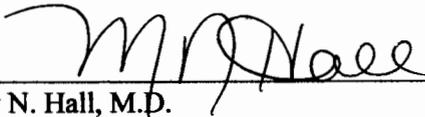


**CAROLINAS MEDICAL CENTER
DIVISION OF MEDICAL EDUCATION
POLICY REGARDING RESIDENT LAB COAT LAUNDRY SERVICE**

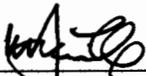
1. Carolinas Medical Center, Medical Education Division will provide laundry service for soiled lab coats to residents and fellows.
2. Lab coats are cleaned by an outside laundry service. The first time coats are put in for cleaning, they are returned with a bar code located in the collar. This bar code identifies the coat as belonging to CMC.
3. Lab coats may be dropped and retrieved in the Resident Call Room Area located in the old clinic building (Annex). The laundry room is marked by a sign and is the third door on the right.
4. Pick-up and delivery will be on Wednesday of each week between 9:00 a.m. and 12:30 p.m. In the case of a holiday, delivery will be made on Thursday.
5. All personal items must be removed from all pockets before laundry processing. Needles are particularly hazardous and writing pens can ruin an entire batch of lab coats.
6. Cleaned lab coats will be returned from our cleaning service approximately one week from the pick-up date provided they were dropped off by the 12:30 p.m. deadline. All late coats will be returned the following Wednesday.
7. Once clean lab coats are delivered, our housestaff has one week to pick up their cleaned coats to make room for the following week deliveries. The laundry room is not large enough to serve as a coat storage area, so it is important to promptly retrieve cleaned coats.
8. Medical Education will not replace lost coats, particularly those left beyond one week after cleaning services are provided.
9. Please contact Medical Education Administration (704-355-3147) if you have questions or if your coat has not been returned after the normal processing time.



Mary N. Hall, M.D.
DIO, Deputy Chief Academic Officer
Division of Medical Education

Date

12/4/12



Spencer Lilly
President, Carolinas Medical Center

Date

12.7.12