

	DOCUMENT TYPE: <input checked="" type="checkbox"/> Procedure	ORIGIN DATE IN TITLE 21 04/01/2003
CLIA Lab Director: Dr. Gregory Pomper	LAB DEPARTMENT: Central Processing Lab	CONTACT: Central Processing Lab

APPLICABLE LABORATORY(S):

- North Carolina Baptist Hospital (NCBH)
- Lexington Medical Center (LMC)
- Davie Medical Center (DMC)
- Wilkes Medical Center (WMC)
- High Point Medical Center (HPMC)
- Westchester
- Clemmons

PROCEDURE STATEMENT

Central Processing provides specimen courier service to clinics and other approved sites on a scheduled basis. The courier is not available to provide STAT services to any area on campus.

SCOPE

- i. Procedure Owner/Implementer: Central Processing Lab
- ii. Procedure Prepared by: Central Processing Management
- iii. Who Performs Procedure: Courier

DEFINITIONS

- A. Procedure: A process or method for accomplishing a specific task or objective.
- B. WFBH Lab System: Wake Forest Baptist Lab System is a health system that includes Wake Forest Baptist Medical Center and all affiliated organizations including Wake Forest University Health Sciences (WFUHS), North Carolina Baptist Hospital (NCBH), Lexington Medical Center (LMC), Davie Medical Center (DMC), Wilkes Medical Center (WMC), High Point Medical Center (HPMC), Lab at Westchester and Lab at Clemmons.

POLICY GUIDELINES

A. Procedure

1. Courier service is provided on scheduled rounds to clinics and other areas on campus.
2. This service provides the pickup of specimens from clinics and the delivery of specimens to several lab sections on campus.
3. Courier rounds are an ever evolving schedule and change frequently.

4. Clinics are notified by courier when pick up times will be different than they would normally expect.
5. Routes are maintained by Central Processing staff in the absence of the courier if staffing levels permit.

REFERENCES

None

RELATED PROCEDURES/POLICIES

None

ATTACHMENTS/LINKED DOCUMENTS

None

REVISION DATES: REVIEW CHANGE SUMMARY AS REPRESENTED IN TITLE 21.