

AREA: Phlebotomy and Specimen Handling	POLICY No: 70.P.28	
SUBJECT: Inpatient Specimen Collection and Processing	ORIGINATION: 10/15/08	REVISED: 11/23

Principle

To establish guidelines for the consistent collection and processing of in-patient specimens in order to minimize errors and expedite results.

Policy

Orders for Laboratory Testing on Inpatients

A. Placed electronically:

1. Electronic orders will be received via the Laboratory module of Meditech. Based on location and/or priority of the order(s) Laboratory barcode labels may automatically print. Others will appear on the MobiLab units.
 - a. Printed labels for specimens that will be collected by the ED, OB, NICU/Nursery, BB Confirmations and **non-blood** specimens will be placed in the wall unit above the label printers in the appropriate column.
 - b. RN specimen collection (CBN) are currently identified using chart labels. Upon receipt laboratory aid staff relabeled using barcode labels.
 - c. Lab test orders listed on the MobiLab (Mobi) will be checked for comments and handled as appropriate.
 - (a) *Add On, Add to blood in Lab, Can be added to specimen in lab: Y.*
 - (b) *To be collected at a later time* (ex. Transfusion, Integrilin start, etc.), CBN, etc.

B. Written orders:

Will be submitted by the ordering department on any official LHMC Laboratory requisition (Pathology, Cytology and Bronchial Wash)

1. Place in the Call Center box and they will scan into the Rapid Filer system.

C. Verbal orders:

Will be transcribed by the Laboratory Aide on the Laboratory Verbal Order for In-Patients form.

1. Give first copy (white) to the Provider, RN or HUC to be signed by the provider.
 - a. Signed white copy is placed in the chart and they fax back the signed copy to the laboratory through Rapid Filer.
2. Second copy (yellow) will remain in the Laboratory for ordering and will be scanned into RapidFiler and faxed to HIM by the call center.

Collection of specimens

This will be completed by the designated personnel as indicated by the ordering priority, specific test requirements or instructions (Medialab 70.P.38 – Response Times for Phlebotomy and Processing).

Orders moved from “Phleb to collect” to “CBN” or “PICC team requested”

- **Non-Blood** Specimens that are visible on the Mobi or Lab Meditech will be moved to CBN (urine, stool, swabs, etc.)
- Pediatric Collections

- **When the PICC team has been notified to collect labs, laboratory aide staff need to enter notes into Meditech.**
- Initial IV start for OB patients
- SDS and Holding room collections
- **When notified by a nurse that they will collect a patient. Always make a note in Meditech of the nurse mnemonic.**
- **When orders appear on the Mobi that show as CBN on the PCS status board. Voalte the nurse assigned to the each patient to verify.**

Laboratory Aide Instruction/Caveats:

- Never assume - When in doubt always Voalte the HUC or Nurse for collection instructions.
 - Shift change and clinical staffing may change the scope of specimen collection. If a nurse collects at patient at 0300, shift changes and a different nurse may not collect that patient at 1200. Always contact to check and verify.
 - Lab orders – If a provider orders a test, then lab aide is to collect unless given other direction by the Nurse or Doctor, lab aide staff should always document in Meditech who you spoke with and enter their mnemonics with any lab order changes.
 - *It is not within the scope of practice for a Laboratory Aide to make collection decisions based off a review of a patient's results or frequency of lab testing. If a test is ordered by a provider then the laboratory aide staff should collect unless changed by a provider or nurse.*
- Always document the nurse or provider mnemonic in Meditech when verifying a change from "phleb to collect" to CBN and/or a change in lab test ordering.
- Mobi users should not change collection status on the Mobi, staff should send a Voalte message to the main laboratory to add the change information in Meditech including nurse name or mnemonic for verification of the change.
Follow up when you return to the Main Laboratory.

Receipt of Inpatient specimens in the Laboratory

- D. All irretrievable and surgical specimens delivered by inpatient staff to the laboratory are required to be logged into the specimen binder and processed according to the Out-Patient Specimens policy. Exceptions will be made for blood specimens when the tube system is not functional and for Brendan House specimens.
This log book is located in the processing drop off area during normal business hours, Monday through Friday. Afterhours (9pm) and weekends the specimen log is located at the front window of the main laboratory.
- E. Specimens sent via the pneumatic tube system will be retrieved by any Laboratory Aide and processed immediately.
 - 1. All specimens sent to the laboratory should have a laboratory order. Those without orders are entered as an extra until a laboratory order is received.
 - 2. Inpatient Laboratory Aides monitor the extra's board and will contact the assigned nurse for each patient after 2 hours of receipt of a specimen with no order.

3. Site Batch specimens will be processed according to the Out-Patient Specimens policy.
- F. Specimens will be received into Meditech, identifying the collection time and mnemonic of the collector.
 1. For specimens without orders, EXT orders will be placed by the Aide and processed according to the Extra Orders process.
- G. Specimens received with chart labels will be relabeled with Laboratory barcode labels according to current practice.
- H. Specimens will be scanned into the *Inquiry* function to ensure the *Received/Unverified* status.
- I. Specimens will be delivered to the appropriate departments.