#### **Order Entry**

Verify you are in SoftMIC.

Search for and select patients in Order Entry

Place an order on a patient using the Mic Keypad.

Enter the appropriate source/site for a specimen

Place a comment on the specimen in the Micro OE Comment box.

Select Antibiotics from the drop down boxes in the Current Antibiotic Therapy field.

Collect and receive the sample.

Print the specimen labels to the appropriate printer

Reprint Media Labels

#### Receiving Worklist "Plating"

Open the "Not Plated-All" worklist.

Mark the specimen by scanning the specimen label barcode

Change the source if required by bridging into order entry from the "Not Plated-All" worklist.

Select Setup/Label button to print media labels to the appropriate printer

Be able to Refresh the worklist.

#### Sending AFB cultures to RML

Open the AFB to be sent Worklist

Select AFB to be sent worklist

Add test comment, Culture in progress, to all AFB Cultures to be sent to RML.

#### **Processing Positve Blood Cultures**

Pull the positive bottle from the Bactec.

Open the Blood/BM – Positive worklist.

Select the appropriate bottle and add the media you will sub the bottle to and print the labels

Report the Blood Culture Gram Stain.

Be able to add appropriate disk.

Be able to Process a Blood Culture with a negative smear.

Be able to remove the Significant/Clinical Order Flag.

#### **Resulting Worklist**

Open the resulting worklist

Scan the specimen labels. Be able to choose Mark or Search at the bottom of the worklist

Result from the Genexpert.

Be able to tell what a ? at the front of a line hide:	s the text
Resulting a Smear	
Reviewing Gram Stains from Yorkville:	
Resulting RML reports:	
Lab Quer	y/ Faxing Results
Use Lab Query to look up patient results	
Use Lab Query to look up patient results Use Lab Query to Fax results	
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<u>Co</u>	rrected Reports
Place the correct results on the line above the pre	evious results. Free Text "Previously reported as:" before
the previous results	
Click on the call button and document who you	
<u>P</u>	<u>'endings</u>
Check for orders that were Collected, but never	received into the Lab:
Check for orders that were received, but never "	
To Print Epidemiology Reports (IP or Daily ER	
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I acknowledge that I have been properly shown	and understand the above tasks:
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sena and	21.7.
Trainee Signature	Date
	5/10/16
( Must	5/10/10
Trainer Signature	Date

## **Order Entry**

46	Verify you are in SoftMIC.  Search for and select patients in Order Entry  Place an order on a patient using the Mic Keypad.  Enter the appropriate source/site for a specimen  Place a comment on the specimen in the Micro OE Comment box.  Select Antibiotics from the drop down boxes in the Current Antibiotic Therapy field.  Collect and receive the sample.  Print the specimen labels to the appropriate printer  Reprint Media Labels
	Receiving Worklist "Plating"
4	☐ Open the "Not Plated-All" worklist. ☐ Mark the specimen by scanning the specimen label barcode ☐ Change the source if required by bridging into order entry from the "Not Plated-All" worklist. ☐ Select Setup/Label button to print media labels to the appropriate printer ☐ Be able to Refresh the worklist.
*	Sending AFB cultures to RML NA
X	<ul> <li>□ Open the AFB to be sent Worklist</li> <li>□ Select AFB to be sent worklist</li> <li>□ Add test comment, Culture in progress, to all AFB Cultures to be sent to RML.</li> </ul>
	<b>Processing Positve Blood Cultures</b>
4	Pull the positive bottle from the Bactec.  Open the Blood/BM – Positive worklist.  Select the appropriate bottle and add the media you will sub the bottle to and print the labels  Report the Blood Culture Gram Stain.  Be able to add appropriate disk.  Be able to Process a Blood Culture with a negative smear.  Be able to remove the Significant/Clinical Order Flag.
	Resulting Worklist
	Open the resulting worklist  Scan the specimen labels. Be able to choose Mark or Search at the bottom of the worklist  Result from the Genexpert.

