Route A

Health System Courier Route
Central Distribution Services

Changes Periodically, Check Web Site for Updates

Effective as of: ____________________ Revision: 12

UCHC Courier Services - Special Pick-Up & Delivery Route

[D] = Delivery // [P] = Pickup
12 hours M-W-F
12.5 hours Tu/Th
APPROXIMATE

STOP TIMES

PICK-UP & DELIVERY POINTS

06:00   Central Warehouse  [P]  Perform daily maintenance checks on the vehicle.
06:20   Medical Arts Research Building  [D]
         Rehab (1st Floor) [D]
         Orthopedics (3rd Floor) [D]
         Rhumatology (3rd Floor) [D]
         Surgery (3rd Floor) [D]
         Deliver any material that was picked up from the Central Warehouse to
         the departments.
06:30   Main Building  [P/D]
         Volunteer Desk (1st Floor) [D]. Deliver the white bucket.
         Central Sterile (Basement) [P]. Pick up the surgical instruments for
         Dowling South.
         Vault (Ground Floor) [P/D]. Swap the suitcases.
         Medical Records (Ground Floor) [P]. Pick up the records for
         Dowling South, Dowling North, and Orthopedic Associates.
         Radiology (2nd Floor) [P]. Pick up the bucket for ENT.
07:00   Dowling South  [P/D]
         University Physicians [D]. Deliver any material that was picked up from the
         Central Warehouse.
         Clinics: Deliver sterile instruments.
         IMA [D]
         Derm [D]
         REI [D]
         Genetics [D]
         Surgery [D]
         ENT [D]. Deliver X-rays that were picked up at Main Building.
         Medical Records [P/D]
07:30   Dowling North – [D]
         Medical Records [P/D]
         Occupational Medicine [D]. Deliver the bag from the Main Building Vault.
APPROXIMATE
STOP TIMES  PICK-UP & DELIVERY POINTS (Route A Continued)

08:00  
Main Building [P/D]
Medical Records (Ground Floor) [P/D]
Radiology (Main Floor)[P].  *Pick up X-rays for Dowling North and Dowling South.*

08:15  
Dowling South [P/D]
Blood Lab [D]  *Deliver the empty cooler that was picked up from Central Receiving at the start of the route.*
Medical Records [P/D]

08:30  
Dowling North [P/D]
Medical Records

08:50  
Dowling South [P]
Blood Lab [P].  *Pick up the cooler that was dropped off on the last pass.  It will have samples to be delivered to Central Processing.*

09:00  
Main Building [P/D]
Central Processing (2nd Floor) [D].  *Deliver the contents from the cooler that was picked up at Dowling South.*
Pharmacy (2nd Floor) [P].  *Pick up orders going to Dowling South and Dowling North.*
Volunteer Desk (Main Floor) [P].  *Pick up the vouchers from the wire basket and the mail bags from the mail bucket.*
Cashier’s Window (Main Floor) [P].  *Pick up the money bags.*
Radiology (Main Floor) [P].  *Pick up any X-rays going to surgery.*
Medical Records [P/D].  *Pick up any records going to Dowling South or Dowling North.*

09:15  
Dowling South [P/D]
University Physicians [D].  *Deliver medical records.*
Blood Lab [D].  *Drop the cooler that was emptied at Central Processing.*
Medical Records [P/D]

09:30  
Dowling North [P/D]
Occupational Medicine (3rd Floor) [P/D].  *Medical Records.*

09:45  
10 Talcott [P/D]
WEST:
Medical Records [P/D]
Radiology [P].  *Pick up any X-rays that need to be returned to the main building.*
Same Day Surgery [D].  *Deliver manila envelopes.*

EAST:
Psychiatry [P/D].  *Pick up and deliver medical records.*
APPROXIMATE STOP TIMES

PICK-UP & DELIVERY POINTS (Route A Continued)

09:50
Dowling South [P]
Blood Lab [P]. Pick up the cooler for delivery to Central Processing.

