**TITLE: LIS Downtime in Urinalysis**

## PRINCIPLE: This procedure provides guidance to varied downtime situations that could occur. These guidelines ensure timely workflow and reporting of patient results for short and long-term Hospital Information System (HIS) downtime, LIS-HIS Interface downtime, Wireless Communication Downtime, SoftID Downtime, or LIS Downtime (Scheduled and Unscheduled)

**STEPWISE PROCEDURE:**

##  NOTIFICATION:

## Unscheduled: Laboratory personnel will immediately notify the IS Help Desk, LIS Analyst, Senior Technologist(s), or the Laboratory Manager, of any unscheduled LIS down conditions. The IS Help Desk will notify all areas of the hospital to follow downtime procedures.

 **Scheduled**: The LIS Analyst will notify the IS Help Desk of any scheduled LIS downtimes. The IS Help Desk will communicate to all areas of the hospital regarding the scheduled downtime approximately 2 weeks in advance. Prior to the start, the IS Help Desk will send a notice that the applicable systems are going down and to follow downtime procedures

**A LIS IS UP, HIS IS DOWN**

1 Testing is not affected by this type of downtime. After the specimens are collected and received we run as usual on the instrument or manual testing.

2. Any required calls will still be made.

**B. INTERFACE BETWEEN LIS AND HIS IS DOWN:**

1 .Testing is not affected by this type of downtime. After the specimens are collected and received we run as usual on the instruments or manual testing.

2. Any required calls will still be made.

3. Stat results will be tubed to the floor.

**C. INTERFACE ENGINE IS DOWN:**

1 .Testing is not affected by this type of downtime. After the specimens are collected and received we run as usual on the instruments or manual testing.

2. Any required calls will still be made.

3. STAT results will be called, faxed and/or tubes to the floors immediately after completion.

4. Routines will be resulted and cross to the HIS when the system is operational.

**D. LIS IS DOWN – SCHEDULED AND UNSCHEDULED or ALL SYSTEMS DOWN**

1. 15 minutes before the start of the scheduled downtime print 2 pendings:
* 1 Regular Pending- Collected
* 1 for specimens not collected
1. During an unscheduled downtime, preprinted downtime labels will be used.
2. After the specimens are logged in on the downtime logs, the departments should receive the samples with the downtime label on it plus 2 extra downtime labels.
* 1 for the result sheet
* 1 extra if needed

**E. RUNNING A URINALYSIS ON THE IRIS200/AX-4030 AUTOMATED URINE ANALYZER**

**All urine specimens must be labeled with a downtime barcode label in order to run on the iQ200/AX-4030 automated urine analyzer**

1. Run the specimen with the downtime barcode label. Once results print, write the patient’s name, medical record number, date of birth and location of the patient on the iQ200 print-out.

2. Make a copy of the print-out to send to the floor, keep a copy for our records.

3. If a critical result was reported, document on the print-out the name of the RN/MD, the date/time of the call and your initials.

When the LIS is back up, follow these steps to link the order numbers to the bar-codes so the results will transmit into the LIS

 1. Go into SOFT “Order Entry”

 2. Find the patient and appropriate order

 3. Go into the Specimen Tab and find the correct specimen

 4. Go to the Specimen Bar Code on the far right

 5. Right click on the Bar Code

 6. Click on Replace

 7. Scan your specimen with the downtime bar code

 8. Click on OK

 9. Click on Save

Once the barcode is changed in SOFT the results for the patient will show in the instrument menu. Verify the result in SOFT. Be sure to call critical results as outlined in the Critical Call Policy.

After recovery is complete, check the “Daily Pending Report” to verify all samples and results have been accounted for.

 If the results do not automatically cross into SOFT you can re-send them from the analyzer.

 To re-send results from the iQ200:

 1. Go to the “Found List” and highlight patient sample

 2. Click “Re-report” tab and change destination to LIS

 3. Click OK

 4. In SOFT, go to “Instrument Menu” and verify result

**F. URINALYSIS ON THE COBAS u411 DURING DOWNTIME**

1. Scan the downtime label and run the urinalysis as usual

2. Fill out the manual downtime form (copy of form is attached) making sure to write the patient’s name, medical record number, date of birth and location of the patient on the print-out

3. Make a copy of the print-out to send to the floor, keep a copy for our records.

4. If a critical result was reported, document on the print-out the name of the RN/MD, the date/time of the call and your initials

When the LIS is back up, follow the steps listed above to link the order numbers to the bar-codes so the results will transmit into the LIS. Verify the result in SOFT. Be sure to call critical results as outlined in the Critical Call Policy. After recovery is complete, check the “Daily Pending Report” to verify all samples and results have been accounted for.

PATIENT NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MR#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE OF BIRTH\_\_\_\_\_\_\_\_\_\_\_\_\_

LOCATION\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE/TIME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TECHNOLOGIST INITIALS\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **TEST** | **RESULT** | **REFERENCE RANGE** |
| **URINE DIP** |  |  |
| **COLOR** |  |  |
| **APPEARANCE** |  |  |
| **GLUCOSE** |  | **NEG** |
| **BILIRUBIN** |  | **NEG** |
| **KETONES** |  | **NEG** |
| **SPECIFIC GRAVITY** |  | **1,000-1,030** |
| **BLOOD** |  | **NEG** |
| **PH** |  | **5-8** |
| **PROTEIN** |  | **NEG** |
| **UROBILIRUBIN** |  | **0.2-1.0** |
| **NITRATE** |  | **NEG** |
| **LEUKOCYTES** |  | **NEG** |

|  |  |  |
| --- | --- | --- |
| URINE MICROSCOPIC | **RESULT** | **REFERENGE RANGE** |
| **WBC/HPF** |  | **0-5** |
| **RBC/HPF** |  | **0-5** |
| CASTS/LPF |  | **NONE SEEN** |
| **AMORPHUOS** |  | **NONE SEEN-TRACE** |
| **MUCUS** |  | **NONE SEEN-TRACE** |
| **EPITHELIAL CELLS/HPF** |  | **NONE SEEN-FEW** |
| **BACTERIA** |  | **NONE SEEN** |
| **YEAST** |  | **NONE SEEN** |
| **CRYSTALS** |  | **NONE SEEN** |
| **TRICHOMONAS** |  | **NONE SEEN** |
| **OTHER** |  | **NONE SEEN** |

|  |  |  |
| --- | --- | --- |
| MANUAL TESTS | **RESULT** | **REFERENCE RANGE** |
| **BODY FLUID SPECIFIC GRAVITY** |  |  |