



Eastern Health

MEMORANDUM

TO: Switchboard Operators-Eastern Health
FROM: Public Health Lab & Microbiology Services
RE: Paging of Microbiologist On-Call
DATE: December 14, 2017

Please note the following when paging of the Microbiologist On-Call (MOC):

- when paging MOC during regular working hours, the operator shall page as per the schedule and ask the caller to hold until the MOC calls the operator back

AND:

1. If the MOC does not call back, the operator should page again.
2. If after 2 attempts the MOC does not call back, the operator is asked to transfer the call to the MOC office land line phone and leave a message if no one picks up.

This is due to ongoing issues with pagers in the areas of the Public Health Lab and Microbiology Services, while Telecommunications works on the issue.

Sincerely,

Holly Edwards
Administrative Assistant to
Director and Chief
Public Health Laboratory & Microbiology Services
777-7233