	SoftMic 6-month Technologist-	Limited Micro Training Checklist
	Be able to tell what a ? at the front of a line hides the Resulting a Smear Reviewing Gram Stains from Yorkville: Resulting RML reports:  Lab Query/	e text Faxing Results
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	Corr	ected Reports
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	I acknowledge that I have been properly shown and	d understand the above tasks:
	Kleien Banz	5-14-16
	Trainee Signature	Date
		,

Date

Trainer Signature

# 6 month SoftMic Phlebotomist Checklist

Order Entry
Verify you are in SoftMIC.  Search for and select patients in Order Entry  Place an order on a patient using the Mic Keypad.  Enter the appropriate source/site for a specimen  Place a comment on the specimen in the Micro OE Comment box.  Select Antibiotics from the drop down boxes in the Current Antibiotic Therapy field.  Collect and receive the sample.  Print the specimen labels to the appropriate printer  Reprint Media Labels
Receiving Worklist "Plating"
Open the "Not Plated-All" worklist.  Mark the specimen by scanning the specimen label barcode  Change the source if required by bridging into order entry from the "Not Plated-All" worklist Select Setup/Label button to print media labels to the appropriate printer Be able to Refresh the worklist.
Lab Results Query/Faxing Results
Use Lab Query to look up patient results Use Lab Query to Fax results

I acknowledge that I have been properly shown and understand the above tasks:

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Trainee Signature	Date
Trainer Signature	5/19/1C Date

	Be able to tell what a ? at the front of a line hides the text Resulting a Smear Reviewing Gram Stains from Yorkville: Resulting RML reports:  Lab Query/ Faying Posults
	Lab Query/ Faxing Results
	Use Lab Query to look up patient results Use Lab Query to Fax results
	Corrected Reports
	Place the correct results on the line above the previous results. Free Text "Previously reported as:" before the previous results  Click on the call button and document who you notified of the corrected report.  Pendings
√ √ √	Check for orders that were Collected, but never received into the Lab: Check for orders that were received, but never "Plated": To Print Epidemiology Reports (IP or Daily ER +)
	I acknowledge that I have been properly shown and understand the above tasks:
	gni Berson 5/18/16
	Trainee Signature Date
	Much 5/19/14

Page 2 of 2

Trainer Signature

Date

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## SoftMic 6-month Technologist-Limited Micro Training Checklist

#### **Order Entry**

✓ Verify you are in SoftMIC. Search for and select patients in Order Entry ✓ Place an order on a patient using the Mic Keypad. Enter the appropriate source/site for a specimen Place a comment on the specimen in the Micro OE Comment box. Select Antibiotics from the drop down boxes in the Current Antibiotic Therapy field. Collect and receive the sample. ☑ Print the specimen labels to the appropriate printer Reprint Media Labels Receiving Worklist "Plating" ☑ Open the "Not Plated-All" worklist. Mark the specimen by scanning the specimen label barcode Change the source if required by bridging into order entry from the "Not Plated-All" worklist. Select Setup/Label button to print media labels to the appropriate printer Be able to Refresh the worklist. Sending AFB cultures to RML ☑ Open the AFB to be sent Worklist Select AFB to be sent worklist Add test comment, Culture in progress, to all AFB Cultures to be sent to RML. **Processing Positve Blood Cultures** ☐ Pull the positive bottle from the Bactec. ☐ Open the Blood/BM – Positive worklist. Select the appropriate bottle and old he media you will sub the bottle to and print the labels ☐ Report the Blood Culture Gram Stain. Be able to add appropriate disk Be able to Process a Blood Culture with a negative smear. Be able to remove the Significant/Clinical Order Flag.

#### **Resulting Worklist**

- ✓ Open the resulting worklist
- Scan the specimen labels. Be able to choose Mark or Search at the bottom of the worklist
- Result from the Genexpert.

