

**LAB Dept MEETING – Huddles**  
**Don't forget to acknowledge the sign in sheet**

**Date of Meeting:** August 24, 2021

**Attendees:** Rizza Alcorido, Dennis Burguillos, Priscila Dar, Mark Gomez, Marietes Gonzalez, Lawanda Johnson, Charisse Manalili, Sumera Nazir, Myrna Ocab, Teresita Strickland, Patricia Stubblefield, Quang Trinh, Patricia Chea, Marissa Calilung, Maria West, Theda Bryant



Topic	Details	
KUDOS		
SAFETY TIP		Informational
Fire Drills	<p>1. Fire Extinguisher- during fire drills</p> <ul style="list-style-type: none"> <li>✚ Will be assigned to Phleb SPA and CLS Chem- bring the fire extinguisher to the Fire Drill locations</li> <li>Fire extinguishers are located – one by door close to admin desks, other one by eyewash at the back, front of chem analyzer, DXC#1 (new location)</li> <li>✚ We encourage all new employees or those that have not experience to join the fire drill.</li> </ul>	ALL STAFF
Low Molecular Weight Heparin- Live in MVMC	<p>Reminder that LMWH is performed in MVMC</p> <p><b>Due to low volume test- CLS to perform QC for every 8 hours of patient testing.</b></p>	ALL Staff

Test Information	
Alternative Names:	<ul style="list-style-type: none"> <li>•Anti-Xa [LMWH] 12 hour</li> <li>•Low Molecular Weight Heparin</li> <li>•ANTI XA (HEPARIN LMWT) 12H</li> </ul>
KRMS Procedure Code:	8552004
Health Connect Order Code:	LOW MOLECULAR WEIGHT HEPARIN, 12 HR, ANTI FACTOR XA [85520
CPT Code:	85520
Methodology:	Chromogenic substrate assay
Performed At:	Medical Center Laboratories or Regional Reference Laboratories, N Hollywood
Department:	Special Coagulation
Testing Schedule:	<ul style="list-style-type: none"> <li>• Medical Center Laboratory: Daily</li> <li>• Regional Reference Laboratories: Daily [same day testing if sample arrives by 3:00 P.M.]</li> </ul>
Turn Around Time:	Medical Center: Same Day Regional Reference Laboratories: 2 days
Formulary Status:	*Formulary
Comments:	<p>In general, LMWT requires no monitoring. Monitoring can be helpful for patients in whom pharmacokinetics may deviate substantially from norm (e.g. patients with renal impairment, morbid obesity, pregnancy).</p> <p>The standard dosing of LMWT occurs in 12 hour intervals, while 24 hour dosing is rarely employed. Therefore, ANTI XA (HEPARIN, LMWT) 24 hour should rarely be ordered.</p>

Digoxin reagent	<p>Beckman's still having supply issue on Digoxin reagent. This shipping hold is not related to the performance of the assay but rather tied to a raw material component and the latex used in the assay.</p> <p>Currently, we only have 1 box left. When we open this last box, please load only on one analyzer. We will only use 1 analyzer to run Digoxin in order to conserve. Run QC only as needed. Always check QC first and make sure it's acceptable before running patients.</p>	CLS
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# RCommunications

*Regionwide news and information*


KAISER PERMANENTE® | Southern California

**A message from Frank Hurtarte, senior vice president, Kaiser Permanente Southern California, Health Plan and Hospitals, and Sylvia Everroad, RN, chief operating officer, Southern California Permanente Medical Group:**

During the week of August 2, we announced that Kaiser Permanente has set a target date of September 30 for all employees and physicians to be fully vaccinated for COVID-19 or qualify for a medical or religious exemption. COVID-19 cases are on the rise and we know that vaccination is the maximum protection we can provide to our workforce, patients, members, and communities, and is the most powerful tool we have to stop this pandemic.

Throughout the past few weeks, all employees were asked to **verify their vaccination status or request an exemption on [HRconnect](#)**. On Tuesday, August 24, the state of California's mandatory testing requirement will go into effect for all Health Care Workers who have not submitted proof of full vaccination. Employees who have not submitted this proof will be required to follow workplace safety rules applicable to unvaccinated individuals, including routine proof of negative COVID-19 test results based on state requirements.

For employees who **have** provided proof of vaccination on HRconnect, badge stickers will be distributed beginning Monday, August 30.

**Testing process for unvaccinated individuals beginning Tuesday, August 24:**

COVID-19 testing is now available to all KP health care workers who are required to perform surveillance testing for COVID-19. **Please view the attached one-page flyer for a full explanation and step-by-step guide of the COVID-19 testing process for unvaccinated KP health care works or those who have not verified their status on HRconnect.** Again, this surveillance testing process is effective August 24. Please remember that if you need to be tested, the **e-visit order option is the most convenient way to initiate the testing process.**

**Note: Employees with a recent COVID infection are exempt from testing for 90 days following the initial COVID-19 laboratory diagnosis.**

**Important information for fully vaccinated employees:** If you are fully vaccinated and have concluded the 2-week immunity period following the completion of your vaccine regimen by August 23, but have not verified your vaccination status on HRconnect, please bring your vaccination card with you when you come to work. You will be directed to a computer to upload an image of your card.

