

Lab Responsibilities

Daily Check In Check In

1. Before lunch and 1 hour before end of day – HCH to check in cases that have been received.
 - a. Open box, unwrap and prepare for MES to approve
 - b. Identify pt
 - c. Mark in lab tracker/case received, in MES box for review and on appt “CASE HERE”
 - d. Write date on box that pt is scheduled for
 - e. Verify if case is for a surgery, if so, print PC Sheet and put in box with case for MES to sign off. MES will put signed PC Sheet in FA staff communication box.
 - f. MES will give cases to SAP or KLD if they are not acceptable.

Case Delivery Dates

1. HCH to review schedule week prior and call labs to confirm delivery date.
2. Move appts that are not going to have cases delivered on time.
3. Determine if scheduling of appts need to be adjusted based on lab performance.