***Hematology Lab Meeting.***

**12/06/2018 @ 9:00 am**

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| *Present:* | ***Pat Gelineau*** |

Announcement:

PIP checks were received on Dec. 6, 2018.

Tomorrow Dec 7th is the last day to select your PTO cash in for 2019. Make sure you do it by 5 pm.

The hospital has decided to do epic upgrade every 6 months, starting next year, the first one will be in April and the next in October.

In January there'll be a WAM server upgrade which requires some Downtime.

We did a lot to improve patient safety and workflow for the Hematology lab for the year 2018. And we hope to keep going forward with more improvements in the coming year.

Frozen sample should be tracked in routine Coag area. Please print label and make card. When you track frozen sample and if you see it’s going to thaw, please put it in the freezer for few mins and process later. Just a reminder, take out plasma from the bag and put it in the rack in the freezer.

Just a reminder today is the holiday Christmas party, starting from 3:30 pm to 6:30 pm in the front of lab medicine administration office. And tomorrow, December, 7th is the last day to collect monies for adopted family.

Cai will be the new safety officer for 2019.