15-10-16	nl	✓
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	✓
Hold stylus or cursor over test(s) with draw type to change	5-10-16	nl	✓
Select draw type	5-10-16	nl	✓
Select "1-OK"	5-10-16	nl	✓
Changing Specimen Type for Micro Specimens	5-10-16	nl	✓
When reviewing Micro specimens, Click on "Specimen"	NA		✓
Follow prompts to change Source and/or Site	NA		✓

6- month Soft ID Training Checklist

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

6- month Soft ID Training Checklist

Name:

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

6- month Soft ID Training Checklist

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

6- month Soft ID Training Checklist

Name: Chad Merlin

Standard Operation	Date Performed	Initials	Trainer
Turn on MC75 via red button on upper right corner	5-7-16	✓	KR
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	✓	KK
Enter Log in ID or scan badge	5-7	✓	KK
Enter password	5-7	✓	KK
Select Assignment, Select "Okay"	5-7	✓	KR
-Verify via verbal interview or wristband that this is the correct patient	5-7	✓	KR
-Select "Verify"	5-7	✓	KR
Review Orders	5-7	✓	KR
Select "Print" key	5-7	✓	KK
-Select "Print" again	5-7	✓	KR
-Labels will print	5-7	✓	NR
Draw blood and/or collect specimen	5-7	✓	KR
Attach specimen labels to the correct tube or container designated by the	5-7	✓	KR
container type on lower right of label	5-7	✓	KR
Scan each specimen label	5-7	✓	KK
Select "Submit"	5-7	✓	KR
Scan patient wristband to Submit	5-7	✓	KR
Change Assignment	5-7	✓	RR
Select on "Session" at lower left of screen	5-7	✓	KR
Select "Change Assignment"	5-7	✓	KR
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
Scan only labels for which you have successful draws	5-7	✓	KR
Hold stylus or cursor over test(s) to be rescheduled	5-7	✓	KR
Select reason for rescheduling	5-7	✓	KR
Select "1-OK"	5-7	✓	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	✓	KR
Select draw type	5-7	✓	KR
Select "1-OK"	5-7	✓	KK
Changing Specimen Type for Micro Specimens	5-7	✓	KR
When reviewing Micro specimens, Click on "Specimen"	5-7	✓	KK
Follow prompts to change Source and/or Site	5-7	✓	KK

6- month Soft ID Training Checklist

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

6- month Soft ID Training Checklist

Name: _Dick Powell_

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

6- month Soft ID Training Checklist

Standard Operation	Date Performed	Initials	Trainer
View Patient Draw History	5/19/2016	DGP	⌒
Select test to highlight	5/19/16	DGP	⌒
Select "Action" in lower left corner	5/9/16	DGP	⌒
Select "Draw History"	5/9/16	DGP	⌒
Date, Time, Order#, and tube types previously collected appear	5/9/16	DGP	⌒
View Comments	5/9/16	DGP	⌒
Scan patient wristband	5/9/16	DGP	⌒
Select "7-Instr."	5/9/16	DGP	⌒
Patient comments, stay comments, and order comments appear	5/9/16	DGP	⌒
View patient information	5/9/16	DGP	⌒
Scan patient wristband	5/9/16	DGP	⌒
Select "..." in upper right corner	5/9/16	DGP	⌒
Name, MR#, Sex, DOB, and Financial number will appear	5/9/16	DGP	⌒
Add Extra Tubes	5/9/16	DGP	⌒
Scan patient wristband	5/9/16	DGP	⌒
Select ""5-Add"	5/9/16	DGP	⌒
Scroll list of extra tubes and select those you wish to draw	5/9/16	DGP	⌒
Select "Append" and continue to select tubes until done	5/9/16	DGP	⌒
Select "1-Add" at bottom of screen	5/9/16	DGP	⌒
Select Alternate Phlebotomist (Used when another is collecting and you are labeling as in CSF, or bone marrow collection, etc.)	5/9/16	DGP	⌒
Select test to highlight	5/9/16	DGP	⌒
Select "Action" in lower left corner	5/9/16	DGP	⌒
Scan badge or type alternate phlebotomist name	5/9/16	DGP	⌒
Select "OK"	5/9/16	DGP	⌒

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

6- month Soft ID Training Checklist

Name: Becky R.

