

TML/MSH Microbiology Department Policy & Procedure Manual	Policy #MI\KIT\03\01\v01	Page 1 of 1
Section: Vitek Manual	Subject Title: Enter Patient Information	
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ENTER PATIENT INFORMATION

Patient information is generally downloaded automatically from LIS into Vitek when an isolate number is entered into the LIS isolate screen. Manual entry of patient information may be needed only when cultures are not worked up in the LIS.

At Main Menu *:

- 1) click on "**DAILY**"
- 2) click on "**Enter Patient Info**"
- 3) type in **Patient ID**: "XXX-XXX-XXX" MSH 9 digit number with hyphen (see pages 11 and 12 for codes).

Patient Name: "LASTNAME FIRSTNAME" Enter last name first, space, then first name.

Enter with capital letters.

Specimen Source: use "?" for list of codes.

Specimen Ward: use "?" for list of codes.

Collection Date: press "ENTER" (to default to today)

Lab #:

Culture Type: "CS"

Culture Status: "P"

Press space bar for next patient.

After last patient is entered:

- 1) press space bar
- 2) click "**FILE**"
- 3) click "**QUIT**"

- * If Main Menu is not on screen, hold left button of mouse down and move arrow to "Main Menu" and release button.