**LIS Downtime in Coagulation**

Samples will arrive in the department with **“Down Time”** Labels, they are very generic, but with a barcode and a demographic labels from the floors. Patient name, medical record number, date of birth, location, date/time of draw and requested tests must be on the label.

1. We will have preprinted Downtime labels to be used throughout the Lab. If there are patient orders in the system that have been collected through Soft ID, we will have regular Soft labels to use as we normally do.
2. When we use the Downtime labels, we will see labels with “D000000075” for example; any other information will be hand written on the labels by LCC

**Program the CS-2500 to run downtime samples**

1. Select the “Order” Icon

 2. Select “Switch Order”

 3. Select “Rack Order”

 4. Select “Order Entry”

 5. Select “Ordinary Sample”

 6. Enter the Barcode number for the “Sample ID”

 7. Go to “Edit sample information” and enter the patient’s name under comment

 8. Select “Update”

 9. Select the assays to be run. Select “OK”

 10. Enter Rack #

 11. Load Rack on to the analyzer and press “Start”.

Once the results are completed, print two copies of the report. Verify that the correct name, MR#, date of birth, draw date/time are on the result sheet.

Send one copy to the floor/ED and the other copy will stay in the lab for downtime recovery.

**Remember to call all critical results**

**Programming the CA-660 to run Downtime samples**

1. The CA-660 will read the barcode number, but you have to manually enter the barcode numbers on the work list, so you can assign the tests to be run.
2. At the “Worklist”, enter the Downtime barcode number and select what tests are requested.
3. Put the tubes in the rack and set the rack on the analyzer and start.
4. The instrument reads the barcode and runs the tests chosen.
5. At Recovery; go to “Stored Data’
6. **Mark** the sample id’s you want to send over to the HC.
7. **Quit, Output, Marked, HC**, then go back to Mark, all clear, Quit and go back to the Main Menu.

**DOWNTIME RECOVERY**

**Linking LIS Order numbers and Downtime Bar Codes**

1. Go into Soft “**Order Entry**”

2. Find your patient and appropriate order

3. Click the “**Edit**” icon

3. Go into the “**Specimen Tab**”

4. Locate the correct test result

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

6. Right click on it

7. Click “**Replace**”

8. Scan your tube with the Downtime Bar Code label or manually enter the bar code number

9. Click on “**OK**”

10. “**Save**”

11. Go to the analyzer, located the results and re-transmit the results to the Host (HC)

**Check your “Daily Pending” and “Order Status Monitor” reports frequently to verify all samples are accounted for and verified.**