# Hematology Lab Weekly Meeting

Meeting Minutes

 11/16/2017 @ 9.00 AM

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| Present: | **Patricia Gelineau, Donna, Beth D. and Natalie** |

**Just a reminder**

* Benefits sign up ends Nov 17th at 5 p.m.
* If you have not received your flu vaccine make sure to do so before December 1st
* Starting soon- There will be changes happening to the specimen receiving area. It will undergo some reconstruction and a new automated line will be installed. They will be rotating the hematology tracking bench 90° from its current position. While construction is going on we will still have access to the tube station and access to the hood. It is expected to take a year to complete.

**Donna**

* Sunday is EPIC Downtime. Beth J. will be working at 4 a.m. and Edona will be the third night shift tech.
* Immunology, Molecular, and Flow will be trained by Krystle to gain WAM access to retrieve the lavender tubes for their testing.

**Natalie**

* Reminders we are still collecting for adopt-a-family. The money needs to be collected soon so that we can start shopping for the families.

**Beth**

* Everyone has add-on access to all labs now. Please check your add-on lists frequently. If the add-on indicates an authorized test, click on it and the test will be named on the right side of the page. If you have any questions there's an example of one on communication book.