10:00
Main Building [P/D]
Central Processing (2nd Floor) [D]. Deliver the contents from the cooler that was picked up at Dowling South. Check to see if manila envelopes (lab results) are ready for return to Dowling South.
Pharmacy (2nd Floor) [P]. Check for orders ready for Dowling South, Dowling North, or 10 Talcott.
Medical Records (Ground Floor) [P/D]. Pick up any records going to Dowling South or Dowling North.

10:15
Administrative Services Building [D]. Deliver the mail bucket from the Volunteer Desk and the suitcase from the vault.

10:30
Dowling South [P/D]
Blood Lab [D]. Drop the cooler that was emptied at Central Processing.
Medical Records [P/D]

10:40
Dowling North [P/D]
Occupational Medicine (3rd Floor) [P/D]. Medical Records.

10:50
10 Talcott [P/D]
WEST:
Medical Records [P/D]
Radiology [P]. Pick up any X-rays that need to be returned to the main building.
Same Day Surgery [D]. Deliver manila envelopes.
EAST:
Psychiatry [P/D]. Pick up and deliver medical records.

10:55
Dowling South [P]
Blood Lab [P]. Pick up the cooler for delivery to Central Processing.

11:00
Main Building [P/D]
Central Processing (2nd Floor) [D]. Deliver the contents from the cooler that was picked up at Dowling South.
Pharmacy (2nd Floor) [P]. Check for orders ready for Dowling South, Dowling North, or 10 Talcott.
Volunteer Desk (Main Floor) [P]. Pick up the vouchers from the wire basket and the mail bags from the mail bucket.
Cashier’s Window (Main Floor) [P]. Pick up the money bags.
Radiology (Main Floor) [P]. Pick up any X-rays going to surgery.
Medical Records (Ground Floor) [P/D]. Pick up any records going to Dowling South or Dowling North.
APPROXIMATE STOP TIMES

PICK-UP & DELIVERY POINTS (Route A Continued)

11:15  Dowling South [P/D]
       Blood Lab [D]. *Drop the cooler that was emptied at Central Processing.*
       Medical Records [P/D]

11:30  Dowling North [P/D]
       Occupational Medicine (3rd Floor) [P/D]. *Medical Records.*

11:45  10 Talcott [P/D]
       WEST:
             Medical Records [P/D]
             Radiology [P]. *Pick up any X-rays that need to be returned to the main building.*
             Same Day Surgery [D]. *Deliver manila envelopes.*
       EAST:
             Psychiatry [P/D]. *Pick up and deliver medical records.*

11:55  Dowling South [P]
       Blood Lab [P]. *Pick up the cooler for delivery to Central Processing.*

12:00  Main Building [P/D]
       Central Processing (2nd Floor) [D]. *Deliver the contents from the cooler that was picked up at Dowling South.*
       Pharmacy (2nd Floor) [P]. *Check for orders ready for Dowling South, Dowling North, or 10 Talcott.*
       Volunteer Desk (Main Floor) [P]. *Pickup the vouchers from the wire basket and the mail bags from the mail bucket.*
       Cashier’s Window (Main Floor) [P]. *Pick up the money bags.*
       Radiology (Main Floor) [P]. *Pick up any X-rays going to surgery.*
       Medical Records (Ground Floor) [P/D]. *Pick up any records going to Dowling South or Dowling North.*

12:15  Dowling South [P/D]
       Blood Lab [D]. *Drop the cooler that was emptied at Central Processing.*
       Medical Records [P/D]

12:30  Dowling North [P/D]
       Occupational Medicine (3rd Floor) [P/D]. *Medical Records.*

12:45  10 Talcott [P/D]
       WEST:
             Medical Records [P/D]
             Radiology [P]. *Pick up any X-rays that need to be returned to the main building.*
             Same Day Surgery [D]. *Deliver manila envelopes.*
       EAST:
             Psychiatry [P/D]. *Pick up and deliver medical records.*
APPROXIMATE STOP TIMES

