www.wslhpt.org

2601 Agriculture Drive • Madison, WI 53718 • (800) 462-5261

WSLH Proficiency Testing General Instructions

Inspect Shipment Package

- Immediately upon receipt, verify that package contents match what is listed on the shipment cover sheet.
- Contact WLSH PT with any discrepancies, broken or missing samples.
- Request replacement samples as soon as possible as supplies may be limited. Mishandled samples may be replaced for a fee.
- Call (800) 462-5261 x0 or click on the **Contact Us** tab when logged into PT Central (data entry website).

Sample Handling, Storage, and Testing Instructions

- Immediately after inspection, store samples as directed on the shipment cover sheet and Supplemental Instructions.
- Review information on the shipping cover sheet, General Instructions, and Supplemental Instructions before testing. Electronic Supplemental Instructions, images, and worksheets can be found in PT Central by clicking the module number/name on the Home screen.
- Test samples using routine methods, test procedures, and personnel. Do not refer proficiency testing samples.

PT Central Login

- Your facility Login and Password along with the web address for PT Central (www.pt-central.com/wslhpt) are located on the shipment coversheet.
- PT Central can also be accessed on our business website (www.wslhpt.org); click Clinical or Environmental Login.

Review Setup

- Confirm your online setup for instrument (name/manufacturer), analyte, method, reagent, and reporting units are correct before entering any results.
- All setup change requests are made by clicking **Contact Us.** This includes changes to existing setup, providing information for **Setup Needed**, or dropping an analyte/module that is no longer performed.
- Wait for an email confirmation from WSLH PT that your setup has been updated before entering results.
- Please make setup change requests prior to noon Central Time (CT) of the due date. This allows time to process your request. Drop requests must be made by midnight of the due date.
- For change requests after business hours of the due date, please follow the steps under the "**If Submitting Results after 4:30 PM (CT) of the Due Date**" section.

Enter Results

- Video Tutorials are available for detailed data entry instruction on our business website Resources page and the Help and Resources tab in PT Central.
- Click the **ENTER RESULTS** button to the right of the module name to access the result entry screen. Some modules may first be directed to the Edit Instrument Setup screen.
- Enter a result or exception code for each sample/analyte by midnight (CT) of the due date. Samples left blank receive a 0% score.
- Qualitative Result Entry
  - Choose a result from the drop-down menu.
  - Some samples require choosing a response in a second drop-down menu. For example: If the first drop-down menu selection is "Erythrocytic Cells," a second drop-down menu will then appear displaying the different types of erythrocytic cells from which to choose.
- Quantitative Result Entry
  - Enter the numeric result in the appropriate box. Do not enter any non-numeric characters in the box. The expected units are listed by the analyte name.

  - If a value exceeds the reportable range of the instrument, select the greater than (>) or less than (<) sign from the drop-down menu above the result field. A numeric value must accompany a greater than or less than sign. Incorrect usage of greater than (>) or less than (<) signs may fail.
- Exception Code
  - Apply the Exception Code ***"Unable to report – submit reason in Comment field"*** if a result cannot be reported for any reason. A reason must be entered in the comment field to justify use of the exception in lieu of a result and as documentation for future inspections.
  - Global Exception Code - located above the analytes and sample numbers on the data entry screen. This will apply the exception code to all analytes/samples listed on the screen.
    - Click the blue arrow next to the red box to choose the exception. The exception code number will appear in the red box. Click **APPLY**.
  - Individual sample/analyte Exception - located next to the affected result field. This will apply the exception code to an individual sample/analyte.
    - Click the yellow **E** associated with that result field.
    - Click the blue arrow next to the red box to choose the exception. The exception code number will appear in the red box.
  - Be sure to **SAVE** after applying either a Global or Individual Exception Code.
  - **Do not** use the exception code to drop an analyte/module, click **Contact Us** to request the drop by the due date.
- Comments
  - Click the yellow **C** next to the result field to enter a comment in the text box. Examples include: Reason for exception code use (i.e. instrument out of order, etc.), analyte/sample information, lot number, or analyst initials. Comments will display on the Data Submission Report. **Do not** enter results or request a drop in the comment box.
  - Any general questions may be submitted using the **Contact Us** tab.

Submit Results and Build Data Submission Report

- Submitting results online in PT Central is required. Faxed, emailed, or mailed results will be accepted if there are extenuating circumstances that prevent an online submission. The most recent time and date-stamped submission will be accepted as the final result submission.
- **SAVE** results before leaving each result entry screen. Saving will submit your results to WSLH PT.
- You may edit and re-submit results as needed. To return to the result entry screen, go to the Home screen and click SAVED (where it previously listed ENTER RESULTS).
- **All results must be submitted by midnight (CT) of the due date.** Results will not be accepted after the due date.
- Review your Data Submission Report once all results for the Event are entered.
  - From the Home screen, click the **VIEW** link under "View Submitted Data" for the applicable event (located under your facility information).
  - Review for any errors or missing data. Blank results display as dashes on this report.
  - Make changes/additions if needed, **SAVE** results, and **VIEW** your report.
  - Keep a copy of your Data Submission Report for your records. Attestation signatures may also be kept with PT records.

If Submitting Results after 4:30 PM (CT) of the Due Date

- If you need to request updates to your setup after business hours of the due date, please submit your results based on the below options. Setup includes instrument name/manufacturer, analyte, method, reagent, and reporting units.
  - If your setup listed for the module is not correct: Enter results under the current setup and include exact updates needed in the comment box. Alternatively, all information can be sent via **Contact Us**.
  - If the instrument is listed as **Setup Needed** send us results via the **Contact Us** tab or email ptservice@slh.wisc.edu as you will not be able to enter online. Be sure to include complete setup information.
- If you are having technical difficulties with online result entry: Email results to ptservice@slh.wisc.edu or fax (608-265-1111).
- All correspondence and results must be received by WSLH PT by midnight (CT) of the due date.