

LABORATORY INFORMATION SYSTEM DOWNTIME PROCEDURE FOR
CLINICAL MYCOLOGY

I. RATIONALE:

In order to provide services during disasters such as hurricanes, floods, etc., during scheduled and non-scheduled computer downtime, or whenever there is a possibility of power failure, the Clinical Mycology Laboratory will follow the following procedure.

II. SPECIMENS:

- A. Specimens will be picked up from the Mycobacteriology area or central receiving area once they have finished processing or separating the specimens.
- B. Specimens should have been time stamped by the receiving area when they arrived. If not, be sure to mark the requisition slip with the time of arrival to the mycology section. Document your action on the slip. Describe the specimen on the slip, e.g., received 0.5 ml of CSF.
- C. If the downtime is expected to be more than two hours during regular day hours (M-S; 0800 - 1630), proceed as follows for labeling of specimens.
 - 1. Label specimens, slips, and culture plates with temporary green stickers which can be found in the mycology office supply shelf. Label the culture plates with the date of inoculation and patient initials. There are six labels per page, which should be enough for labeling requisitions, specimen, and media.
 - 2. If labels are not available, label the plates in numerical order with the date of inoculation and patient initials.
 - 3. Process as usual. Log information in culture book.

III. ORDER ENTRY:

When the computer is back on line, coordinate with the receiving area to re-enter the specimens and depending on the workload, decide which label printer to use; if possible that day, relabel the plates.

IV. RESULT ENTRY:

- A. For routine specimens log direct preparation results in the culture book, and if the end of the workday is near, instruct the 3-11 and 11-7 shift technologist with the proper instructions of how to read the book.
- B. If the test priority is STAT (Cryptococcus antigen in CSF), the laboratory will perform the test and call all results to the nursing station. If findings are significant, the proper steps should be taken so that the information is forwarded to the physician.
- C. When the computer is back on line, transfer all the data from the manual system to the computer.

V. SCHEDULED DOWNTIME OF THE LIS SYSTEM:

Wednesday and Sundays from 0000 to 0130 the system will be down for maintenance. The downtime will not affect the mycology section since it happens during non-working hours

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VI. UNSCHEDULED DOWNTIME OF THE LIS SYSTEM:

- A. Report all LIS problems to the Clinical Microbiology and Immunology database coordinator Monday-Friday during the day shift at X21341 and section supervisor.

- B. If the coordinator is not available, call the computer Help Desk at X21343 and explain the problem. The Help Desk is available 24 hours per day. Please make a note of the problem and inform the section supervisor or director depending on the severity of the problem. On weekends, the receiving area should call the Help Desk and notify the lead tech and the section supervisor by leaving a note in his/her mailbox or through E-mail by using FUN as the mailing address.