1. Fax notifications from Communities must be removed from the whiteboard when box arrives so others are not searching for it.
2. Water Delivery
	1. April would like us to switch back to having automatic deliveries from Tundra Transfer to ensure we always have water on hand.
	2. Cost is approximately $11/bottle compared to $4/bottle from Co-op. April will collect funds from staff
	3. If interested in this please speak to her
3. B-HCG & Troponins
	1. Always collect on Lithium Heparin (minty green) because our backup method (ISTAT) only uses this sample type.
	2. Amy asks for a memo to all other sites that may collect these (ER, ICU, etc) because we are getting some in SST
4. Cancelling Blood Products
	1. A recent incident occurred where a tech was incorrectly told he could cancel a patient’s blood product order. This led to a problem when there was no proof the conversation occurred.
	2. When cancelling an order, by request, ensure you add an Order Entry Order Comment indicating who provided you the authority to cancel it.
5. Medipatient Errors
	1. When entering patients that are from non-Stanton sites (YPCC, Medical Centre, Whati, etc) always use “referred” and the site name. Only use “regular” when the patient presents at Stanton Hospital or YPCC Lab.
	2. Jen will be working on updating the procedure
	3. For any outpatient specimen that we receive (YMCE, FRAM, SIM, etc) we need to create a new encounter. This will provide us a $155 facility fee; funding we are at times not receiving due to our registration errors. Only outpatients and specimens already accessioned by other hospitals are not included in this.
	4. All staff are reminded to be careful when creating a new client ID. Search by PHN, name and date of birth individually to ensure the patient is not already present in Medipatient. Duplicate client ID’s create significant problems.
	5. Jen and Mike will review the “Unknown Unknown” policy because of problems and inconsistent use occurs.
6. Microbiology Testing
	1. Currently micro will only process samples from Yellowknife. All other work is being sent to DynaLife
	2. One exception is when the specimen would outdate before arriving in Edmonton; check closely on weekends.
7. Urinalysis Maintenance change of procedure
	1. To ensure system available at night please do not shut down Clinitek at night.
	2. Maintenance can be performed as part of the 10-6 shift start-up in the morning.
8. MLA’s are reminded to complete their afternoon break prior to the 18:00 Core Tech leaving
9. Backup Cell Counter
	1. Core MLT’s decided to purchase a manual cell counter instead of an electronic counter.