**TITLE: Monthly Data Report Retrieval, Review and Coagulation Submission to IQAP**

**PRINCIPLE:**  Monthly documentation of QC review and instructions on how to submit data to IQAP for peer evaluation and statistics.

**Personnel:** Lab personnel with the access to TQC Report Review (Sr. Tech’s and designees)

 **STEPWISE PROCEDURE:**

Login to the TQC Module:

1. For Numerical Data:

 a. In the “**Reports**” tab, select “**Statistics Record**”.

 b. Click on “**Advanced Search**” tab on the bottom.

c. On the top of the page, select the appropriate template from the drop down box “**Statistics Report Templates**”.

* Coagulation select: “**Coag-Monthly**”
* Hematoloty select: “**Heme Monthly**”

d. Edit any of the search criteria, and select the scheduled date range.

 e. Press the “**Run Report**” box and select a local printer from the drop down box.

2. For Alpha Result Data: Go to “**Reports**”.

* 1. Select “**Result Reports**” then select “**Advanced Search**”.
	2. From the drop down box, select the appropriate template (Ex. Hem- select “**Hemesickle**”).
	3. From “Scheduled date range” change the dates to what you are reviewing.
	4. Select “Run Report”. Click “Local Printer” and enter the one you want to use.
	5. Enter “Run.”

3. Review your data, submit to IQAP and file in the appropriate binders with your date,

 Initials and corrective action.

**Submitting data to IAQP for peer review**

1. For Coagulation department QC, submit data for peer review utilizing the Siemens IQAP program.

a. Go to the Seimens.com Quality control Management website. Select the Hemostatis option.

b. Click on the “QAP Online Login”.

c. Enter User name: 5624 and Password: 76DD4284.

d. Press “Login”.

e. “My Lab” has our current lots of QC material.

f. Click into the Month drop down box and select the appropriate month of data to submit. Make sure the year is also correct.

g. Click “Submit”. The correct month should be listed.

h. Click on the “Control Lot” for the instrument, control product, and QC lot number for data entry.

i. When the data worksheet comes up for entry, double check the correct month is listed.

j. Enter the mean, 1SD and number of data points for each control from the monthly TQC statistics report - (Level 2 is left blank).

k. Click on “Submit” when done with all the fields on the worklist- repeat for the other assays and instruments.

l. To obtain the peer review evaluation reports, go back to the Siemens website after the 15th of the month.

**Evaluation and Printing of peer data**

a. After the 15th of the month, go to the Siemens website:

<https://usa.healthcare.siemens.com/services/laboratory-diagnostics/service-and>-support/quality-control-management/hemostasis

b. In the “**My Lab**” tab, click on the lot numbers to be reviewed (the other tabs will populate).

c. Choose “**Lab Reports**” .

d. Click on “**Build**” on each line in the Action column. It will say “In Process”. then it will change to “View” (status column).

e. Click on “View”- Print out the reports for review and signature.

f. Repeat above steps for the other tests/instruments.

g. Log off when finished.

h. File the reviewed reports in the Coagualtion QC binder.

**References**: TQC Module build from SCC, 2015