

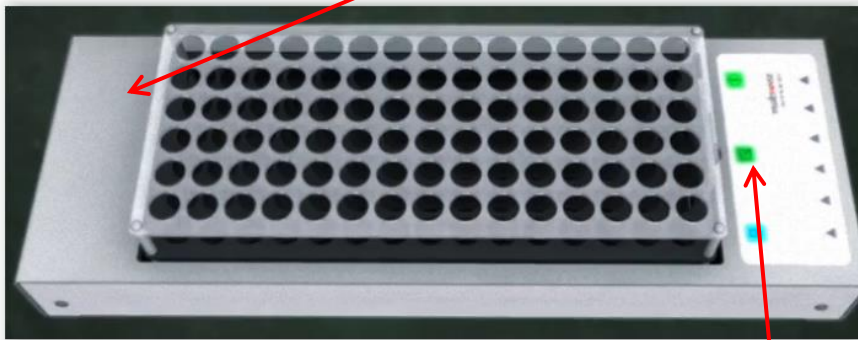
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Revision: 4	Issued: 07/10/2022	Authorised by: G. Bailey	Review interval: 2 years

## Quick Guide Use of INDEXOR

This system is **ONLY** to be used for sample/s you would normally place in **GREEN BAG. (Blood Sciences)** This includes the **White Top Urine tubes.**

**DO NOT** use this system for Ante Natel Screening, Transfusion (G&S) or **Microbiology Blood Tests. The correct colored sample bag is to be used.**

1. Insert iRack into INDEXOR Module, back first then front. The system will then check itself indicated by a series of lights column by column.



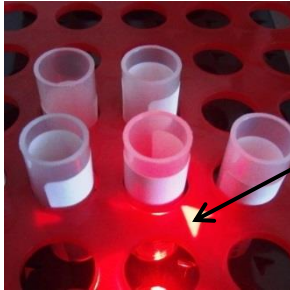
2. Once checking process has taken place check that the RFID light on. **Green** connected **Red** Not Connected.
3. Take patients' blood/urine as normal and label with barcodes.
4. Pass the barcoded blood/urine tube pass the reader until a "Beep" sounds and place in next available space in rack.



5. Start loading at top and go left to right

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6. You have 5 seconds to place tube into rack. An arrow on the rack shows marked tube.



7. Flashing once on inserting tube indicates correct insertion and recorded into RFID on rack
8. Fast Flashing indicates unidentified tube or not inserted in time. Remove and try again.
9. If barcode does not read or no barcode available place these samples in front of rack. But remember to add date and time of sample to the request form.
- 10. ICE request Forms for the samples which have scanned into rack with no issues can be discarded. ONLY send the ICE request forms on those samples which do not scan due to faulty barcode or no Bar Codes. Lab also requires forms where there are two ICE request forms for same patient but only one set of bloods and INR dosing Slip**
11. Make sure that lid is securely attached and place in Green Bag for transport driver to pick up. NB: it is not the driver's responsibility to attached lids or to roam surgery to find samples.



12. Take rack in green bag collection area along with any forms as required/stated in section 10.
13. Driver will replace your rack/s for an empty one.

**Issues – Please contact lab if you do have issues with Indexor**

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