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

6- month Soft ID Training Checklist

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

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

6- month Soft ID Training Checklist

Name: Kim Runca

Standard Operation	Date Performed	Initials	Trainer
Turn on MC75 via red button on upper right corner	5-7	KR	⌐
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	⌐
Enter Log in ID or scan badge	5-7	KR	⌐
Enter password	5-7	KR	⌐
Select Assignment, Select "Okay"	5-7	KR	⌐
-Verify via verbal interview or wristband that this is the correct patient	5-7	KR	⌐
-Select "Verify"	5-7	KR	⌐
Review Orders	5-7	KR	⌐
Select "Print" key	5-7	KR	⌐
-Select "Print" again	5-7	KR	⌐
-Labels will print	5-7	KR	⌐
Draw blood and/or collect specimen	5-7	KR	⌐
Attach specimen labels to the correct tube or container designated by the	5-7	KR	⌐
container type on lower right of label	5-7	KR	⌐
Scan each specimen label	5-7	KR	⌐
Select "Submit"	5-7	KR	⌐
Scan patient wristband to Submit	5-7	KR	⌐
Change Assignment	5-7	KR	⌐
Select on "Session" at lower left of screen	5-7	KR	⌐
Select "Change Assignment"	5-7	KR	⌐
Choose an Assignment	5-7	KR	⌐
Reschedule Function (used when a draw is unsuccessful)	5-7	KR	⌐
Follow scenario above through label printing	5-7	KR	⌐
Scan only labels for which you have successful draws	5-7	KR	⌐
Hold stylus or cursor over test(s) to be rescheduled	5-7	KR	⌐
Select reason for rescheduling	5-7	KR	⌐
Select "1-OK"	5-7	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	KR	⌐
Select draw type	5-7	KR	⌐
Select "1-OK"	5-7	KR	⌐
Changing Specimen Type for Micro Specimens	5-7	KR	⌐
When reviewing Micro specimens, Click on "Specimen"	5-7	KR	⌐
Follow prompts to change Source and/or Site	5-7	KR	⌐

6- month Soft ID Training Checklist

Standard Operation	Date Performed	Initials	Trainer
View Patient Draw History	5-7	KR	⌐
Select test to highlight	5-7	KR	⌐
Select "Action" in lower left corner	5-7	KR	⌐
Select "Draw History"	5-7	KR	⌐
Date, Time, Order#, and tube types previously collected appear	5-7	KR	⌐
View Comments	5-7	KR	⌐
Scan patient wristband	5-7	KR	⌐
Select "7-Instr."	5-7	KR	⌐
Patient comments, stay comments, and order comments appear	5-7	KR	⌐
View patient information	5-7	KR	⌐
Scan patient wristband	5-7	KR	
Select "..." in upper right corner	5-7	KR	⌐
Name, MR#, Sex, DOB, and Financial number will appear	5-7	KR	⌐
Add Extra Tubes	5-7	KR	⌐
Scan patient wristband	5-7	KR	⌐
Select ""5-Add"	5-7	KR	⌐
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	⌐
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	⌐
Select "Action" in lower left corner	5-7	KR	⌐
Scan badge or type alternate phlebotomist name	5-7	KR	⌐
Select "OK"	5-7	KR	⌐

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

Melissa Staranowicz "

6- month Soft ID Training Checklist

Name:

