



# Rancho Los Amigos National Rehabilitation Center

## INFORMATION MANAGEMENT SERVICES

### POLICY AND PROCEDURE

**SUBJECT:** CLIS Evening Report Generation and Printing

**Policy No.:** 505  
**Supersedes:** 7/01/99  
**Revision Date:** 7/06/05  
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#### **I. PURPOSE:**

To outline the procedures utilized by Information Management Services (IMS) to provide medical chart reports and internal reports necessary for the operation of the Clinical Laboratory Information System (CLIS).

#### **II. POLICY:**

IMS staff in operations will be responsible for generating, printing and distribution of the CLIS reports. These reports include, by title:

1. Laboratory Report – Microbiology (by ward and clinic; pulled in the morning, printed on yellow)
2. MICROBIOLOGY WORKSHEET BY LOCATION (pulled in the morning, printed on yellow)
3. CULTURE LOG (pulled in the morning, printed on white)
4. LABORATORY SUMMARY REPORT (by dept., pulled in afternoon, on white)
5. Laboratory Report (by ward and clinic; pulled in the afternoon, printed on yellow)

Logs will be distributed to the Clinical Laboratory designated boxes. Chart reports on inpatients are delivered via the Clinical Laboratory Receiving area for distribution in the evenings to the wards by the Clinical Laboratory evening staff. Clinical chart reports are retrieved by Health Information Management.

Detailed instructions for the processes required are located in the Clinical Laboratory Information Systems Operator's Manual under Daily Operations. Quick reference guides are also available in the same manual.

EFFECTIVE DATE:  
APPROVED BY:

COUNTY OF LOS ANGELES • DEPARTMENT OF HEALTH SERVICES