

**HACKETTSTOWN REGIONAL MEDICAL CENTER
ADMINISTRATIVE POLICY MANUAL**

CORRECTIVE ACTION/COMMUNICATION LOG SHEETS

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POLICY

It is necessary to document whatever action is taken in a department in regard to patient results, QC and instrument function (malfunction). The Communication Book and Correction Action Log Sheets have been designed for this purpose

PROCEDURE:

1. Any communication that is necessary from one shift to another should be logged in the communication book in specimen processing. This relates to equipment as well as problem patients. All staff should make it habit to check the book daily.
2. If the QC is out of range, follow the QC guidelines of the department. If the corrective action cannot be entered into Cerner, log on the Corrective Action Log Sheet whatever action was taken, tech initials, and date.
3. If there is any information in regard to equipment function, log on the Correction Action Log Sheet and on the board in the department and in the communication book in specimen processing.