

<b>Policy #:</b>	304 (PLH-304-04)	<b>Effective Date:</b>	NA	<b>Reviewed Date:</b>	2/1/2010
<b>Subject:</b>	EARLY MORNING COLLECTION AND REPORTING SCHEDULES				
<b>Approved by:</b> Laboratory Executive Director, Ed Hughes (electronic signature)					
<b>Approved by:</b> Laboratory Medical Director, Mark P. Burton, MD (electronic signature)					

## EARLY MORNING COLLECTION AND REPORTING SCHEDULES

NURSING UNITS	TIME COLLECTION COMMENCES	RESULTS COMPLETED BY *	ACTIVITY REPORTS **
A3, B4 & A6	03:00	05:00	05:00
CV, SICU, MICU, CCU, NICU, OV	03:00	06:00	06:00
A2, A7, A8, & B9	03:00	06:00	06:00
ALL OTHER FLOORS	05:00	07:30	07:30

\* Results should be available in the HIS computers at these times or earlier.

\*\* Printed Activity Reports will be charted or sent to the units beginning at these times.

Some tests have a longer turn-around time than would permit completion at targeted times; and the HIS queries or Interim Reports will indicate these as results pending.

Activity reports are printed at 07:30, 09:00, 12:30 and 16:00, and at 05:00 and 06:00 for certain units.