

WHEN TO SEND POSTCALL

- If at any point you feel that **ANY** work type is in danger of being out of TAT and a calling post **HAS NOT** been placed, it is the responsibility of each person on this account to contact the office (770) 607-0700 **AS WELL AS** Hannah Morris directly (770)655-5963. The time of day or night does not matter.
- If you see that a coworker has not signed on for their shift, and this is adversely affecting the TAT, it is the responsibility of each person on this account to contact office (770) 607-0700 **AS WELL AS** Hannah Morris directly (770)655-5963. The time of day or night does not matter.

ERS OUT OF TAT

PLACE CALLING POST

- If ER turnaround time (TAT) is more than 15 minutes.
- This does **NOT** mean 15 minutes out of the 20 minute turn around time, which is 35 minutes.
- This means that if the total turnaround time is more than 15 minutes, a call must be placed.

SIGN OFF WHEN

- All ER reports are cleaned out

HIGH MINUTE VOLUME

PLACE CALLING POST

- Monday – Friday 5:00 a.m. – 3:00 p.m. – More than 120 minutes
- Monday – Friday 3:00 p.m. – 12:00 a.m. – More than 90 minutes
- Saturday – Sunday – More than 60 minutes
- If you are the only person scheduled – more than 30 minutes

SIGN OFF WHEN

- All reports are within TAT