**Purpose:**

To assure that patient data is entered into the TANGO to ensure a unique patient identifier.

**Procedure:**

|  |  |  |
| --- | --- | --- |
| **Step** | **Action** | **Related Documents** |
| 1 | Two possibilities can be used to create a unique patient identifier.* The patient’s data can be manually entered.
* Data sent via the LIS system
 |  |
| 2 | Patient data can be transferred electronically from the host computer system to the TANGO analyzer. In this case, the LIS system function is active.* If the data from the LIS system is incorrect, the sample must be deleted completely from the ‘Daily Journal’.
* Data sent from the LIS system cannot be modified.
 |  |
| 3 | Data can be entered manually in three different ways:* Before the samples are loaded on the analyzer via the ‘Samples/Controls’ menu and ‘Patient Data’.
	+ Select the ‘Samples/Controls’ button in the Main Menu.
	+ Select the ‘Patient Data’ button to open the ‘Patient Data Entry’ window.
	+ Enter the Sample ID in the ‘Sample ID’ field
	+ If a sample ID is entered that already exists, a warning message will appear on the screen.
	+ Push the ‘edit’ button to open the ‘patient data entry’ window
	+ Enter the last name, first name and date of birth OR enter a unique patient ID. Other data entry boxes are optional.
	+ When entering names or ID numbers, the system will show all names or ID’s with the same first letters or digits in the archive of the system database in a separate window. To transfer a patient’s data from the list, select the correct name and touch ‘OK’.
	+ After you have made all entries in the ‘Patient Data Entry’ window, push ‘OK’ to store data and close window.
* When the samples are loaded on to the analyzer via ‘Samples’, ‘Sample Loading’, ‘Patient Data’.
	+ Select the ‘Samples’ button to open the ‘Sample Loading Window’.
	+ Select the desired rack.
	+ Select the desired sample by placing the cursor into the corresponding ‘Sample ID’ field.
	+ Select the ‘Patient Data’ button to open the ‘Patient Data Entry’ area.
	+ Push the ‘Edit’ button to open the editable Patient Data Entry window.
	+ Enter last name, first name and date of birth OR patient ID.
	+ Touch the ‘OK’ button to store the data and close the window.
	+ Select next ‘Sample ID’ field and assign patient data. Continue until all patient data is entered.
	+ Push the ‘OK’ button. All entries are accepted and the ‘Patient Data Entry’ area is closed
	+ Repeat with next rack, if necessary.
* While and after the samples are being processed via ‘Samples/Controls’, ‘Daily Journal/Strip Display’, ‘Patient Data’.
	+ Select the ‘Daily Journal’ button.
	+ Select the appropriate sample then the ‘Detail’ or ‘Validate’ button in the ‘Daily Journal’ window.
	+ Touch the ‘Patient Data’ button to open the ‘Daily Journal/Strip Display Patient/Data entry’ window.
	+ Push the ‘Edit’ button to open the editable ‘Patient Data Entry’ window.
	+ Enter last name, first name and date of birth OR patient ID.
	+ Touch the ‘OK’ button to store changes.
 |  |

**Referenced Documents:**

 TANGO User Guide, Version 3.3