



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




ONOSTAR MEDIA SOLUTIONS

Okun-Ajah, Off Abraham Adesanya Estate,
Ajah, Lagos State.
07068897068

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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