



Clinical Laboratory Department POLICY AND PROCEDURE

POLICY NUMBER: 1379

VERSION: 1

SUBJECT: Downtime Procedures in Microbiology

DOWNTIME CAUSES (main causes, not all-not all inclusive):

Cerner (Orchid Down)

Interface between Reference Lab and Cerner down

- All new microbiology tests will be accompanied by paper downtime requisitions from the clinics.
- Use paper logs to log-in specimens when setting up.
- Cultures/testing will be read as usual.
- Any work done is written on the logs for easy follow-up the next day.
- Work done prior to downtime will either be on the written log, or printed at the end of the previous day for use the following day.
- Report any positives by phone to the ordering clinic.
- As soon as feasible, after Cerner is back online, enter all workups and results (done in-house or by reference lab) into Cerner.

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