**If I am unvaccinated, how often will I need to test?**

TESTING STANDARDS FOR UNVACCINATED KP STAFF  
August 23, 2021 through September 30, 2021

WORKFORCE	CATEGORY	CALIFORNIA MARKETS <sup>1</sup>			MARKETS OUTSIDE OF CALIFORNIA
		ACUTE SETTING <sup>2</sup>	OTHER HEALTHCARE SETTING	NON-HEALTHCARE SETTING	
KFH/P PMG	FULL TIME	2X week	1X week	NA	Testing requirement based on either 1) state / local health order, or 2) absent that, then on KP policy.
	PART TIME				
	ON-CALL	Tested each shift but no less than 2x week	Tested each shift but no less than 1x week		
	REMOTE	Must show negative COVID test less than 48 hours old on their first day at worksite			
VOLUNTEERS/ STUDENTS	ALL	Same frequency as other workforce based on scheduled hours of work		NA	
MD	ALL	Same frequency as other workforce based on scheduled hours of work		NA	
CONTINGENT (TEMP STAFF)	ALL	Same frequency as other workforce based on scheduled hours of work		NA	
VENDORS	ALL	2X week	1X week	NA	

1) Start date for CA testing is August 24.  
2) DEFINITION OF ACUTE vs OTHER: Using the CA Order definition, covered facilities are: General Acute Care Hospitals, SNFs, ICFs, Acute Psych Hospitals, Adult Day Care Centers, PACE, ASCs, Chemical Dependency Hospitals, Clinics and Doctors Offices, Congregate Living Health Facilities, Dialysis Centers, Hospice Facilities, Ped Day Care, Residential Substance Use Treatment. For KP, home health staff who provide treatment in a member's home will be considered working in an Acute Care setting.

**Verify your vaccination status until September 30:**

From now until September 30, employees who are unvaccinated or who have not received a qualifying exemption will have a window of opportunity to be fully vaccinated. During this time, all remaining requests for exemptions will be evaluated.

Beginning October 1, through November 30, employees who are not fully vaccinated or who have not obtained an approved qualifying exemption will be placed on unpaid administrative leave up to a maximum of 60 days to provide proof of full vaccination or obtain an approved exemption. **IMPORTANT: Any employees who are not fully vaccinated or who do not have an**

**approved exemption on December 1 will no longer be eligible to continue employment and will be terminated.**

**Please view the attached FAQ for answers to Frequently Asked Questions about the testing process.**

If you have not yet received your COVID-19 vaccine and would like to schedule an appointment, visit [kp.org/covidvaccine](http://kp.org/covidvaccine).

We thank you for your continued dedication and commitment to complying with the state mandate and KP policy.

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**August 23, 2021 through September 30, 2021**

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- Yellow armband for visitors with negative covid test



	<ul style="list-style-type: none"> <li>• HCW Saliva starter kit- available at MOB 1 and 2</li> <li>• Drop box for the saliva test- located at MOB 1, 2, and Lab <ul style="list-style-type: none"> <li>✚ Note: send the saliva kit to regional lab on the next available courier- pack in purple tote with pctrac (no need to accession or track specimens)</li> </ul> </li> </ul>	
Manual Time Log	<ul style="list-style-type: none"> <li>• Use of Manual time log should be rare. Only if system is not working</li> <li>• For any Manual time log (correction from past pay period)- please submit to a manager directly to we can correct and pay will be available on the next paycheck.</li> <li>• If urgent and it cannot wait- please advise the manager when submitting your form.</li> </ul>	
Modified Q-score	<ul style="list-style-type: none"> <li>✚ Follow Modified Q-Score policy <ul style="list-style-type: none"> <li>❖ Phleb to log in specimen then give to CLS</li> <li>❖ CLS to make determination if it needs to be plated</li> </ul> </li> <li>✚ If Physician ordered Respiratory culture and Modified Q-Score <ul style="list-style-type: none"> <li>❖ Mod Q-Score CAN be cancelled and Regional Lab will perform Gram Stain. <ul style="list-style-type: none"> <li>- Phleb to log in specimen and give to CLS to make that determination.</li> </ul> </li> </ul> </li> </ul>	
New Specimen Labeling Form	<p style="text-align: center;"><b>Process</b></p> <ul style="list-style-type: none"> <li>• Refer to policy “Irreplaceable Specimens” for full information. Available in <a href="#">LabNet</a> and <a href="#">MasterControl</a></li> <li>• Use the form “Specimen Labeling/Re-labeling Waiver”</li> <li>• Have nurse or physician complete the top portion and re-label the specimen.</li> <li>• Lab to complete the bottom part with Lab Manager approval before proceeding.</li> </ul> <p style="text-align: center;">8/20/21 Lab Management  </p>	

**SPECIMEN LABELING/RE-LABELING WAIVER**



Choose an item.

