Cindy Simon

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

- Place the correct results on top of the previous results. Free Text "Previously reported as:" before the previous results (You will need to turn off the Keypad to Free Text).
- Use call list to document corrected results.

Chiefy Dunon	5/14/14
Trainee Signature	Date
En Ele	5/14/16
Trainer Signature	Date

Jan F

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Refresh the worklist

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Use call list to document corrected results.

Jamettan FowL	5-18-16
Trainee Signature	Date
Rose Di Bartolo	5-18-16
Trainer Signature	Date

Tracy Kalck

Training Guide

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later	5/16/16
Trainee Signature	Date
Trainer Signature	Date

Kim McCall

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I acknowledge that I have been properly shown and understand the above tasks:		
Line McCall	5/12/16	
Trainee Signature	Date	
The Ler	5/12/16	
Trainer Signature	Date	

Diane Harkey

SoftMic Technologist-Yorkville Limited Micro Training Guide

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Ligne Hukey	5-14-16
Trainee Signature	Date
the th	5-14-16
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Jan a	5/19/16	
Trainee Signature	Date	
An Ar	5/19/16	

Trainer Signature

Date

Laura Sondor

SoftMic Technologist-Yorkville Limited Micro Training Guide

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0 33	5/19/16
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Trisha Lamb

SoftMic Technologist-Yorkville Limited Micro Training Guide

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Jinsh Lamb	5-19-16
Trainee Signature	Date
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Ruse Di Bartolo

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Rose Di Bartolo	5/18/16		
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