**VERDE VALLEY MEDICAL CENTER INTEROFFICE MEMORANDUM**

**Subject:**  **Laboratory Assistant Mandatory Meeting 1/29/14**

**Attendees:** Karen McMullin, Danielley Lyons, Dorothy Danielson, Sherry Atha, Tina Allen, Vanessa Chirichella, Michelle Lyons, Vivien Ott, Jessica Salterberg, Linda Sibert

* We can no longer accept Verbal DX Codes, you have to get a new requisition faxed back to you with additional codes. You may fax the requisition you have over to the physicians office with a cover sheet so they can add it right to that requisition. An ABN still needs to be signed in case a new requisition is not obtained. Do NOT process the blood if the patient has refused testing if Medicare will not cover.
* **Coding:**

Magnesium is not flagging and it is a Medicare denial. Have to look up in coding book and not rely on System. Call physician’s office to get codes if needed.

FHP/Drop Offs: When no or wrong code – Call physician’s office to see if you can get a passing code. If you can’t get a passing code process it and make copy of req, circle (highlight) what was wrong, put it in an interoffice envelope and send up to Danielle. If it is after hours still process it and send up to Danielle.

* Blood Bank: If crossing out anything, initial it and put a single line/stripe through it. Double ID for blood bank has to be on tube, band and card.
* Diagnosis must be put on Cytologies. Karen McMullin has put in ticket to have diagnosis come out on labels. Make sure specimen type is on all containers for Cytology.
* Fainting patients: Phelbs have permission to pull alarm for code blue if alone and someone is or has fainted. This is so Phleb can help with the patient not falling or bumping their heads. If a patient falls in your care you need to complete an RDE.
* CRC needs to be more prompt and supportive in getting swabs for children under 3 years of age, Karen will talk with the person in charge and work out a smooth process for this.
* Fluid flow sheets are to be kept 2 years.
* CCU & Line Draws: CCU needs to send a list in advance of line draws. Karen McMullin to speak with them.