Be able to tell what a? at the front of a line hides the Resulting a Smear	e text
Reviewing Gram Stains from Yorkville:	
Resulting RML reports:	
Lab Query/	Faxing Results
Use Lab Query to look up patient results	
✓ Use Lab Query to Fax results	
Corr	ected Reports
Place the correct results on the line above the previous results	ous results. Free Text "Previously reported as:" before
Click on the call button and document who you not	ified of the corrected report.
Pen	<u>idings</u>
☑ Check for orders that were Collected, but never reco	eived into the Lab:
Check for orders that were received, but never "Pla	
To Print Epidemiology Reports (IP or Daily ER +)	
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I acknowledge that I have been properly shown and	understand the above tasks:
	F 10 1/
Gail Dampon	5.10.16
Trainee Signature	Date
Claren L.	5/10/16
Time Circulation	Date
Trainer Signature	Date

#### **Order Entry**

- Verify you are in SoftMIC.
- M Search for and select patients in Order Entry
- Place an order on a patient using the Mic Keypad.
- Enter the appropriate source/site for a specimen
- Place a comment on the specimen in the Micro OE Comment box.
- Select Antibiotics from the drop down boxes in the Current Antibiotic Therapy field.
- Collect and receive the sample.
- Print the specimen labels to the appropriate printer
- Reprint Media Labels

#### Receiving Worklist "Plating"

- Open the "Not Plated-All" worklist.
- Mark the specimen by scanning the specimen label barcode
- Change the source if required by bridging into order entry from the "Not Plated-All" worklist.
- Select Setup/Label button to print media labels to the appropriate printer
- Be able to Refresh the worklist.

#### Sending AFB cultures to RML

- Open the AFB to be sent Worklist
- Select AFB to be sent worklist
- Add test comment, Culture in progress, to all AFB Cultures to be sent to RML.

#### **Processing Positve Blood Cultures**

- Pull the positive bottle from the Bactec.
- © Open the Blood/BM Positive worklist.
- Select the appropriate bottle and add the media you will sub the bottle to and print the labels
- Report the Blood Culture Gram Stain.
- Be able to add appropriate disk.
- Be able to Process a Blood Culture with a negative smear.
- Be able to remove the Significant/Clinical Order Flag.

#### **Resulting Worklist**

- Open the resulting worklist
- Scan the specimen labels. Be able to choose Mark or Search at the bottom of the worklist
- Result from the Genexpert.





A	SoftMic 6-month Technologist-Limited	l Micro Training Checklist
	Be able to tell what a ? at the front of a line hides the text Resulting a Smear Reviewing Gram Stains from Yorkville: Resulting RML reports:	> of

#### Lab Query/ Faxing Results

Use Lab Query to look up patient results

Use Lab Query to Fax results



#### **Corrected Reports**

Place the correct results on the line above the previous results. Free Text "Previously reported as:" before the previous results

Click on the call button and document who you notified of the corrected report.

#### **Pendings**

Check for orders that were Collected, but never received into the Lab:
Check for orders that were received, but never "Plated":
To Print Epidemiology Reports (IP or Daily ER +)

I acknowledge that I have been properly shown and understand the above tasks:

Janne Furragelle	5-10-16
Trainee Signature	Date

Chira = 5/19/10

Trainer Signature

Date

#### **Order Entry**

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DIANE	HARKEY
DIANE	MAKKE

- Verify you are in SoftMIC.
- Search for and select patients in Order Entry
- Place an order on a patient using the Mic Keypad.
- Enter the appropriate source/site for a specimen
- Place a comment on the specimen in the Micro OE Comment box.
- Select Antibiotics from the drop down boxes in the Current Antibiotic Therapy field.
- Collect and receive the sample.
- Print the specimen labels to the appropriate printer
- Reprint Media Labels

#### Receiving Worklist "Plating"

- Open the "Not Plated-All" worklist.
- Mark the specimen by scanning the specimen label barcode
- Change the source if required by bridging into order entry from the "Not Plated-All" worklist.
- Select Setup/Label button to print media labels to the appropriate printer
- D Be able to Refresh the worklist.

#### Sending AFB cultures to RML



- □ Open the AFB to be sent Worklist□ Select AFB to be sent worklist
- Add test comment, Culture in progress, to all AFB Cultures to be sent to RML.

