

TML/MSH Microbiology Department Policy & Procedure Manual	Policy #MI\VIT\07\01\v01	Page 1 of 1
Section: Vitek Manual	Subject Title: Change Finalized Record To Preliminary	
Issued by: LABORATORY MANAGER	Original Date: October 4, 1995	
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CHANGE FINALIZED RECORD TO PRELIMINARY

At Main Menu:

1. click "**DAILY**"
2. click "**ENTER PATIENT INFO**"
3. click on "**Lab Number**" box
4. type in lab number (click on the correct record if more than one appear on the Lookup Table)
5. click "**Culture Status**" box, backspace, type in "**P**"
6. click "**FILE**"
7. click "**QUIT**"
8. when asked to save change, click "**YES**"