

MLA Meeting Minutes

Date: Nov 5, 2025

Time 1000

Attendee	Present?	Attendee	Present?	Attendee	Present?
Wanda T	✓	Aldie S		Carolyn R	
Jaime K	✓	Janina B		Jocelyn M	
Coralee SS		Pearl M		Myles C	✓
Kaitlyn S		Vanessa J		Tina Q	✓
Abigail P		Marife N	✓		

Agenda:

- **Ex-staff accessing secure areas. YPCC or Lab.** No unauthorized staff should be accessioning the Laboratory areas to collect samples from registered out-patients. They should not be accessing computers or resources.
- **Labels on requisitions.** -Ensure they are for the client associated with req'n. Recently we had a case where a clients labels were added to another clint's requisition.
- **46465 messages for Appts-Lab specific:** Think about what we want this message to say and how to split the line to the other departments within lab.
- **Payroll Entry:** Laura has been doing payroll and sees improvement. Remember to enter your leave timely and not leave it until the last day for pay cutoff.
- **Hand Hygiene Audits:** We are required in specimen control to have a minimum of 10 per month. Core does min 10, Micro does min 10, and many times we do need meet our quota.
- **EMPI search:** In Medipatient, when creating cases for clients please use the EMPI search. This has the most up to date information. For referred in samples we use the info from the requisition.
- **Welcome back Marife!**
- **Welcome Tina**
- **Missed tests:** Please review the requisition when entering orders and MLA's review the requisition and labels to ensure all testing has been ordered.
- **December AL:** The schedule is almost complete so if you want AL for Dec 25 and/or 26 please submit asap.