#### **Processing Positve Blood Cultures**

- Pull the positive bottle from the Bactec.
- ☑ Open the Blood/BM Positive worklist.
- Select the appropriate bottle and add the media you will sub the bottle to and print the labels
- Report the Blood Culture Gram Stain.
- Be able to add appropriate disk.
- Be able to Process a Blood Culture with a negative smear.
- Be able to remove the Significant/Clinical Order Flag.

#### **Resulting Worklist**

- Open the resulting worklist
- Scan the specimen labels. Be able to choose Mark or Search at the bottom of the worklist
- Result from the Genexpert.

KK	Be able to tell what a ? at the front of a line hides the Resulting a Smear Reviewing Gram Stains from Yorkville: Resulting RML reports:		DIANE	HARK
•	Lab Query/	Faxing Results		
	Use Lab Query to look up patient results Use Lab Query to Fax results			
	Corre	ected Reports		
	Place the correct results on the line above the previous the previous results  Click on the call button and document who you noti			:" before
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	I acknowledge that I have been properly shown and	I understand the above to	asks:	
	Drane Hukey	5-10-16		
	Trainee Signature	Date		
	Sail Firehette	5/10/4		
	Trainer Signature	Date		

## **Order Entry**

Verify you are in SoftMIC.  Search for and select patients in Order Entry  Place an order on a patient using the Mic Keypad.  Enter the appropriate source/site for a specimen  Place a comment on the specimen in the Micro OE Comment box.  Select Antibiotics from the drop down boxes in the Current Antibiotic Therapy field.  Collect and receive the sample.  Print the specimen labels to the appropriate printer  Reprint Media Labels
Receiving Worklist "Plating"
Open the "Not Plated-All" worklist.  Mark the specimen by scanning the specimen label barcode  Change the source if required by bridging into order entry from the "Not Plated-All" worklist.  Select Setup/Label button to print media labels to the appropriate printer  Be able to Refresh the worklist.
Sending AFB cultures to RML
Open the AFB to be sent Worklist  Select AFB to be sent worklist  Add test comment, Culture in progress, to all AFB Cultures to be sent to RML.
<b>Processing Positve Blood Cultures</b>
□ Pull the positive bottle from the Bactec. □ Open the Blood/BM – Positive worklist. □ Select the appropriate bottle and add the media you will sub the bottle to and print the labels □ Report the Blood Culture Gram Stain. □ Be able to add appropriate disk. □ Be able to Process a Blood Culture with a negative smear. □ Be able to remove the Significant/Clinical Order Flag.
Resulting Worklist
Open the resulting worklist  Scan the specimen labels. Be able to choose Mark or Search at the bottom of the worklist  Result from the Genexaert

	Be able to tell what a ? at the front of a line hides th	e text	
0 0	Reviewing Gram Stains from Yorkville:		
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Check for orders that were Collected, but never received into the Lab:  Check for orders that were received, but never "Plated":  To Print Epidemiology Reports (IP or Daily ER +)			
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	Dana Luedke	5-18-16	
	Trainee Signature	Date	
	Clayed.	5-25-16	
	Trainer Signature	Date	

	Order Entry
W	Verify you are in SoftMIC.
	Search for and select patients in Order Entry
	Place an order on a patient using the Mic Keypad.
	Enter the appropriate source/site for a specimen
	Place a comment on the specimen in the Micro OE Comment box.
	Select Antibiotics from the drop down boxes in the Current Antibiotic Therapy field.
	Collect and receive the sample.
	Print the specimen labels to the appropriate printer
	Reprint Media Labels
١	Receiving Worklist "Plating"
	Open the "Not Plated-All" worklist.
	Mark the specimen by scanning the specimen label barcode
	Change the source if required by bridging into order entry from the "Not Plated-All" worklist.
	Select Setup/Label button to print media labels to the appropriate printer
	Be able to Refresh the worklist.
	Sending AFB cultures to RML
	(NA)
	Open the AFB to be sent Worklist
	Select AFB to be sent worklist
	Add test comment, Culture in progress, to all AFB Cultures to be sent to RML.
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1/	<b>Processing Positve Blood Cultures</b>
	Pull the positive bottle from the Bactec.
	Open the Blood/BM – Positive worklist.
	Select the appropriate bottle and add the media you will sub the bottle to and print the labels
	Report the Blood Culture Gram Stain.
	Be able to add appropriate disk.
	Be able to Process a Blood Culture with a negative smear.
	Be able to remove the Significant/Clinical Order Flag.
V	Resulting Worklist
	Open the resulting worklist
	Scan the specimen labels. Be able to choose Mark or Search at the bottom of the worklist
	Result from the Genexpert.

