


Name of Policy: Authorized Access to Laboratory Policy Number: 3364-107-406 Approving Officer: Medical Director, Clinical Pathology Responsible Agent: Director, Clinical Pathology Administrative Director, Lab Scope: Pathology Laboratory University of Toledo Medical Center		 Effective date: 1/4/2025 Original effective date: 05/25/1998	
Key words: Lab access, patient privacy, staff safety, vendors and affiliates, report breach events.			
<input type="checkbox"/>	New policy proposal	<input type="checkbox"/>	Minor/technical revision of existing policy
<input type="checkbox"/>	Major revision of existing policy	<input checked="" type="checkbox"/>	Reaffirmation of existing policy

(A) Policy statement

Access to all laboratory areas is limited to authorized staff.

(B) Purpose of policy

To maintain a secure environment for the protection of patient privacy, staff, and property.

(C) Procedure

1. Lock the back aisle door to Room 0102 (main lab) between the hours of 8:00PM and 6:00AM.
2. The doors leading to the Anatomic Pathology offices and Histology lab will be locked when no staff is in attendance.
3. Only laboratory staff are authorized to access lab areas. All other hospital staff, vendors, and affiliates are required to be escorted by lab personnel while in the laboratory.
4. Keys controlled by the Central Office attendants must not be left in the door locks. Return keys to the secure location immediately after use.
5. Call “2600” to report unauthorized visitors to the lab areas.

<p>Approved by:</p> <p>/s/</p> <hr/> <p>Name: Amira Gohara, M.D. Title: Medical Director, Clinical Pathology</p> <p>1/10/2025</p> <hr/> <p>Date</p> <p><i>Review/Revision Completed by:</i></p> <p><i>Joshua Otiso, Administrative Director, Lab</i></p>	<p>Policies Superseded by This Policy:</p> <ul style="list-style-type: none">• S-06 <p>Initial effective date: 05/25/1998</p> <p>Review/Revision Date: 01/04/2025</p> <p>Next review date: 1/4/2027</p>
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