

TRAINING UPDATE

Lab Location: GEC
Department: Core

Date Distributed: 4/9/2019
Due Date: 4/30/2019
Implementation: In use now

DESCRIPTION OF REVISION

Name of procedure:	
Runners Delivery Service Log for GEC	AG.F373.2
Chantilly Courier Log, GEC	AG.F441.1
Description of change(s):	
<p>Runners Log</p> <ul style="list-style-type: none">• Added scheduled delivery section with instructions & space to document notifying SGMC Processing when sending.• Updated logo. <p>Chantilly Courier Log</p> <p>This is a 'new' log with GEC pick up times (replacing the SGMC log that was previously being used)</p> <p>These revised FORMS are already implemented</p>	

Document your compliance with this training update by taking the quiz in the MTS system.

Runners Delivery Service Log for GEC
301-948-7500 Account 1419

Date: _____

Scheduled Pickups

Scheduled Pick-up Time	Actual Pick-up Time	Driver Initials	Tech Code	# Bags in Pickup	SG Processor notified *	Time Called
0600				() MICRO () OTHER _____		
1400				() MICRO () OTHER _____		
2300				() MICRO () OTHER _____		

Call SGMC Processing at 240-826-6085 to notify that samples have been sent, specify number of bags. Record Processor name and time called.

STAT Pickups

Time Called	Caller Tech Code	Test(s)	Accession #	Patient Name	Confirmation Number	Driver Initials	Pick up Time



**Germantown Emergency Center
Chantilly Courier Log Sheet**

Date: _____

Monday through Friday

Scheduled Pick-up Time	Actual Pick-up Time	Courier Initials	Tech Code	Batch Numbers	# Bags Pickup
0300					() REF () FZ () RMT () PUR
1530					() REF () FZ () RMT () PUR
1630					() REF () FZ () RMT () PUR
2330					() REF () FZ () RMT () PUR
STAT					() REF () FZ () RMT () PUR
STAT					() REF () FZ () RMT () PUR
STAT					() REF () FZ () RMT () PUR

Saturday & Sunday & Holidays

Scheduled Pick-up Time			Actual Pick-up Time	Courier Initials	Tech Code	Batch Numbers	# Bags Pickup
Sat	Sun	Hol					() REF () FZ () RMT () PUR
0830	0800	0030					() REF () FZ () RMT () PUR
1630	1300	1000					() REF () FZ () RMT () PUR
1900	1700	1400					() REF () FZ () RMT () PUR
2300	2130	1930					() REF () FZ () RMT () PUR
STAT	STAT	2130					() REF () FZ () RMT () PUR
STAT	STAT	STAT					() REF () FZ () RMT () PUR
STAT	STAT	STAT					() REF () FZ () RMT () PUR

ALL COURIERS MUST SIGN LOG SHEET, NO EXCEPTIONS