## TITLE: Changes to the Laboratory Information System (LIS)

## PRINCIPLE:

All changes or additions that ultimately will be made to the production LIS must go through the Information Services (IS) Change Management System. Changes and additions to the LIS are first approved by the Laboratory Director or Laboratory Manager. An IS Request is submitted through Lotus Notes and once approved by the Laboratory Director or Manager, it gets sent to IS for approval. IS management reviews the request and if it is accepted, assigns the request to an IS Clinical Analyst. Changes/additions are first completed in the LIS test system, by laboratory or IS personnel. All changes/additions are then thoroughly tested by laboratory and IS staff. Once testing is satisfactorily completed, the IS Clinical Analyst then submits a Change management Request to put the changes/additions into production. The Change Request includes a description of the change, the reason for it, date/time expected to make the change, whether users will be affected and who will make the change(s). Also included in the request are the Test Plan and Fallback Plan, in case that is needed. Change Management Requests are reviewed weekly and once the request is approved, the change/addition may be made in the production LIS by the laboratory or IS staff.

**PERSONNEL:**

###### All Laboratory Staff