

Staff Pick-up & Drop-off Center Process

Includes Clinical & Patient Access Only; Care24 & IPU have their own secure supplies & staff mailboxes

Location: Lyon Center Building – Fountain View Room (booked until April 1st by Sue A.)

Pick-up Items include:

- Supplies
- Clinical paperwork
 - DNROs
 - MARs
 - Forms
 - Booklets & Resources
- Additional items per manager/ role

Drop Off Items include:

- Patient Documentation
- Shredded notes/ papers
- Completed forms
- Additional items per manager/ role

How to Use:

1. Wash hands & sterilize space before & after each use
2. Supplies
 - a. Email what items & amount you need. Will be marked by a bag with name on items for pick-up.
 - i. Manager
 - ii. Ingrid (Clinical only)
 - iii. OR Referral Coordinator (Patient Access only)
 - iv. OR Care24 (after hours only)
3. Forms – found in designated labeled bins
 - a. If you took last one, please make sure to notify someone to replace
4. Patient Documentation

- a. Make sure to use electronic transmission (i.e CamScan or Docusign) as much as possible
 - b. Fax to Forcura #: 302-1457
 - c. Leave physical papers in small bins
 - d. HIM will organize & sort appropriately
5. Staff Mailboxes
- a. Alphabetical by last name
 - b. Items such as DNROs, MARs, Orders, etc. will be here for you to pick-up
6. Mailroom “Follow-Me” machine
- a. Fax #?
 - b. Dial 9 before fax #?
 - c. Fax patient documentation to Forcura?
 - d. Use to copy & fax



