

Laboratory Staff Meeting Minutes

18 December 2019

11:15-11:45

Attendees: Jen, Pearl, Nicole, Adrienne, Amy, Kayla, Connie, Kim, Laura G. Laura S, Soloman, Erin, Holly

Recorder: Amy

1. CSMLS

- Its renewal time – please renew and submit receipts to Jen for reimbursement

2. Holiday Coverage

- Jen off for 1 week
- Cynthia covering for Manager
- Amy covering for Supervisor

3. Dynalife Reports

- Candy Grimm to be following up on the reports
- If cover page has Attn to Dr. Scott or Dr Cook – put in yellow tray next to the fax machine

4. Communication/Documentation

- Calls are being received and the caller is saying someone from the lab called them
- Please document under the internal note function in order entry if you call a patient or someone about a requisition/order for any follow up
- This records the workload as well and makes it easier for other people answering the phone to respond to the caller.

5. Confirmation testing

- Please remember to collect and receive any sendouts to prov lab for confirmation testing (positives heps etc)

6. Pico Syringes

- To collect gases in the PICO syringes you can just put them on the needle to collect the gas
- Kim can show the technique to others if needed.