

#### LABORATORY MANAGEMENT CHECKLIST

Efficient laboratory management is key to providing accurate and timely results while maintaining compliance and minimizing losses. Use this checklist to streamline your operations and improve productivity.

#### 1. Inventory & Stock Management

- Maintain an up-to-date inventory of reagents, test kits, and lab supplies
- Set up alerts for low-stock and expiring materials
- Categorize supplies based on usage frequency and expiry date
- Implement a First-Expiring-First-Out (FEFO) system for stock usage
- Keep records of suppliers and their delivery timelines

## 2. Test Request & Processing

- Ensure a seamless process for receiving and recording test requests
- Use digital systems to track test samples and prevent mix-ups
- Set standard turnaround times for different types of tests
- Maintain clear documentation of all patient samples
- Implement a double-checking system to prevent errors in results

### 3. Reporting & Documentation

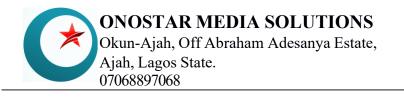
- Ensure lab results are reviewed and validated before release
- Automate report generation to reduce errors and save time
- Maintain electronic records of test results for easy retrieval
- Keep a backup system for lab data to prevent loss
- Ensure compliance with industry regulations and reporting standards

# 4. Billing & Payment Management

- Maintain a clear pricing structure for all lab tests
- Automate invoicing and payment tracking for efficiency
- Offer multiple payment options for patient convenience
- Keep a record of pending payments and follow up regularly
- Generate financial reports to monitor revenue and expenses

### 5. Equipment Maintenance & Compliance

- Schedule regular calibration and maintenance for lab equipment
- Keep logs of equipment usage and service history
- Train staff on proper handling and maintenance of machines
- Ensure compliance with health and safety regulations
- Perform periodic audits to check for compliance gaps



## Need a Smarter Way to Manage Your Laboratory?

Dorthpro provides an all-in-one solution for inventory tracking, test management, automated reporting, and billing. Let's streamline your operations and boost efficiency!



Contact us today to learn more!

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