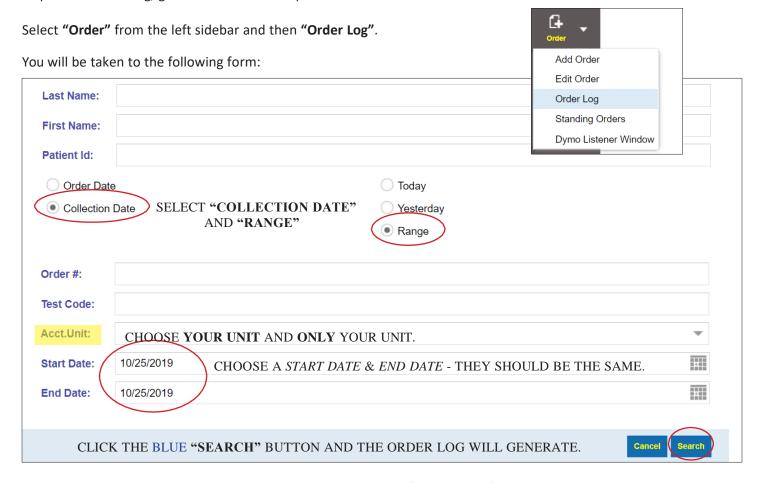


**TO:** OUR VALUED CLIENTS **FROM:** ACULABS, INC.

RE: ORDER LOG COMPLIANCE

Facilities are asked to follow essential protocols when using any of Aculabs' clinical diagnostic services. This includes placing an order log within your unit's lab book for our mobile phlebotomists to reference.

Each unit should place an order log in front of each corresponding day's online order entry form print-outs. To print the order log, go to the Aculabs web portal.



Make sure all orders that appear in the list are also in your unit's lab book. If any orders are not in the lab book, select the box next to the order and select rint checked to print their order form and place the form(s) in the book. Once the order log and orders in the lab book match, click rintless and then rintless. Print in landscape if more legible.

Nursing staff may find it most convenient to have night staff print the order log and place it in the lab book ahead of early am routine rounds. Those on overnights, typically 11 PM - 7 AM, should select "TODAY" if <u>after midnight</u>. Those working the mid-day shift, typically 3 PM - 11 PM, use "RANGE" with tomorrow's date.

Failure to print an order log negatively impacts techs' ability to ensure they've completed all requested orders.