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

Melissa Staranowicz

6- month Soft ID Training Checklist

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

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

6- month Soft ID Training Checklist

Name: Crystol Southcombe 5/23/16

Standard Operation	Date Performed	Initials	Trainer
Turn on MC75 via red button on upper right corner	5/23	CS	⌐
Turn on QLN 220 printer via green button on lower left of printer	5/23	CS	⌐
Tap upper left corner to activate Soft ID software	5/23	CS	⌐
Enter Log in ID or scan badge	5/23	CS	⌐
Enter password	5/23	CS	⌐
Select Assignment, Select "Okay"	5/23	CS	⌐
-Verify via verbal interview or wristband that this is the correct patient	5/23	CS	⌐
-Select "Verify"	5/23	CS	⌐
Review Orders	5/23	CS	⌐
Select "Print" key	5/23	CS	⌐
-Select "Print" again	5/23	CS	⌐
-Labels will print	5/23	CS	⌐
Draw blood and/or collect specimen	5/23	CS	⌐
Attach specimen labels to the correct tube or container designated by the	5/23	CS	⌐
container type on lower right of label	5/23	CS	⌐
Scan each specimen label	5/23	CS	⌐
Select "Submit"	5/23	CS	⌐
Scan patient wristband to Submit	5/23	CS	⌐
Change Assignment	5/23	CS	⌐
Select on "Session" at lower left of screen	5/23	CS	⌐
Select "Change Assignment"	5/23	CS	⌐
Choose an Assignment	5/23	CS	⌐
Reschedule Function (used when a draw is unsuccessful)	5/23	CS	⌐
Follow scenario above through label printing	5/23	CS	⌐
Scan only labels for which you have successful draws	5/23	CS	⌐
Hold stylus or cursor over test(s) to be rescheduled	5/23	CS	⌐
Select reason for rescheduling	5/23	CS	⌐
Select "1-OK"	5/23	CS	⌐
No Print Function	5/23	CS	⌐
Follow standard orders through Select "print" key	5/23	CS	⌐
Tap on check mark on left side of order to cancel label print of that test.	5/23	CS	⌐
Change draw type (Used to change from line to venipuncture or from venipuncture to line draw)	5/23	CS	⌐
Hold stylus or cursor over test(s) with draw type to change	5/23	CS	⌐
Select draw type	5/23	CS	⌐
Select "1-OK"	5/23	CS	⌐
Changing Specimen Type for Micro Specimens	5/23	CS	⌐
When reviewing Micro specimens, Click on "Specimen"	5/23	CS	⌐
Follow prompts to change Source and/or Site	5/23	CS	⌐

6- month Soft ID Training Checklist

Standard Operation	Date Performed	Initials	Trainer
View Patient Draw History	5/23	CS	c
Select test to highlight	5/23	CS	c
Select "Action" in lower left corner	5/23	CS	c
Select "Draw History"	5/23	CS	c
Date, Time, Order#, and tube types previously collected appear	5/23	CS	c
View Comments	5/23	CS	c
Scan patient wristband	5/23	CS	c
Select "7-Instr."	5/23	CCS	c
Patient comments, stay comments, and order comments appear	5/23	CS	c
View patient information	5/23	CS	c
Scan patient wristband	5/23	CS	c
Select "..." in upper right corner	5/23	CS	c
Name, MR#, Sex, DOB, and Financial number will appear	5/23	CS	c
Add Extra Tubes	6/23	CS	c
Scan patient wristband	5/23	CS	c
Select ""5-Add"	5/23	CS	c
Scroll list of extra tubes and select those you wish to draw	5/23	CS	c
Select "Append" and continue to select tubes until done	5/23	CS	c
Select "1-Add" at bottom of screen	5/23	CS	c
Select Alternate Phlebotomist (Used when another is collecting and you are labeling as in CSF, or bone marrow collection, etc.)	5/23	CS	c
Select test to highlight	5/23	CS	c
Select "Action" in lower left corner	5/23	CS	c
Scan badge or type alternate phlebotomist name	5/23	CS	c
Select "OK"	5/23	CS	c