# SoftMic 6-month Technologist-Limited Micro Training Checklist Be able to tell what a ? at the front of a line hides the text Resulting a Smear Reviewing Gram Stains from Yorkville: Resulting RMIL reports: Lab Query/ Faxing Results Use Lab Query to look up patient results Use Lab Query to Fax results Corrected Reports Place the correct results on the line above the previous results. Free Text "Previously reported as:" before the previous results Click on the call button and document who you notified of the corrected report. Pendings Check for orders that were Collected, but never received into the Lab: Check for orders that were received, but never "Plated":

I acknowledge that I have been properly shown and understand the above tasks:

☐ To Print Epidemiology Reports (IP or Daily ER +)

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Trainee Signature	Date
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Trainer Signature	Date

## **Order Entry**

	Verify you are in SoftMIC.  Search for and select patients in Order Entry  Place an order on a patient using the Mic Keypad.  Enter the appropriate source/site for a specimen  Place a comment on the specimen in the Micro OE Comment box.  Select Antibiotics from the drop down boxes in the Current Antibiotic Therapy field.  Collect and receive the sample.  Print the specimen labels to the appropriate printer  Reprint Media Labels		
	Receiving Worklist "Plating"  Open the "Not Plated-All" worklist.		
	Mark the specimen by scanning the specimen label barcode  Change the source if required by bridging into order entry from the "Not Plated-All" worklist.  Select Setup/Label button to print media labels to the appropriate printer  Be able to Refresh the worklist.		
	Sending AFB cultures to RML		
  PO 	Open the AFB to be sent Worklist Select AFB to be sent worklist Add test comment, Culture in progress, to all AFB Cultures to be sent to RML.		
	<b>Processing Positve Blood Cultures</b>		
	Pull the positive bottle from the Bactec.  Open the Blood/BM – Positive worklist.  Select the appropriate bottle and add the media you will sub the bottle to and print the labels Report the Blood Culture Gram Stain.  Be able to add appropriate disk.  Be able to Process a Blood Culture with a negative smear.  Be able to remove the Significant/Clinical Order Flag.		
	Resulting Worklist		
	Open the resulting worklist Scan the specimen labels. Be able to choose Mark or Search at the bottom of the worklist Result from the Genexpert.		

	Resulting a Smear	ne text
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HIS	Resulting RML reports:	
	Lab Query/	Faxing Results
4	Use Lab Query to look up patient results	
	Use Lab Query to Fax results	
	Corr	rected Reports
	the previous results	ious results. Free Text "Previously reported as:" before
	Click on the call button and document who you no	
	<u>Pe</u>	<u>ndings</u>
M	Check for orders that were Collected, but never received into the Lab: Check for orders that were received, but never "Plated":	
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	Soul St Hen	5-18-16
	Trainee Signature	Date
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Be able to tell what a ? at the front of a line hides the text		
Resulting a Smear		
Reviewing Gram Stains from Yorkville:		
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Use Lab Query to look up patient results		
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Place the correct results on the line above the previous results. Free Text "Previously reported as:" befor		
the previous results		
Click on the call button and document who you notified of the corrected report.		
<u>Pendings</u>		
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Trainer Signature Date		

