

# Weekly Updates

June 27, 2014

Test	Description of Changes	Affected Individuals
<b>ACTH Processing</b>	Please follow the revised directions in the lab guide. [We will spin, aliquot and <i>refrigerate</i> .] The specimen should be received at HCMC within 4 hours. If this is not likely with the scheduled courier, <b><u>call for an extra courier pickup within the 4 hour window</u></b> . <a href="#">Here is a link</a> .	All Staff
<b>H Pylori Antigen, Feces</b>	The processing has changed – as described <a href="#">here</a> . (Just refrigerate, no longer needs to be frozen)	All Staff
<b>GDM Lab Protocol – Revision</b>	To prevent duplicate testing, please cross out the completed A1C test code on the tube labels. (updated version posted.)	All Staff
<b>Lab Guide Link</b>	See Denelle if you need help placing the new lab guide link on your computers.	All Staff
<b>Supplies</b>	Do not write received dates directly on ACE Alera supplies. Instead write the date on a post-it and attach that to the supplies. This will allow us to return any unused supplies once we switch instruments. – See posted signs.	All Staff
<b>3 Hour Tolerance Tests</b>	After meeting with the GDM committee, I was able to clarify the process for Saturdays. See the revised info sheet posted in Sendouts, near the front desk label printer and by the daily schedule. <a href="#">Or follow this link</a> .	All Staff

**Error Reporting**

Starting July 1<sup>st</sup> we will no longer be tallying errors using the Provider Error Log on paper. We will be documenting electronically using the form in Access. The procedure is located hanging on the office door. There is a job aid for each workstation that will be placed on Tuesday. If you need the icon added to your desktop, see Denelle or Sherry.

All Staff

**Procedure Additions, Updates and Changes:**