AFFIX PATIENT LABEL OR WRITE PATIENT INFORMATION =  
(PATIENT NAME/MEDICAL RECORD NO. AND/OR DOB)

**TO BE COMPLETED BY PROVIDER/DESIGNEE**

I, (print name) \_\_\_\_\_ certify that the urgency of the patient's medical condition is sufficiently grave as to warrant labeling/re-labeling of the unlabeled/mislabeled or mismatched specimen that was collected and submitted to the laboratory.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**RETURN A SIGNED COPY TO THE LABORATORY AS SOON AS POSSIBLE  
MUST BE SIGNED BY PROVIDER OR DESIGNEE**  
*IF A SIGNED COPY IS NOT OBTAINED IN A TIMELY MANNER, SPECIMEN WILL NOT BE  
PROCESSED AND MAY LEAD TO DELAY IN TESTING AND/OR CANCELLATION.*

**\*\*\*IMPORTANT NOTES (REGION WIDE POLICY)\*\*\***

Specimen labeling Policy: ALL SPECIMENS MUST BE LABELED AT THE TIME OF SPECIMEN COLLECTION IN THE PRESENCE OF THE PATIENT. ALL UNLABELLED OR MISLABELED SPECIMEN (wrong patient identification) MUST BE RECOLLECTED UNLESS THE SPECIMEN IS DEEMED IRREPLACEABLE/UN-RECOLLECTABLE.

Reason this specimen that cannot be replaced/recollected (check one below):

- The specimen was obtained by an invasive procedure.  
(Examples include spinal fluid, body fluids, crystals, biopsies or other pathology specimens)
- A medication has been administered or a medical treatment has been performed that affects the laboratory result. (Examples include: Culture [including blood culture] when an antibiotic has been given after the specimen was obtained OR Drug level when the drug has been administered after the specimen was obtained.)
- Other \_\_\_\_\_

**TO BE COMPLETED BY LABORATORY STAFF**

Specimen Source	Test(s) Ordered	Accession #	Collection Date/Time	Error description

**Laboratory Approval Signatures/Date & Time**

Manager/Designee	
Quality Manager/Designee	
CLIA Director/Designee	

UOR submitted on

Tracking Number: \_\_\_\_\_





## EasyNet Replacement

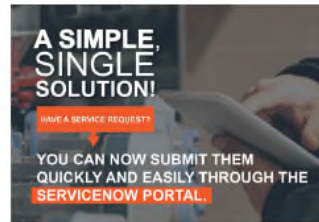


Nuvolo Postcard.pdf



ServiceNow  
Transition Handout\_F:

## Facility Operations Service Requests Now Moving to ServiceNow



### WHAT IS HAPPENING?

ServiceNow is the new tool for facility operations requests. You will be able to submit tickets, access the status of your tickets, and amend comments through ServiceNow.

### WHERE IS THE SERVICENOW REQUEST LINK?

To submit a facility operations service request click here:  
[https://kp.servicenow.com/sp?id=sc\\_cat\\_item&sys\\_id=6f1b7c97db3933007e4f62eb8a961995](https://kp.servicenow.com/sp?id=sc_cat_item&sys_id=6f1b7c97db3933007e4f62eb8a961995)

### HOW CAN I LEARN MORE?

To learn more about how to submit a service request through ServiceNow, visit the training support page here: <https://sp-cloud.kp.org/sites/EdgeCybersecurityProgram/SitePages/ServiceNow-Transition-Support.aspx>

### WHO CAN I CONTACT WITH QUESTIONS?

You can contact your facility operations service support team with questions or to learn more.



**A SIMPLE,  
SINGLE  
SOLUTION!**


**HAVE A SERVICE REQUEST?**

**YOU CAN NOW SUBMIT THEM  
QUICKLY AND EASILY THROUGH THE  
SERVICENOW PORTAL.**

FOR CLINICAL TECHNOLOGY REQUESTS

FOR FACILITY AND SECURITY REQUESTS

	•	
SDS online	<ul style="list-style-type: none"> <li>MVMC Lab SDS is online now. Please check email on how to access. The most updated versions of all SDS are online now.</li> </ul>	ALL STAFF

UBT	<p>Specimen filing using accession number will start August 1. Please reach out to your UBT reps for questions.</p> <p>Goal- to make work efficient for add on tests</p>	<p>ALL Staff</p> <p>Delicious Fruit and Vegetable Potluck- love the salsa!!!</p> 

This concludes the Minutes of the \_August 24, 2021\_\_ Lab Staff Meeting.

Prepared by: Patricia Chea, Lottie West, Marissa Calilung Date: 9/2/2021