



GROW WITH THE APEX PROS!

APEX Professional Solutions, LLC provides consultation and management services to a variety of businesses and laboratories nationwide. We provide solutions for our diverse client base through strategic development, from start-ups to established businesses. We enhance operations to better align with your overall mission, and work with you to expand your portfolio.

Develop

Operate

Expand

Partnering With:

Reference Labs
Toxicology Drug Testing
Physician Office Labs



Pharmacogenomics (PGx) Labs
Respiratory Pathogen Testing Labs
Start-Up Businesses



Molecular Diagnostics Labs
Genetics Labs
Distribution Centers



E-commerce Stores
Production Facilities
Vendors



TECHNICAL OPERATIONS SERVICES

Quality Assurance/Management Monthly Subscription Services

Tier 1

QA Monitoring Service

- Monthly on-site visit
- Comprehensive Quality Assessment of Pre-Analytical, Analytical and Post-Analytical systems
- Review Quality Control Records
- Identify areas for improvement

Tier 2

QA Maintenance Service

- Monthly on-site visit
- Includes Quality Assurance Monitoring
- Maintain and update policies and procedures
- Create corrective action/preventative action (CAPA) plans

Tier 3

QA Management Service

- Monthly on-site visit
- Includes Quality Assurance Monitoring
- Includes Quality Assurance Maintenance
- Manage Proficiency Testing
- Manage Personnel Records
- Manage Document Control System

Inspection Plans

Tier 1

Readiness Assessment Plan

- On-site assessment
- Review Policies and Procedures
- Personnel Records
- Quality Management Plan
- Maintenance Records
- Quality Control Records
- Test Method Validation and Verification
- Information Systems
- Laboratory Reports
- Summation of Deficiencies

Tier 2

Preparation Plan

- Includes Inspection Readiness Assessment
- Revision and/or creation of policies and procedures
- Create Correction Action Preventative Action (CAPA) Plans

Tier 3

Pre & Post Success Plan

- Includes Inspection Readiness Assessment
- Includes Inspection Preparation Plan
- Create "Books of Evidence" for each accreditation checklist
- On-site or remote support on inspection day
- Post-inspection correction of deficiencies
- 1 month of Quality Assurance Monitoring post-accreditation

Hiring and Training Plans

Tier 1

Scout and Hire Plan

- Create and manage job postings
- Conduct and evaluate interviews
- New hire orientation
- Create personnel file

Tier 2

New Hire Training Plan

- Includes Scout and Hire Plan
- Identify technical training needs
- Document training and competency assessments

Tier 3

New Hire Extended Training Plan

- Includes Scout and Hire Plan
- Includes New Hire Training Plan
- Conduct Technical Training



BUSINESS OPERATION PACKAGES

Inventory & SCM

Inventory Control

- Minimum levels of inventories
- Back-order resistance
- Calculating Points-of-No-Return
- Re-order levels
- Inventory control methods

Vendor Pricing & Analysis

- Vendor Analysis
- Assess Needs
- Identify Vendors
- Develop Selection Criteria
- Decision-Making Advice

Supply Chain Management

- Supply planning
- Product planning
- Demand planning
- Sales and operations planning
- Supply management

Procurement

- Goods & services
- Suppliers
- Contract negotiation
- Purchase orders
- Invoice organization for audits

Business Enhancement

Business Intelligence

- Performance measurement
- Quantitative analysis
- Reporting and data sharing
- Identifying consumer insights
- Risk assessment
- Decision support

Web Design & Maintenance

- Goal identification
- Scope definition
- Sitemap and wireframe creation
- Content & visual element creation
- Testing
- Launch
- Monthly maintenance checks

Social Media Management

- Implementation strategies
- Blogging
- Creating social media profiles
- Content management
- Audience engagement

Marketing Services

- Designing Services
- Promo Products
- Personalized services
- Digital Marketing Services

Project Management

Project Management

- Initiation
- Planning
- Budgeting
- Execution
- Monitoring
- Closure

Business Planning

- Operational Planning
- Strategic Planning
- Tactical Planning
- Contingency Planning

Budgeting & Forecasting

- Data gathering
- Preliminary analysis
- Time frames & revenue establishment
- Establish projected expenses
- Creating contingency funds
- Budget implementation