



# CONWAY MEDICAL CENTER

## PROCEDURE

When in hard copy form, refer to Policy Manager to validate this as the most current revision.

TITLE:	LAB-SPC-04.99 Computer Downtime Procedures for Labs-PRO		
ISSUED BY:	Administrative Lab Director	REFERENCE #:	LAB-SPC-04.99-PRO
APPROVED BY:	Lab Director	EFFECTIVE DATE:	1999-06-01

**SCOPE:** All potential staff involved with lab order and result entry during computer downtime.

### PRINCIPLE:

All instrumentation can run independently of the information system and can produce patient results. The laboratory functions that will be lost during a computer downtime are associated with the receiving, recording, and resulting of the lab tests.

### I. NURSING ORDER ENTRY PROCEDURE :

- A. **DOWNTIME FORMS:** Downtime laboratory submission forms are kept in the warehouse. There are three part forms and dedicated for the use during computer downtimes Only.
- B. **FORM COMPLETION BY NURSING STAFF:**
  1. Complete the dedicated LAB DOWNTIME FORM in its entirety. All of the information requested is required for sample processing.
  2. Please staple 5-8 patient demographic labels to each downtime form if they are available. The lab will place these labels on patient samples and the result forms. Note: if there are no labels available all of the required information for patient id Must be placed on the downtime form.  
*NOTE: **BE SURE THAT YOU PLACE A LABEL ON EACH PAGE OF THE DOWNTIME FORM.***
- C. **FORM SUBMISISON: One downtime for each patient per collection time.** Do not write, CBC for 10:00 am, 12:00 am, 14:00. Instead this should be written on three separate downtime form. If indeed there are multiple tests to be collected at the same time, then all of the tests may be written on one downtime form.
- D. **FUTURE ORDERS: DO NOT WRITE FUTURE ORDERS OF ANY KIND.** If future orders are written on forms and the system comes up, the lab will NOT enter those into the system. So, do not order tests that will go beyond the time given as estimated for the system to be operational.
- E. **ROUTING OF DOWNTIME FORMS. Nursing is responsible for getting the downtime order form to the lab.** The lab staff will be more than happy to pick up routine downtime order forms to the lab if they happen to be on the unit for other reasons. It is suggested that a box dedicated for lab orders be placed in an obvious place for the phlebotomy staff. Once the lab staff has been informed of the location, they will look for orders as they make their routine rounds. Phone requests for Stats will be



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accepted, but fully completed downtime forms must be ready for the phlebotomist when she arrives. The lab staff will not collect a sample without the completed downtime form.

*NOTE: \*Please try to limit test ordering, it may be wise to ask a physician if any routine testing can be postponed until the following day.*

### II. LAB DOWNTIME RESPONSIBILITIES:

- A. SAMPLE COLLECTION: The lab will collect the sample per the downtime instructions
- B. SAMPLE DISTRIBUTION: Once in the laboratory the downtime forms will be separated into bench testing areas. If there are more test areas than form copies make additional copies. Extra labels should be distributed to the bench areas to be used with the results.
- C. INSTRUMENTATION ENTRY:
  - 1. Manual entry of patient name and account number.
  - 2. Log sheet maintained for identification of samples per each in
- D. RESULTS :
  - 1. Direct Instrument Print Outs can be used from the following instruments:
    - (a) Vista1
    - (b) Vista2
    - (c) Vitek (Can be programmed to report Strep screens, and occult bloods)
    - (d) DXH
    - (e) ACL TOPS
  - 2. All other test results are to be transferred on the designated form.
  - 3. Results and downtime forms should be kept together ready for re-entry.
  - 4. Results are faxed to their respective units.

PATIENT DEMOGRAPHIC LABELS, OR THE LAB COLLECTION LABEL SHOULD BE PLACED ON THE TOP OF EACH OF THE RESULT FORMS. If there are no labels available, this demographic information must be handwritten on the result form.

### III. RECREATION OF PATIENT RECORDS.

- A. Order and Result Entry:
  - 1. Orders entered waiting for results: Match with order with results matching sample numbers and results should flow into the records.
  - 2. No computer entered orders: Using downtime forms enter orders for each submitted. If there can be a result numbers match enter that way... for all others enter the results manually into each result field.
- B. Documentation: All compiled paperwork should be saved for manual review.

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**RECORDS: Downtime forms**



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**REFERENCE STANDARDS: CAP GEN.40037**

### REVISION/REVIEW HISTORY:

Date	Affected Section(s)	Summary of Changes ('Reviewed' or details of change)
05/05/2011lds	None	Review/Revisions saved electronically in Lab G drive.
11/03/2011lds	Format	Changed into MCN format. Reworded Title.
03/18/2013lds	All	Newest MCN, Roman Numeral Format. No content changes.
02/25/2015lds	All	Reviewed. No changes
04/25/2016lds	All	Title has incorrect number. Correct in MCN. No content changes
03/20/2018lds	All	II (D) added Tops to list . Updated Checklist numbers. Will place review in one year