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***Procedure***

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| **Personal Visitor Policy – Laboratory Department** | | | | Page 1 of 2 |
| **Doc#:** | **Section:** | | **Effective Date:** 6/25/2015 | |
| **Owner Title / Approval:** | | **Michelle R. Lee 6/25/15 Signature on file in lab.**    Michelle R. Lee, Laboratory Administrative Director Signature on file Date: | | |
| **Administrative Director Approval:** | | **Not required** | | |
| **Medical Director Approval:** | | **I have reviewed this procedure and approve it for use.** | | |
| Jesus U. Socrates, M.D. 6/25/15 Signature on file in lab  Jesus U. Socrates, M.D. Signature on file Date: | | |

# POLICY:

Laboratory work areas may be accessed by only Hanover Healthcare Plus employees and authorized vendors only.

Employee visitors are prohibited from entering or visiting in laboratory work areas including the hospital’s laboratory break room (located within the Core Laboratory work area). For the purposes of this policy work areas are the following:

* Specimen Processing Areas (annex or hospital)
* Phlebotomy Collection Areas (annex or hospital)
* Core Laboratory Work Area
* Hospital Laboratory Breakroom
* Blood Bank
* Microbiology
* Histology
* Laboratory Storage Areas (any location)
* Inside Courier Work Room
* Outside Courier Work Room

Laboratory areas that are accessible to personal visitors are the Laboratory Pathology Office waiting room area and the Laboratory Conference Room. Should employees wish to visit with family or friends; utilize the hospital cafeteria or Laboratory Conference Room (if available) during planned breaks. Check with the medical secretaries for availability of the conference room. When using the Laboratory Conference Room; clean the area and return it to the condition you found it in.

These areas may have visible PHI or can pose potential safety risks for children and adults.  Access to these areas must be limited to Hanover Healthcare Plus staff, physicians/providers, field service engineers, authorized vendors/contractors, and in the case of the phlebotomy collection – patients.

If an employee is unsure as to whether visitors in the work area are authorized; contact a laboratory supervisor or the administrative director.

**Document History**

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| Date of Origination and Document Control Number | **6/25/2015** | New policy. |
| Prepared by: Michelle R. Lee |
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| ***Complete this section when change in medical director or in absence of medical director and designated pathologist reviews and approves the document.*** | |
| **Medical Director or Designee Approval:** | **I have reviewed this document and approve it for use**  **\_\_\_** pending approval of Medical Director of record.  **\_\_\_** change in Medical Director of record.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_  Signature on file |

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