

## MEMORANDUM

**To:** St. John Sapulpa Nursing Staff and Physicians  
**From:** Regional Medical Laboratory, Inc.  
Kendra Thompson, MT(ASCP), Laboratory Manager  
Crystal Nicholson, MLT(ASCP) B.S. Biology, Director  
**Date:** March 28, 2016  
**Subject:** **Laboratory Information System Conversion**

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Regional Medical Laboratory, Inc. will be converting the Laboratory Information System (LIS) to Cerner Millennium on Saturday April 2, 2016.

### **Downtime Procedure:**

The conversion will begin at 9 a.m. Saturday morning and is expected to last 10 hours. During this time period the laboratory system will be unavailable. However, the hospital Cerner system will remain functional. The hospital should continue to place orders in their Cerner system so the orders can upload to the new Millennium laboratory system when it comes up.

### Specimen Collections

- For those departments that collect their own blood, if you do not have a label for your specimen, label the specimen with a patient chart label. Include date and time collected, and the draw ID on the label. Specimens should be sent to the laboratory with the hospital order screen showing the tests ordered so the specimens can be handled and processed properly.

### Patient Results

- All STAT and time study results will be sent to the departments via fax or delivered to department, as quickly as possible.
- All critical results will be called to the patient's location.
- Routine results will be sent to the departments within two hours.

Timely updates on the conversion process will be posted on the home page of our website, [www.RMLOnline.com](http://www.RMLOnline.com).

Thank you for your patience and understanding as we enhance our LIS. If you have any questions, please call (918)224-4280 extension 2230.