

County of Los Angeles – Public Health Laboratory  
Sunquest Laboratory Information System Access Application

New  Deactivate  Modify Information  Employee Number: \_\_\_\_\_

**Employee Information**

Applicant's Name: \_\_\_\_\_

Job Title: \_\_\_\_\_ Work Phone No.: (\_\_\_\_) \_\_\_\_\_

Section/Health Center/Facility: \_\_\_\_\_

**Training/Presentation**

Function	Description	Viewing Date
RE	Function used to order test for registered & non-registered patients. Also used to reprint a label. <ul style="list-style-type: none"> <li>• Registered Patients</li> <li>• Non-Registered Patients</li> <li>• Re-Printing Labels</li> </ul>	
AD	Function used to modify patient demographic information already entered in the LIS.	
IQ	Function used to inquire patient order status that are non-sensitive.	
IQS	Function used to inquire patient order status that are sensitive only.	
IRA	Function used to print patient order result.	
CPW	Function used to change your password	
PL	Function used to print report for all unreceived specimens	

I have viewed the Sunquest training presentation. I also have access to an advisor to help with procedures used at my job site. If I have problems, I can contact the Public Health Laboratory Information System staff for assistance.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

Print Advisor's Name: \_\_\_\_\_

**Computer Confidentiality Statement**

I am requesting access to the Public Health Laboratory Information System. I will not divulge my access code or password to any other person. I will abide by the policies of the Department of Public Health regarding the confidentiality of patient information that is found in the laboratory information systems.

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's supervisor's sign.: \_\_\_\_\_ Date: \_\_\_\_\_

**For LIS Use only**

	Access Code	Tech Code	Group Access/ Levels	Date Updated	Performed by
Live Area					
Test Area					

LIS Manager or Designate Signature: \_\_\_\_\_ Date: \_\_\_\_\_