

# Beaumont

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Applicability Dearborn, Taylor,  
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## Notification Procedure for Instrument Downtime

Document Type: Procedure

### I. PURPOSE AND OBJECTIVE:

This procedure describes the notification actions to take when the laboratory is having prolonged instrument problems that may significantly impact turn-around time and patient care.

### II. PROCEDURE:

The laboratory has defined turnaround times (i.e. the interval between specimen receipt by laboratory personnel and results reporting). These may be found on the Beaumont intranet under the [Lab Test Directory \(LTD\)](#).

- A. Communication must be initiated to affected users. Notify the following:
  1. Administrator on Call: via Mobile Heartbeat.
  2. Emergency Center (EC) Charge Nurse: call EC desk or via Mobile Heartbeat
  3. Nursing Supervisor House: Via Mobile Heartbeat.
- B. Explain the reason for the delayed lab testing and inform them they will be contacted when the instrument is operational.
- C. When instrument is operational, notify the above users.
- D. Follow department communication as outlined in the [Laboratory Communication](#) procedure.

## Approval Signatures

Step Description	Approver	Date
Medical Directors	Jeremy Powers: Chief, Pathology	10/11/2023
Medical Directors	Muhammad Arshad: Chief, Pathology	10/11/2023
Policy and Forms Steering Committee Approval (if needed)	Kimberly Cole: Spec, Operations	9/26/2023
Site Laboratory Leaders	Kimberly Geck: Dir, Lab Operations B	9/13/2023
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## Applicability

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