1. BioSafety:
   * Congrats to our lab for passing the most recent BioSafety Audit’s Carolyn has begun
     1. The outstanding items will be deferred until the new building is completed
   * Jen will be assigning staff to perform the monthly audit with Carolyn so all staff are familiar with the requirements
2. IT Info Sessions:
   * There are drop-in sessions to speak about communication systems in the new building
   * Jen recommends we attend; if workload permits
3. Patients with Multiple Requisitions:
   * Due to medical-legal issues we must NEVER combine requisitions onto the same lab order
   * We are required to complete the work exactly as requested on the requisition. The only exceptions are where the lab has policies or if we clarify with the ordering physician
   * Medipatient entry:
     1. You may need multiple Medipatient encounters:
        1. One encounter for each clinic or community where requisition originated
           1. 1 for Frame Lake, 1 for Medical Centre, 1 for Range Lake Clinic
        2. Multiple requisitions from the same clinic or community can be under a single encounter
           1. 2 requisitions from Behchoko
        3. Jen will follow-up with Bente to ensure Registration generates the correct encounters
           1. If not done refer patient back to Registration for correction
        4. Vivian reminds Jen that the YPCC clerical need to be made aware
     2. Standing Orders & Faxed Requisitions:
        1. May be eliminated as of July 14th. Unsure of exact date. More to follow
        2. Patients will be required to obtain a requisition from their ordering practitioner and bring it to the lab for each visit.
     3. Multiple requests for the same Test:
        1. When the same test is ordered from multiple doctors:
           1. Request the test on one lab order only (typically the Most Responsible Practitioner such as specialists)
           2. REJ the test on subsequent orders and refer (REJ Comment) to the previous order
        2. Reports:
           1. All practitioners will have electronic access through the NWT HealthNet Viewer and some through WOLF
           2. If a practitioner requires a printed copy they can call us and we’ll fax a report
        3. This is the most fiscally responsible solution (no duplicate testing) and will reduce the workload
     4. Jen to work on a SOP
4. REJ Code Usage:
   * Currently this is the best method to notify doctors of cancelled tests because the LIS is not validated to report cancelled tests. LIS is working on correcting this
   * When cancelling several tests please add a list of all tests in the REJ comment section

MWA 9JUN2016