
	Limited Access to Clinical Laboratory Areas	Document Control Number:	
		Effective Date:	NEW
		Revised Date:	
CLIA Laboratory Director Signature: 		Contact:	Laboratory Compliance, QA, & Safety
Name and Title:		Date Approved:	2/5/19

1) **General Policy Statement:** It is the policy of Wake Forest Baptist Health, Department of Pathology Laboratories, to limit the access of non-laboratory personnel and unaccompanied visitors into clinical laboratory areas. This is achieved by the use of employee badge access doors, numeric keypad locks, and traditional key lock doors in addition to heightened awareness of lab employees to the attention of individuals who don't belong in certain areas.

- a) **Scope:** Restricting access to only allow laboratory personnel into clinical areas serves to:
- Protect patient confidentiality
 - Allow for increased personnel safety
 - Prevent non-laboratory personnel and/or visitors from specific causative hazards located within the testing areas.

b) **Responsible Department/Party/Parties:**

- i. Policy Owner: Department of Pathology Laboratory Compliance, QA, & Safety
- ii. Procedure: Department of Pathology
- iii. Supervision: The CLIA Laboratory Director, Laboratory Administration, Department Chair, Section Medical Directors, Section Managers and Laboratory Compliance
- iv. Implementation: The CLIA Laboratory Director, Laboratory Administration, Department Chair, Section Medical Directors, Section Managers, Laboratory Compliance and all Faculty and Staff of the Pathology Laboratories

2) **Definitions:** None

3) **Policy Guidelines:**

All Department of Pathology faculty and staff have adequate access to their respective areas at all times. It is important to note that on occasion it may be necessary for non-laboratory individuals to gain access into laboratory areas (i.e. laboratory equipment technical support representatives, laboratory inspection teams, sales representatives, visitors and for decedent affair activities within the Autopsy Department). Most of these needs are scheduled events that require the direct notification of someone within the laboratory upon their arrival in order to gain entrance into a laboratory area. Non-laboratory individuals visiting the lab must be escorted or accompanied by a member of the laboratory staff at all times.

Guidelines for Second Floor Gray-Autopsy and Decedent Affairs Activities

- Access to the Second Floor Gray Building is Strictly Prohibited to those who are not employees of the Medical Center or other authorized individuals. Access to the building is by badge only. Visitors and/or family members requesting directions or access to the morgue should not be allowed entrance to the building or the morgue unless accompanied by authorized Medical Center staff.

- Individuals other than laboratory staff allowed in the Second Floor Morgue/Autopsy area of the Gray Building include:
 - Law enforcement personnel
 - Funeral home personnel
 - Hospital staff transporting deceased patients to the area (handled through specific sections procedures)
 - Environmental Services

- The restricted access and integrity of the autopsy facility is insured in the following ways:
 1. Badge access to the autopsy suite is restricted to those personnel who have reason to enter this area.
 2. Motion-activated cameras are installed in each main room of the autopsy suite to provide surveillance for the entry way, cooler space, and each bay area; video from this surveillance is kept for 45 days.
 3. The autopsy suite is located on a hallway that has video surveillance.
 4. A concealed “panic button” that alerts the hospital security representative’s desk is inside the morgue.
 5. The autopsy service at WFBMC does not allow viewing of the decedents by individuals; interested parties are encouraged to make arrangements with the selected funeral homes for viewing at their facilities.

4) Review/Revision/Implementation:

- a) Review Cycle: All procedures must be reviewed at least every 2 years.

- b) Office of Record: Department of Pathology, Laboratory Compliance Office

11) Related Policies: None

12) References: GEN.32180

13) Attachments: None

14) Revision Dates:

Review Date	Revision(s)	Signature