## TITLE: Inactivating User IDs in the Laboratory Information System (LIS) - Soft

## PRINCIPLE:

When an employee terminates employment with Rush-Copley Medical Center, no matter the reason, their user identification in the Laboratory Information System must be inactivated immediately. Notification is sent via email to Information Services (IS) upon termination.

**PERSONNEL:**

###### All Laboratory Staff

## STEPWISE PROCEDURE:

1. The Laboratory Manager or Lab Director notifies IS the individual’s termination date.
2. IS follows the IS department’s procedure to complete the inactivation.