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

6- month Soft ID Training Checklist

Name: Kim Thompson

Standard Operation	Date Performed	Initials	Trainer
Turn on MC75 via red button on upper right corner	5-16		
Turn on QLN 220 printer via green button on lower left of printer	5-16		
Tap upper left corner to activate Soft ID software	5-16		
Enter Log in ID or scan badge	516		
Enter password	516		
Select Assignment, Select "Okay"	516		
-Verify via verbal interview or wristband that this is the correct patient	516		
-Select "Verify"	516		
Review Orders	516		
Select "Print" key	516		
-Select "Print" again	516		
-Labels will print	516		
Draw blood and/or collect specimen	516		
Attach specimen labels to the correct tube or container designated by the	516		
container type on lower right of label	516		
Scan each specimen label	516		
Select "Submit"	516		
Scan patient wristband to Submit	516		
Change Assignment	516		
Select on "Session" at lower left of screen	516		
Select "Change Assignment"	516		
Choose an Assignment	516		
Reschedule Function (used when a draw is unsuccessful)	516		
Follow scenario above through label printing	516		
Scan only labels for which you have successful draws	516		
Hold stylus or cursor over test(s) to be rescheduled	516		
Select reason for rescheduling	516		
Select "1-OK"	516		
No Print Function	516		
Follow standard orders through Select "print" key	516		
Tap on check mark on left side of order to cancel label print of that test.	516		
Change draw type (Used to change from line to venipuncture or from venipuncture to line draw)	516		
Hold stylus or cursor over test(s) with draw type to change	516		
Select draw type	516		
Select "1-OK"	516		
Changing Specimen Type for Micro Specimens	516		
When reviewing Micro specimens, Click on "Specimen"	516		
Follow prompts to change Source and/or Site	516		

6- month Soft ID Training Checklist

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

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

6- month Soft ID Training Checklist

Name: Matthew Webb

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

6- month Soft ID Training Checklist

Standard Operation	Date Performed	Initials	Trainer
View Patient Draw History	5·18·16	ell	c
Select test to highlight	5·18·16	ell	c
Select "Action" in lower left corner	5·18·16	ell	c
Select "Draw History"	5·18·16	ell	c
Date, Time, Order#, and tube types previously collected appear	5·18·16	ell	c
View Comments	5·18·16	ell	
Scan patient wristband	5·18·16	ell	
Select "7-Instr."	5·18·16	ell	
Patient comments, stay comments, and order comments appear	5·18·16	ell	c
View patient information	5·18·16	ell	c
Scan patient wristband	5·18·16	ell	c
Select "..." in upper right corner	5·18·16	ell	c
Name, MR#, Sex, DOB, and Financial number will appear	5·18·16	ell	c
Add Extra Tubes	5·18·16	ely	c
Scan patient wristband	5·18·16	ell	c
Select ""5-Add"	5·18·16	ell	
Scroll list of extra tubes and select those you wish to draw	5·18·16	ell	
Select "Append" and continue to select tubes until done	5·18·16	ell	c
Select "1-Add" at bottom of screen	5·18·16	ell	c
Select Alternate Phlebotomist (Used when another is collecting and you are labeling as in CSF, or bone marrow collection, etc.)	5·18·16	ell	c
Select test to highlight	5·18·16	ell	c
Select "Action" in lower left corner	5·18·16	ell	c
Scan badge or type alternate phlebotomist name	5·18·16	ell	c
Select "OK"	5·18·16	ell	c

6- month Soft ID Training Checklist

Name: Jody Weimer

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

6- month Soft ID Training Checklist

Standard Operation	Date 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	JMW	SKF
Select "Draw History"	5/6/16	JMW	SKF
Date, Time, Order#, and tube types previously collected appear	5/6/16	JMW	SKF
View Comments	5/6/16	JMW	SKF
Scan patient wristband	5/6/16	JMW	SKF
Select "7-Instr."	5/6/16	JMW	SKF
Patient comments, stay comments, and order comments appear	5/6/16	JMW	SKF
View patient information	5/6/16	JMW	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	JMW	SKF
Add Extra Tubes	5/6/16	JMW	SKF
Scan patient wristband	5/6/16	JMW	SKF
Select ""5-Add"	5/6/16	JMW	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	JMW	SKF
Select "1-Add" at bottom of screen	5/6/16	JMW	SKF
Select Alternate Phlebotomist (Used when another is collecting and you are labeling as in CSF, or bone marrow collection, etc.)	5/6/16	JMW	SKF
Select test to highlight	5/6/16	JMW	SKF
Select "Action" in lower left corner	5/6/16	JMW	SKF
Scan badge or type alternate phlebotomist name	5/6/16	JMW	SKF
Select "OK"	5/6/16	JMW	SKF

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