

**Table 2. *Non-value added tasks identified and benefits achieved***

Benefit	Staff-Area	Metric	Annual savings
Eliminated tech time logging specimens in to manual logbooks and other paperwork	Technologists	75 minutes/day	\$21,000
Eliminated printing and creating paper copies in specimen handling throughout process	Technologists, secretaries	5–10 minutes/day	\$260
Reduced redundant data entry, paperwork, filing, and creating files	Technologists	160 minutes/day	\$19,000
Eliminated manual worksheet and file for each patient	Technologists	20–30 minutes/day	\$1,000
Eliminated need for leased copy machine in department	Supply	Eliminated copy machine	\$600/year lease + cost of paper, toner
Reduced inventory of paper, office supplies, and lab supplies for all departments in this laboratory area	Supply for 3 departments	75% reduction in office supplies	\$8,000
Developed monitoring system for reagent and antibody costs for testing	Supply management	Purchasing costs	\$13,000
Implemented use of Dragon software, reducing need for transcription of pathologist reports	Secretaries, pathologists	50 minutes/day; reduced staffing by 0.5 FTE	\$10,000/year
Cleaned and cleared 5S work and storage areas	Technologists, staff	20–30 minutes/day	\$1,000 25% more open space in cabinets
Implemented inventory card system—Kanban	3 departments	30 minutes/week	\$1,000 Eliminated extra/emergency ordering
Improved specimen storage process after processing	Technologists	30 minutes/week	\$1,000 Eliminated need for 1 freezer
Reduced time staff members spent hunting for supplies	Technologists	125 minutes/day	\$15,000