

**HACKETTSTOWN REGIONAL MEDICAL CENTER  
LABORATORY POLICY MANUAL**

**COLLEGE OF AMERICAN PATHOLOGY ACCREDITATION**

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**Policy No: GENLAB.4.01**

**Origin: General Lab**

**Authority: Laboratory Director**

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**PURPOSE**

The laboratory must have a policy that addresses compliance with the CAP terms of accreditation.

**POLICY**

The College of American Pathology (CAP) must be immediately notified regarding the following:

1. Investigation of the laboratory by a government agency or adverse media attention related to laboratory performance. Notification must occur no later than 2 working days after the laboratory learns of an investigation or adverse media attention. This notification must include any complaint, investigations conducted, or warning letters issued by any oversight agency (i.e. CMS, State Department of Health, The Joint Commission, FDA, OSHA).
2. Change in laboratory test menu (notification must occur prior to starting new patient testing).
3. Change in location, ownership or directorship of the laboratory. Notification must occur no later than 30 days prior to the change; or in the case of unexpected changes, no later than 2 working days afterwards.