

QA061 Scope of Service, Laboratory

Copy of version 2.0 (approved and current)

Last Approval or Periodic Review Completed 12/12/2025

Next Periodic Review Needed On or Before 12/12/2027

Effective Date 12/12/2025

Controlled Copy ID 588826

Location Electronic copy for Test Catalog

Organization UnityPoint Finley

Author
Sheila Dunn

Comments for version 2.0

S. Dunn (III.1.C. updated outpatient hours of operation, effective 1.1.2026)

Approval and Periodic Review Signatures

Type	Description	Date	Version	Performed By	Notes
Approval	Lab Director	12/12/2025	2.0	<i>avanderheyden</i>	
				Andrew Vanderheyden Medical Director (909)	
Approval	Lab Manager	12/12/2025	2.0	Sheila Dunn Laboratory Director (515)	
Approval	Technical Supervisor	12/10/2025	2.0	Amber Cartmill MLS (465508)	

Signatures from prior revisions are not listed.

Version History

Version	Status	Type	Date Added	Date Effective	Date Retired
2.0	Approved and Current	Major revision	12/9/2025	12/12/2025	Indefinite

I. Purpose:

To describe the patient care and client services offered by The Finley Hospital Laboratory.

II. Scope:

All staff

III. Policy:

1. Scope of Service

- A. The Finley Hospital Laboratory is a full-service laboratory accredited by the College of American Pathologists, the Clinical Laboratory Improvement Act, and Medicare.
- B. The clinical Laboratory provides service twenty-four hours a day, seven days a week to the hospital.
- C. Outpatient hours are 6 a.m. - 5 p.m., Monday through Friday, and 8 a.m. - 2 p.m. Saturday and closed on Sunday.
- D. Daily courier service is provided by the laboratory to physician offices that are clients of the laboratory. Regular routes have been established, and Stat pick-ups are available by request.
- E. The Laboratory performs a multitude of different procedures including: obtaining blood specimens (venipuncture and capillary); analyzing blood and body fluids to detect, measure, and/or monitor physiological or pathological compounds; detection of microorganisms from blood and/or body fluids for the identification of pathogens; preparing blood and blood components for transfusion; and analyzing tissues and fluids to detect pathological conditions.
- F. For a listing of available tests performed and their turn-around-times, refer to The UnityPoint Finley laboratory online test catalog, <https://unitypointfinley.testcatalog.org/>.

2. Staffing

- A. Laboratory staffing includes pathologists, certified medical laboratory scientists/medical technologists, certified medical laboratory technicians, non-credentialed medical lab scientists, certified histotechnologist, phlebotomists, billing specialists, and couriers.
- B. The Laboratory staffing plan is based on workload and is subject to change. The minimal amount of staffing is one phlebotomist and one medical laboratory technician during off-hours to ensure Stat testing is performed on a twenty-four-hour basis according to laboratory policy.

IV. Reference:

CAP Laboratory General Checklist. GEN.13820