

## SoftMic Technologist-Yorkville Limited Micro Training Guide

### Order Entry

- After entering in your user name and password, be sure to select "Y" for the Site.
- Verify you are in SoftMIC. A green dot will be next to the tab you are in.
- Open Order Entry
- Search for and select correct patient/stay.
- Order test on patients using appropriate keypads
- Change the site on a specimen
- Use Micro Comment box
- Use Antibiotic Therapy field.
- Collect and receive the sample and save.
- Add GRAMS to same order number if needed stat, other one will cancel

### Receiving Worklist "Plating"

- Results cannot be entered on the specimen unless this step is performed.
- Double click on the receiving worklist icon.
- Select the "Not Plated-York" worklist by double clicking on it.
- Mark the specimen by scanning the specimen label barcode,
- Verify Source/Site match the specimen.
- "Plate" the specimen
- Print/reprint labels
- Refresh the worklist

### Resulting Worklist

- Double click the resulting worklist icon.
- Select the appropriate woklist for your specimen.
- Enter results using the keypad
- Use the Call List to provide critical call documentation

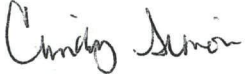
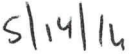
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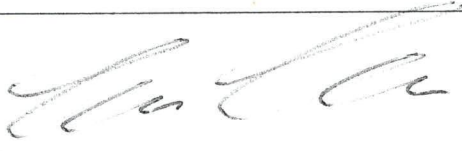

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I acknowledge that I have been properly shown and understand the above tasks:

	
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Trainee Signature

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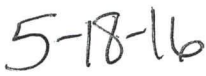
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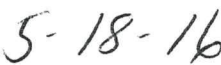
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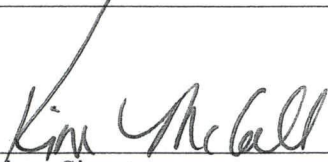

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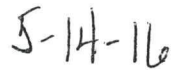
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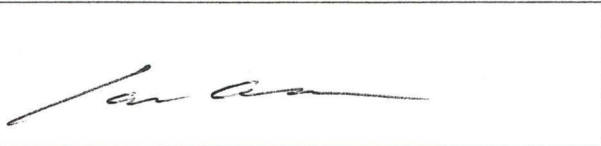

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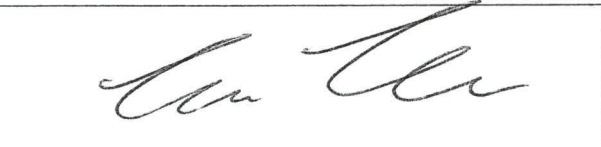
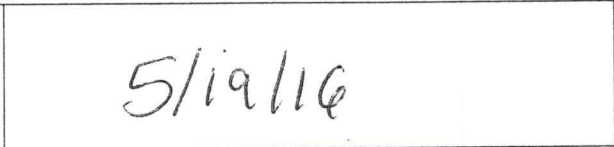
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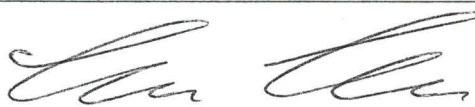
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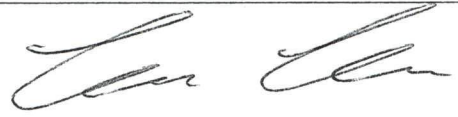
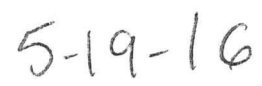
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I acknowledge that I have been properly shown and understand the above tasks:

<i>Rose DiBartolo</i>	<i>5/18/16</i>
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