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| **Procedure Name:** Outbound lab work process |
| **Date:** 28 October 2016 |
| **Version:** V 1.0 |
| **Aim:** To ensure laboratory work is safely and efficiently delivered to the correct dental laboratory  |
| **Importance:** To ensure our patients receive timely and optimal care through excellent laboratory work |

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| **Steps:** |
| 1. Ensure impressions, bite registration, dentures and other materials are disinfected according to infection control protocols
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| 1. Appropriate laboratory form is completed. Ensure insert date and time is correct
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| 1. Laboratory form, impressions, bite registration and denture framework etc. are placed in a clear PVC bag. Laboratory form to be placed in the pocket on the outside of the bag with written site facing outwards
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| 1. If have both alginate and polyvinyl impressions, either pour the alginate or wrap it in a damp tissue and store in a separate bag to other materials
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| 1. If using a courier – ring and book in the job
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| 1. If laboratory work being collected by the lab – telephone the laboratory and advise them the job is ready for collection
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| 1. Lab tracking form completed. Ensure metal tray number (if appropriate) and number of bags are recorded with the job
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| 1. Ensure courier or lab personnel collect all the lab bags for each job and sign the lab tracking form
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| 1. If a courier company is used, ensure signed courier documentation scanned and attached to Exact patient file under contacts
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| 1. Relevant photos are emailed to dental laboratory
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| **References and resources:** Laboratory forms, Laboratory tracking form, Bespoke Dental Infection Control Policy, |