Weekly Updates

June 9, 2016

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| Test | Description of Changes | Affected Individuals |
| Water bottle refill station | The water fountain next to Dia’s office now has a water bottle refill station. Check it out! | All Staff |
| Phrazer | On Tuesday, we discovered that the Phrazers were not charging. This was due to the cords disconnecting from the plug. Take care when plugging in the Phrazers to confirm that the plugs are complete and the devices are charging. | All Staff |
| HIPPA and EPIC | Only open patient charts in EPIC when it is necessary for your work. | All Staff |
| Reference lab | We have updated the procedures for reference lab to include FF/JJ insurance.  Please see procedure Lab folder/reference lab/HCMC   * ConfidentialGuarantors005 * NPHReferenceLabHARSummary.004 | All Staff |
| Blue Interoffice Envelopes | **Changes to envelopes used to send documents:**   * NorthPoint Administration has acquired blue Inter-Departmental Office Mail envelopes (photo attached for reference) to be used when sending documents within the NorthPoint system.  The NorthPoint system includes the **clinic**, **NorthPoint Inc.,** the **Call Center** and our satellite NorthPoint sites (e.g., **Heritage Park, all school-based sites, etc**.). * The yellow envelopes should be used only for Inter-Departmental Office Mail sent to **ALL other Hennepin County locations**. | All Staff |
| CO2 Flexes on Dimension | Due to the increase in humidity, it is now time to remove the CO2 flexes at the end of the day and tape over the wells. Remove the flex, but do NOT confirm the remove. While it is off, place a piece of tape over the punctured wells. Then place back on the instrument.  ***Note: if you confirm the removal, then it will blow the well and waste reagent.*** | Bench Techs |
| Tosoh Wash | When switching to a new bottle of wash on the Tosoh, take the almost empty bottle and pour over the remaining wash into a new empty urine cup. Write the solution name on the cup and the open date and expiration date. Then discard that bottle and the previous urine cup of wash solution. This will ensure that there is always wash solution for manual work. | Bench Techs |
| Pullcords | The pullcords for emergency assistance from medical are now working in both draw rooms. | All Staff |

**Procedure Additions, Updates and Changes:**