PICK-UP & DELIVERY POINTS (Route A Continued)

12:55
Dowling South [P]
Blood Lab [P]. *Pick up the cooler for delivery to Central Processing.*

13:00
Main Building [P/D]
Central Processing (2nd Floor) [D]. *Deliver the contents from the cooler that was picked up at Dowling South.*
Pharmacy (2nd Floor) [P]. *Check for orders ready for Dowling South, Dowling North, or 10 Talcott.*
Volunteer Desk (Main Floor) [P]. *Pickup the vouchers from the wire basket and the mail bags from the mail bucket.*
Cashier’s Window (Main Floor) [P]. *Pick up the money bags.*
Radiology (Main Floor) [P]. *Pick up any X-rays going to surgery.*
Medical Records (Ground Floor) [P/D]. *Pick up any records going to Dowling South or Dowling North.*

13:15
Dowling South [P/D]
Blood Lab [D]. *Drop the cooler that was emptied at Central Processing.*
Medical Records [P/D]

13:30
Dowling North [P/D]
Occupational Medicine (3rd Floor) [P/D]. *Medical Records.*

13:45
10 Talcott [P/D]
WEST:
Medical Records [P/D]
Radiology [P]. *Pick up any X-rays that need to be returned to the main building.*
Same Day Surgery [D]. *Deliver manila envelopes.*

EAST:
Psychiatry [P/D]. *Pick up and deliver medical records.*

13:55
Dowling South [P]
Blood Lab [P]. *Pick up the cooler for delivery to Central Processing.*

14:00
Main Building [P/D]
Central Processing (2nd Floor) [D]. *Deliver the contents from the cooler that was picked up at Dowling South.*
Pharmacy (2nd Floor) [P]. *Check for orders ready for Dowling South, Dowling North, or 10 Talcott.*
Volunteer Desk (Main Floor) [P]. *Pickup the vouchers from the wire basket and the mail bags from the mail bucket.*
Cashier’s Window (Main Floor) [P]. *Pick up the money bags.*
Radiology (Main Floor) [P]. *Pick up any X-rays going to surgery.*
Medical Records (Ground Floor) [P/D]. *Pick up any records going to Dowling South or Dowling North.*
Rehab Services (Ground Floor) [P]. *Pickup any material going to the Sports Center at 10 Talcott.*
APPROXIMATE
STOP TIMES  PICK-UP & DELIVERY POINTS (Route A Continued)
14:15  
Dowling South [P/D]  
Blood Lab [D]. Drop the cooler that was emptied at Central Processing.  
Medical Records [P/D]  

14:30  
Dowling North [P/D]  
Occupational Medicine (3rd Floor) [P/D]. Medical Records.

14:45  
10 Talcott [P/D]
WEST:
Medical Records [P/D]  
Radiology [P]. Pick up any X-rays that need to be returned to the main building.
Same Day Surgery [D]. Deliver manila envelopes.
Sports Center [D]. Deliver material picked up at Rehab Services.

EAST:
Psychiatry [P/D]. Pick up and deliver medical records.

14:55  
Dowling South [P]
Blood Lab [P]. Pick up the cooler for delivery to Central Processing.

15:00  
Main Building [P/D]  
Central Processing (2nd Floor) [D]. Deliver the contents from the cooler that was picked up at Dowling South.
Pharmacy (2nd Floor) [P]. Check for orders ready for Dowling South, Dowling North, or 10 Talcott.
Volunteer Desk (Main Floor) [P]. Pickup the vouchers from the wire basket and the mail bags from the mail bucket.
Cashier’s Window (Main Floor) [P]. Pick up the money bags.
Radiology (Main Floor) [P]. Pick up any X-rays going to surgery.

15:15  
Dowling South [P/D]  
Blood Lab [D]. Drop the cooler that was emptied at Central Processing.  
Medical Records [P/D]  

15:30  
Dowling North [P/D]  
Occupational Medicine (3rd Floor) [P/D]. Medical Records.

