**Weekly Updates**

**February 14, 2013**

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| Test | Description of Change(s) | Affected Individuals |
| Chair in Drawing Room # 1 | This chair was not designed to be re-positioned frequently. Please take care to minimally readjust. | All Staff |
| Interpreters  | Family members **SHOULD NOT** be used for interpretive services. Please call an appropriate interpreter. | All Staff |
| Front Desk/ Sendouts/ Phleb Changes | 1. Front desk coordinator (FDC) greets patients, releases labs and checks in radiology appts. Generally, directs flow of traffic for lab & radiology.
2. Phleb for the day resides in draw room of choice.
3. FDC puts patient labels with both blood & urine orders in queue. Patient has blood drawn first & then phleb explains urine collection and labels cup. Patient is then sent to bathroom to collect urine. After urine cup is labeled, phleb passes urine labels back to sendouts where this tech will deliver to T1 bench.

--Post-it will describe if radiology testing is also needed or where the patient returns to when collection is complete.1. Patient with **only** urine has urine collection explained by FDC and given labeled cup.
2. Busy/Overflow:
3. If <2 patients waiting, then sendouts helps release orders.
4. If >2 patients waiting, then sendouts acts as back-up phleb.
5. If sendouts is drawing, the next person to release orders can be either T2 or T1 bench tech.
6. When sendouts is not drawing/acting as back-up phleb they will answer the lab phone.
7. Sendouts will also result any Point-of-care INR’s performed by phleb.
8. Add-ons will still be performed by sendouts.
 | All Staff |
| Creatinine Rgt on ACE Alera | Please ***calibrate*** the creatinine analyte every time you put a **NEW BOTTLE** of reagent on the instrument. | Bench Techs |
| PotLuck Feb 21st in Ultrasound | We are having a potluck to say farewell to Hilina, our student, on Thursday February 21 from 11:30 to 1pm in the ultrasound room. The sign-up sheet is on the back bulletin in the laboratory. ***P.S. It is Sue Johnson’s Birthday on 2/21/2013 also!!!*** |  |

**Procedure Additions, Updates and Changes:**

* **None**