

Medtronic ACT Plus Low Range: New Lot Cartridge Entry Procedure

PURPOSE: This procedure will provide instruction on how to manually delete an old Lot number and to enter a new Lot number for the Low Range Cartridge.

MATERIALS REQUIRED:

- ACT II Instrument – Medtronic.
- Low Range (LR-ACT) Cartridge – Medtronic. 550-07

	Action	Related Documents Title Number	
1.	Instrument is ON. Instrument is in Main Menu.		
2.	Press [Enter ID]. <ul style="list-style-type: none"> ○ Enter User ID. Confirm entry. Press [Enter] to accept. ○ Press [Exit to Main Menu]. <i>Note: Operator ID is retained as current in use, until manually removed.</i>		
3.	Confirm Cartridge Type displayed on Main Menu is [LR-ACT]. <ul style="list-style-type: none"> ○ Choices are: [LR-ACT], [HR-ACT]. 		
	If Cartridge type		Then
	Correct		<ul style="list-style-type: none"> ○ Proceed to next step.
	Incorrect	<ul style="list-style-type: none"> ○ Continue to press [Cartridge Type] to view the complete list of choices. ○ Press [Enter] to confirm the selection. 	
4.	Select [Cartridge Lot]. The Cartridge Lot/Exp page appears.		
5.	Choose the Lot number. Navigate through the list by using the arrows on either side of the box.		
6.	Confirm that the Lot number at the top of the page is the Lot number previously in use.		
7.	Press [Remove Lot]. The Lot number is now highlighted. Confirm that this is the Lot to be deleted.		
8.	Press [Remove Selected Lot].		
9.	Press [Add Lot Number]. <ul style="list-style-type: none"> ○ Enter the Lot number using the keypad. ○ Press [Enter] to confirm the entry. 		
10.	Press [Add Exp Date] for the selected Lot. <ul style="list-style-type: none"> ○ Enter the expiration date. ○ Press [Enter] to confirm the entry. <i>Note: Date format is yy-mm-dd.</i>		
11.	Press [Exit Add Selection].		
12.	Press [Exit to Main Menu].		

REVISION & APPROVAL LOG

Version	Revision Type	Description of Change	Revision Date	Technical Approval	Medical Approval
1.0		New document	30 Dec 2013	Elvira Kozak	Dr. Cathy Halstead
1.1	Minor	Document title and number change. Upload to QMS document control	22 Dec 2016		Dr. Benjamin Jung

Attention: This document is published on the BCCW SharePoint website

Revisions made to this document require an update to the corresponding document published on BCCW SharePoint website