15:45  
10 Talcott [P/D]
WEST:
Medical Records [P/D]  
Radiology [P]. Pick up any X-rays that need to be returned to the main building.
Same Day Surgery [D]. Deliver manila envelopes.

EAST:
Psychiatry [P/D]. Pick up and deliver medical records.
15:55

**Dowling South [P]**
Blood Lab [P]. *Pick up the cooler for delivery to Central Processing.*

16:00

**Main Building [P/D]**
Central Processing (2nd Floor) [D]. *Drop the cooler that was picked up at Dowling South.*
Pharmacy (2nd Floor) [P]. *Check for orders ready for Dowling South, Dowling North, or 10 Talcott.*
Volunteer Desk (Main Floor) [P]. *Pickup the vouchers from the wire basket and the mail bags from the mail bucket.*
Cashier’s Window (Main Floor) [P]. *Pick up the money bags.*
Radiology (Main Floor) [P]. *Pick up any X-rays going to surgery.*
Medical Records (Ground Floor) [P/D]. *Pick up any records going to Dowling South or Dowling North.*
Central Sterile (Basement) [P]. *Pick up the surgical instruments for Dowling South.*

16:15

**Dowling South [P/D]**
Blood Lab [D]. *Drop the cooler that was emptied at Central Processing.*
Medical Records [P/D]
Clinics: *Deliver sterile instruments; pick up the dirty instruments.*
IMA [P/D]
Derm [P/D]
REI [P/D]
Genetics [P/D]
Surgery [P/D]
ENT [P/D].

16:30

**Dowling North [P/D]**
Occupational Medicine (3rd Floor) [P/D]. *Medical Records.*

16:45

**10 Talcott [P/D]**

**WEST:**
Medical Records [P/D]
Radiology [P]. *Pick up any X-rays that need to be returned to the main building.*
Same Day Surgery [D]. *Deliver manila envelopes.*

**EAST:**
Psychiatry [P/D]. *Pick up and deliver medical records.*

16:55

**Dowling South [P]**
Blood Lab [P]. *Pick up the cooler for delivery to Central Processing.*
APPROXIMATE
STOP TIMES  PICK-UP & DELIVERY POINTS (Route A Continued)

17:00  Main Building [P/D]
Central Processing (2nd Floor) [D]. Deliver the contents from the cooler that was picked up at Dowling South.
Pharmacy (2nd Floor) [P]. Check for orders ready for Dowling South, Dowling North, or 10 Talcott.
Volunteer Desk (Main Floor) [P]. Pickup the vouchers from the wire basket and the mail bags from the mail bucket.
Cashier’s Window (Main Floor) [P]. Pick up the money bags.
Radiology (Main Floor) [P]. Pick up any X-rays going to surgery.
Medical Records (Ground Floor) [P/D]. Pick up any records going to Dowling South or Dowling North.
Central Sterile (Basement) [P]. Deliver the dirty instruments from Dowling South.

17:15  Dowling South [P/D]
Blood Lab [D]. Drop the cooler that was emptied at Central Processing.
Medical Records [P/D]

17:30  Dowling North [P/D]
Occupational Medicine (3rd Floor) [P/D]. Medical Records.

17:35  Dowling South [P]
Blood Lab [P]. Pick up the cooler for delivery to Central Processing.

17:45  Main Building [D]
Central Processing (2nd Floor) [D]. Deliver the contents from the cooler that was picked up at Dowling South.

18:00  Central Warehouse [D]. Return vehicle, keys and Dowling South lab cooler. Complete any clerical work and perform vehicle after operations maintenance.

Tuesdays & Thursdays

18:00  IMA [P] Use the Dowling South cooler to pick up samples for delivery to Central Processing.

18:15  Main Building [D]
Central Processing (2nd Floor) [D]. Drop the samples that were picked up at IMA.

18:30  Central Warehouse [D]. Return vehicle, keys and Dowling South lab cooler. Complete any clerical work and perform vehicle after operations maintenance.