



STANTON TERRITORIAL HEALTH AUTHORITY

Yellowknife, Northwest Territories

TITLE: Buffalo Waybill Ordering	Revision Date: 17-July-2016	Issue Date: 17-July-2014
Document Number: SCM90400	Status: Approved	
Distribution: Specimen Control Manual	Page: 1 of 2	
Approved by: C. Case, Manager of Diagnostic Services	Signed by: <i>Cheryl Case</i>	

PURPOSE:

The purpose of this procedure is to allow the reader to reorder Buffalo Waybills for send outs to DynaLife. This will allow for a reduction in time spent by staff and in transcription errors.

SUPPLIES:

- Pre-Printed or Advance Purchase Waybill Order Form
- Fax Machine

PROCEDURE INSTRUCTIONS:

Step	Action
Ordering Buffalo Waybills	
1	Check your inventory of Buffalo Waybills. These are located on the shelf above the front centrifuge. Once your inventory reaches approximately 50, you need to place a Buffalo Waybill Order.
2	Print off a copy of the attached Pre-Printed or Advance Purchase Waybill Order Form. (SCM90410)
3	Fax the Order Form to (780) 451-2570. The phone number is (780) 455-1677. If required, the address is as follows: <ul style="list-style-type: none">• Buffalo Air Express• 11310 153 Street• Edmonton, AB• T5M 1X6
4	Log the order on the General Laboratory Order Log (SCM90000).

NOTE: This is a CONTROLLED document for internal use only. Any documents appearing in paper form are not controlled and should be checked against electronic version prior to use.

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5	The Waybills may take up to a month to arrive. If they do not arrive within a month please call Buffalo at the number provided above.
6	Once the Waybills arrive, place them in the Waybill box on the shelf above the front centrifuge.
7	Log the arrival on the General Laboratory Order LOG (SCM90000).

RELATED DOCUMENTS:

- SCM90410 Pre-printed or Advance Purchase Waybill Order Form
- SCM90000 General Laboratory Order Log

REVISION HISTORY:

REVISION	DATE	Description of Change	REQUESTED BY
1.0	30Jun13	Initial Release	B. Hussey
1.1	17Jul14	Reviewed – No Changes	C. Russell