

## Microbiology Meeting Minutes November 5, 2025 12:00 to 13:00

Attendee	Present?	Attendee	Present?
Laura S	✓	Chelsea	✓
Moses		Jen	✓
Laura G	✓	Katie	✓
Minutes recorder: Laura S			

1. How is everything going? Does anyone have anything they would like to discuss?
  - No one had anything to discuss but we did talk about Moses' retirement party and how it went well
2. Accreditation:
  - Won't be discussing anything new this week
  - Next week will discuss lab access
3. Reject code:
  - If receive a sample but not test is marked on the requisition and have tried to phone and can't get an answer, you can use the code REJ
  - It is a SoftLab code but will work for micro
  - You need to go to the Results Tab. In the first line type unknown. It is asking what test is ordered
  - In the second line, select See below from the keypad and either type @TEST or use the canned message keypad to add the comment @TEST. This will give the reason it is rejected and give the ordering location a chance to call us and tell us what test they want
  - Put the sample in the Problem Bucket and put the date of discard on a post it on the bag. This way on Monday, we can through and clean these samples out
  - The test REJ will not automatically print a label so we cannot scan the requisition. If you type Control+T, it will print a label that you can put on the requisition and scan it into SoftMedia. We need to make sure we do this, so we document that there was a test missing from the requisition
4. Problem bucket:
  - Laura S has added cleaning out the Problem Bucket to the front bench duties for Monday's
5. HPV samples:
  - Put extra label on the front of the bag and that way it is easier to scan them
  - Laura S won't ask FS or IN to do this, but we can add it when we receive the samples

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6. Strep D reagent:
  - Have been having issues with the Strep D clumping before sample is added
  - It looked like false positive but still an issue
  - Laura S and Katie tried a newer reagent from a new lot number, and it didn't do that so it looks like if they sit around too long, they can cause issues
  - Since we don't use D very much, we will only keep 4 bottles in stock. Laura S changed the red bucket for these reagents.
  - If anyone has a better way to organize these, let Laura S know or feel free to change, just make sure to let everyone know
7. S. lug in urine:
  - Treat this like CNS
  - It has to be pure, and the patient has to be symptomatic
  - It can be considered a contaminant, so we need to treat it like all CNS
8. Blood bank printer:
  - If you need someone to send you a fax, give them the blood bank printer
  - If you need to print something you can use this printer
  - The main issue was Erin and the sometimes it is distracting for the person working in blood bank but now that things only print when we are there, it should be ok
  - If you are printing something big, make sure to ask the blood bank tech if it is ok in case, they need to use the printer
9. Organism alternate names:
  - If you get a message that the previous name was something, let Laura S know
  - She knows how to make sure these don't pop up
10. Reporting positive sterile fluids in blood culture bottles:
  - We will go over the SOP together with the laptop and the SOP
  - There were a few issues noticed that Laura S will fix
  - SOP will be available in printed formatted in the Microscopy Manual binder and also in the Microscopy Manual on the shared drive
11. Roundtable:
  - No one had anything