**BOAC CHEAT SHEET**

BOAC/ExpressMed hours of operation are **10AM to 8PM Monday – Friday and 9AM to 5PM Saturday – Sunday.**  When they have a specimen for us to pickup they will call us at 8031 and request a specimen pickup.  We will then call VJs Courier.  A log will be kept in CS and in SPA for these calls.  CS will place these calls during their scheduled hours and SPA will place these calls when CS is closed.

**Call Binder**

There is a call binder located in the SPA area next to the clear bucket for specimens awaiting registration (directly above grey Pathology bucket) for after hours that CS is closed. Please fill out the log and place call to VJ’s courier for pickup when client calls for a STAT pickup.

**Registration**

When a specimen arrives via VJ’s courier it will need to be triaged for correct information and appropriate specimen as per SPA policy 402 then paperwork shipped across street or to ER for registration depending on time of day. Specimen(s) should be sent to tech to run offline while awaiting SMS registration.

**The Laboratory requires 2 unique patient identifiers for the processing of samples for testing. The**

**patient full name and the medical record number or date of birth is used by the CMC laboratory.**

Requesting providers for this new client will be:

**BOAC** Ward Code

**Marianne McCall MD**                O1710 (O not zero)   provider

**Ron Lamontagne** **ARNP**           27209 provider

**Dennis Lacroix , PA** M0069 provider

**VJ’s Courier Number is 603-641-6513**