Policy Statement
Access to all laboratory areas is limited to authorized staff.

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

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 shall be locked when no staff is in attendance.
3. Keys controlled by the Central Office attendants must not be left in the door locks. Return keys to the secure location immediately after use.
4. Call “2600” to report unauthorized visitors to the lab areas

Approved by:

/s/ Amira Gohara, M.D.
Professor
Director, Clinical Pathology

Date: 01/05/2023

/s/ Christine Stesney-Ridenour
Chief Operating Officer-UTMC

Date: 01/10/2023

Policy Superseded by This Policy: S-06

Next Review Date: 1/4/2025