

**HACKETTSTOWN REGIONAL MEDICAL CENTER
LABORATORY POLICY MANUAL
AM ASSIGNMENTS**

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Policy No: GENLAB 12.02
Origin: General Lab
Authority: Laboratory Director
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PURPOSE: To establish a procedure to provide lab services to patients in a timely manner and distribute test results to physicians and floors.

POLICY: As follows:

Daily: Follow weekly departmental assignments.

5:30 Techs: Run ICU/Step Down Testing as necessary.

6:30 Run 3N,3S, OB and Nursery specimens
Page phlebotomists at 6:30am and 7.
Retrieve specimens and login as necessary

7AM Techs: Make Controls/Reagents for departments if necessary
Perform daily maintenance in all departments as needed.

6:30 Phleb: Start OP Phlebotomies

All personnel are expected to be **at their workstations** at their scheduled starting time, on a regular basis (Ex. 6:30 a.m., 7:00 a.m.)