# Hematology Lab Weekly Meeting

# Meeting Minutes

August 20, 2015

* HR is coming up with a new software program, HRConnect, on September 30th to help answer questions.
* As the questions become detailed, there will be a way to talk to a person. They are looking in centralizing various areas; i.e. Retirement will be handled in New Haven. HR will be onsite at each hospital to handle recruitment, employee relations, etc. This system already started in Bridgeport and Greenwich hospitals.
* Toner and cartridges – there is a new vendor taking care of the printers and replacement cartridges. The name is Auxilio. The ones for the instruments are not under the same contract and Pete is looking into who we should go through to take care of those cartridges.
* DPH window still open and they can still arrive any time after this week. There is a DPH group at the hospital now investigating some claims . Continuing looking at the logs and make sure they are accurately filled out, temperatures checked, centrifuge maintenance, etc.
* ICD 9 codes – these are diagnosis codes use for billing purposes. ICD 10 codes will be in use starting September 1, 2015.
* Sysmex –Training was done with supervisors and designated users for each shift this past week. GO LIVE with the Sysmex XN 9000 is anticipated to be September 30th. Try to get your online training done and make sure to print the certificates to give to Pat or Donna. After this week slowly, we are going to take small groups to show them how to run samples, manual mode, maintenance and how to do QC. On 9/30 we will start using XN 10 and the slide maker stainer( SP-10). The Cellavision will be implemented at a later date. There is still a lot to be done like writing procedures, getting correlations done, doing the 500 or so manual differentials etc. Everyone will be taking a part in doing the differentials This will be a totally new system for us. There will be many differences; maintenance, QC and taking off the racks from the instrument. They will not be taken off until the very end. The way it works is: the rack goes on the feeder, where it will be pushed through the bar code reader and then if it is QC, it will go from one XN to the next. If running bloods, the system will determine which XN it will go to. This will assure equal usage of each analyzer
* We have a new UB student and her name is Linda. She will be with us for several weeks. We will have another student coming next week, they will be here from Tuesday through Friday.
* Bone marrows – when we get the bone marrows delivered here we have to count every test we get. We need to check that everything is labeled properly. There is a form that needs to be completed with all the information from every test. Make sure that you write your name and what you are doing with it, also who is processing the sample so if we have any questions we know who to go to. You put the information based on the label. They will be faxing us Thursdays or Fridays the schedule for the following week. This book is going to be next to the copy machine. There are also a form to add on a bone marrow, be careful with that. There are many forms; one to log in the incoming bone marrows, another one to write the phone add on. When you go over for the bone marrows we only should be getting the samples.