SMC Lab Meeting

11/5/13

Attendants: Donna, Tracy, MaryJane, Tina, Rich and Sarra

* Satellite samples: discussed bench separation of samples. The reason is to have consistency among phlebotomists in draw stations and the front end on Park st.
* All samples should be collected /received at the draw stations except at SMC draw station. Keep track of what draw stations do not receive the sample.
* QC by shift…**evening shift** just do evening shift unless you are slow and all your work is complete and you want to help the third shift. **Night shift do night shift QC, instrument maintenance, reconstitute day shift QC and run day shift QC.**
* Document critical calls with LIP, and using both the first and last name per policy.
* Document Maintenance!!!
* We will continue filling in Sharon’s shift the way we are currently handling it until further notice.
* We discussed saving extra racks for Chemistry. We are going to keep track of how many add ons we are unable to fulfill because the sample has been thrown out. We will then readdress the saving of racks.
* Comp Ops would like us to delete the loadlists for the Integras. Donna will follow up with verification of this.
* Discrepancy with D Dimer kits and Mono spots kits. Supplies, QC versus use.
* Questions about Epic and are we registering the patients correctly. Donna hasn’t gotten any complaints from billing but she will follow up.

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