## **Order Entry**

	Verify you are in SoftMIC. Search for and select patients in Order Entry Place an order on a patient using the Mic Keypad. Enter the appropriate source/site for a specimen Place a comment on the specimen in the Micro OE Comment box. Select Antibiotics from the drop down boxes in the Current Antibiotic Therapy field. Collect and receive the sample. Print the specimen labels to the appropriate printer Reprint Media Labels		
	Receiving Worklist "Plating"		
V = =	Open the "Not Plated-All" worklist.  Mark the specimen by scanning the specimen label barcode  Change the source if required by bridging into order entry from the "Not Plated-All" worklist.  Select Setup/Label button to print media labels to the appropriate printer  Be able to Refresh the worklist.		
	Sending AFB cultures to RML		
	Select AFB to be sent worklist		
	<b>Processing Positve Blood Cultures</b>		
	Open the Blood/BM – Positive worklist.  Select the appropriate bottle and add the media you will sub the bottle to and print the labels  Report the Blood Culture Gram Stain.  Be able to add appropriate disk.  Be able to Process a Blood Culture with a negative smear.		
	Resulting Worklist		
	Scan the specimen labels. Be able to choose Mark or Search at the bottom of the worklist		

		Be able to tell what a ? at the front of a line hides the text  Resulting a Smear		
7		Reviewing Gram Stains from Yorkville:		
l		Resulting RML reports:		
		<u>Lab Query/ I</u>	Faxing Results	
5		Use Lab Query to look up patient results Use Lab Query to Fax results		
		Corre	ected Reports	
$\sim$		Place the correct results on the line above the previo	us results. Free Text "Previously reported as:" before	
( )		the previous results	C-1 - C4	
		Click on the call button and document who you notified of the corrected report.  Pendings		
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☐ Check for orders that were Collected, but never received into the Lab:				
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I acknowledge that I have been properly shown and understand the above tasks:		I acknowledge that I have been properly shown and	understand the above tasks:	
			r 1- 1	
		Sandy Bloraismin	5/24/16	
		Trainee Signature	Date	
		Much	6/24/16	
		Trainer Signature	Date	

#### **Order Entry**

- Verify you are in SoftMIC.
- Search for and select patients in Order Entry
- Place an order on a patient using the Mic Keypad.
- Enter the appropriate source/site for a specimen
- Place a comment on the specimen in the Micro OE Comment box.
- Select Antibiotics from the drop down boxes in the Current Antibiotic Therapy field.
- Collect and receive the sample.
- Print the specimen labels to the appropriate printer
- Reprint Media Labels

## Receiving Worklist "Plating"

- Open the "Not Plated-All" worklist.
- Mark the specimen by scanning the specimen label barcode
- Change the source if required by bridging into order entry from the "Not Plated-All" worklist.
- Select Setup/Label button to print media labels to the appropriate printer
- Be able to Refresh the worklist.

#### Sending AFB cultures to RML

Open the AFB to be sent Worklist

Select AFB to be sent worklist

□ Add test comment, Culture in progress, to all AFB Cultures to be sent to RML.

## **Processing Positve Blood Cultures**

- Pull the positive bottle from the Bactec.
- Open the Blood/BM Positive worklist.
- Select the appropriate bottle and add the media you will sub the bottle to and print the labels
- Report the Blood Culture Gram Stain.
- Be able to add appropriate disk.
- Be able to Process a Blood Culture with a negative smear.
- Be able to remove the Significant/Clinical Order Flag.

#### **Resulting Worklist**

Open the resulting worklist

Scan the specimen labels. Be able to choose Mark or Search at the bottom of the worklist

Result from the Genexpert.

Be able to tell what a ? at t	he front of a line hides the t	eext
Resulting a Smear Reviewing Gram Stains from	om Yorkville:	
Resulting RML reports:		
	Lab Query/ Fa	axing Results
Use Lab Query to look up Use Lab Query to Fax resu		
	Correc	ted Reports
Place the correct results on the previous results	the line above the previous	s results. Free Text "Previously reported as:" before
Click on the call button and	d document who you notified Pend	
Check for orders that were Check for orders that were To Print Epidemiology Rep	received, but never "Plated	
	¥	
I acknowledge that I have been properly shown and understand the above tasks:		nderstand the above tasks:
Meyors	Word	5/9/16
Trainee Signature		Date
an,	1.	5/9/4
Trainer Signature		Date