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| **Standard Work:**  | **Record PPD Administration** |
| **Who: Clinician** | Date Created: 9/14/2018 |
| Owner: Infection Prevention | Revision Date:2/13/2024 |

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| **#** | **Actions / Steps** | **Key Points** | **Reasons** |
|  | Log in to K-Health |  |  |
|  | Navigate to the Personnel Summary Page |  |  |
|  | Navigate to the Employee’s Personnel Details Page | **Search by name using the Keyword Search box** |  |
|  | On the Start Here section, select **>Tuberculosis** from the dropdown |  |  |
|  | Under the dropdown, Select  |  |  |
|  | In the “Record Status” field, select >Administer  |  |  |
|  | In the “Status Details” Field, select which testing type you are doing. | Ex- 1st step or 2nd stepOther PPD etc.. |  |
|  | Complete all fields accordingly | All fields with an asterisk are required |  |
|  | Select **<Save>** at the bottom of the page | For errors- contact your Manager |  |

References: (refers to the policy, procedure, form)