Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employee ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Office: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lab Training Checklist:

* I understand that date/time and initials are required on every lab test I perform per Joint Commission.
* When entering test complete time in Greenway, I will enter the time the test was complete (not the actual time I am putting the results into the chart)
* I will use military time when entering time in Greenway
* I will check my pending log daily. Any outstanding orders will be cancelled. I will document why I am cancelling orders (i.e. Patient left, unable to obtain specimen, etc.) I understand that my failure to cancel orders could result in the patient being charged for tests that were not performed. (This is also a criminal offense)
* Joint Commission requires: name, date of birth, reference ranges, date/time/initials of collection and completion, unit of measure, performing facility name and address/medical director/CLIA # on every lab result.