

From: [Essex, Merle](#)
To: [ACL-ILLeadership](#)
Subject: Documenting BBE's in ALEX
Date: Tuesday, April 08, 2014 3:04:11 PM
Attachments: [ACL-BBE-No2-PayAttentionToDetails-CompletionTracker-04-07-2014.xls](#)
[image003.png](#)

ACL IL Leadership,
I've had several inquiries about documenting the BBE's in ALEX. I've worked with Advocate's Organization Department to develop a process which we will use for the remainder of the BBE's. Please follow the procedure and submit your information for "Pay Attention To Details" by May 2nd. Thank you and please let me know if there are any questions.

Who:	Applies only to ACL IL Associates
Why:	To capture training hours in an electronic format; Associates will receive 0.5 education hours.
How:	Department Leaders will submit the attached electronic excel spreadsheet to Merle Essex. Using the electronic spreadsheet, on one time only basis, OD will do an electronic upload into ALEX. Scanned attendance rosters or other documents cannot be accepted.
Benefits:	<ul style="list-style-type: none">• Leaders do not have to monitor or remind associates to complete the documentation in ALEX.• Leaders do not have to assign the training in ALEX to associates.• No need to maintain manual attendance rosters.• Associates education hours will be documented in a timely manner.• Remaining BBE's will follow the same process.
Procedure:	<ol style="list-style-type: none">1. Document on the attached spreadsheet, the complete name, Lawson #/employee # and completion date of all associates who have participated in the BBE training. Ensure that all fields are completed.2. Submit the spreadsheet by May 2nd to merle.essex@advocatehealth.com3. That's it!
Miscellaneous	Merle will submit the spreadsheets to OD. Late submissions or other documents cannot be accepted. A final ACL exceptions report will be generated and made available to Leaders after May 16 th .

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