

Memo

To:

All Laboratory Staff

From:

Jennifer G. Daley Bernier, R.T. (CSMLS), Laboratory Supervisor

CC:

Nichole McDonald, R.N., Manager Outpatient Clinical Care

Date:

8/3/2012

Re:

Notifying DynaLIFE_{DX} of Shipments on Saturdays

Changes to Notifying DynaLIFE_{DX} on Saturdays

Due to a recent incident in which a box was not received by $DynaLIFE_{DX}$ in a timely manner on a weekend we have needed to make changes to how we notify $DynaLIFE_{DX}$ of shipments on Saturdays.

In addition to faxing the Shipment Notification form we must call DynaLIFE_{DX} Specimen Receiving to inform them of the incoming delivery. Call DynaLIFE_{DX} at **1-800-661-9876** and dial **extension 8120**. As we have already faxed the notification we just need to inform them that the fax has been sent with the appropriate shipping information.

Thank you very much for your assistance in this matter,

Jennifer G. Daley Bernier, R.T. (CSMLS)

Laboratory Supervisor