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Section: <b>Vitek Manual</b>	Subject Title: <b>Hold File</b>	
Issued by: <b>LABORATORY MANAGER</b>	Original Date: October 4, 1995	
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### **HOLD FILE**

The **HOLD FILE** contains the data from cards that have been removed from the VITEK READER but cannot be transferred to the data base eg. No Patient Info, No Final ID etc. Completed susceptibility cards without an ID do not need to be kept in the VITEK READER waiting for the ID to be entered but will automatically be transferred to the HOLD FILE. Card data in the HOLD FILE will only be held for 72 hours and will be purged.

To access the HOLD file:

1. click "**VITEK**" at Main Menu
2. click "**HOLD**"
3. move cursor to select card
4. click "**VIEW**"
5. correct the problem eg. Final ID
6. click "**PRINT**" (bottom right button) to print lab report

Transfer results:

7. click "**OPERATIONS**"
8. click "**TRANSFER TEST**"
9. click "**FILE**"
10. click "**QUIT**"

Remove card record from HOLD FILE:

11. click "**HOLD**"
12. move cursor to select card
13. click "**OPERATIONS**"
14. click "**REMOVE TEST**"
15. click "**FILE**"
16. click "**QUIT**"