

Core Lab Meeting Minutes

Dec 3, 2025

Time 1400

Attendee	Present?	Attendee	Present?	Attendee	Present?
Lisa(Recorder)	✓	Amelia		Jolina	
Amy		Jobelle	✓	Bri	
Isaiah	✓	Hanna	✓	Brayden	
Bayo		Uswald	✓	Florence	✓

- **SAM Orders-** Please make sure when you place orders in SAM that you hit the green check mark to send it for approval. If this is not hit the orders will not come to me for approval, delaying shipment of product. Once orders are placed send Lisa a Teams message to let her know.
- **Leave Request Forms-** We have a new Leave Form to use. It looks the same as before except it is not a 3-page document. Once I sign the form, I will photocopy it and give you a copy. In the new year I may start scanning them into a file and then give you the original.
- **LIS-** Just a few things regarding LIS and codes
 - **REJ-** If you get a sample from ER and you need a recollection, due to hemolysis for example, you need to use the rejection code for this sample. Once you get a new sample you need to create a new order for that sample, you can't use the same order number for the new collection.
 - **TRY-** Veronica mentioned that someone had used the **TRY** orderable for a recollection that was done by ER. This code does not do anything when the collector is "XXX", it only gives us workload units when it is attached to a Lab ID.
- **Accreditation Topic-** Client Identification
- **Payroll-** Early cutoffs this year are Thursday Dec 11th for the Dec 19th pay and Dec 18th for the Jan 2nd pay.
- **Dexterra-** Dexterra will be doing some working the space above us. They started yesterday down towards DI, and Brandon will come see me when they start above us. He ways to make sure the noise or vibrations are not interfering with our work or analyzers. Work is set to be completed by Dec 15th. Please let me know if you notice anything between now and then.
- **CEO Coffee-** The CEO will be having her coffee break with us on Dec 10 @1330 in the Ambulatory conference room
- **Ft Smith Coolers-** The Ft Smith coolers will be coming at various times during the week, this new schedule started this week. M, W, F it leaves Ft Smith @ 1550, Tues @ 1240 and Thurs. @1825. Be mindful that this may cause you to have samples still on your pending lists, so check the time of collection as that would indicate if it made that day's box.
- **Fluids-** Staff were asked on the weekend to identify the mononuclear cells in a fluid. This is not part of our procedure, and we will not do this. We even called APL and they will not differentiate these cells.