

AREA: Laboratory General	POLICY No: 70.G.542	
SUBJECT: Cancelled Test Policy	ORIGINATION: 10/21/09	REVIEWED: 4/21

Principle

It is the responsibility of the laboratory to obtain patient samples by accurate identification and correct collection procedures, proper processing, storage and transport. Below is the procedure to follow if specimen integrity is compromised and creates a question of accuracy and precision of the test result.

Policy

1. The following applies to tests that have had no results entered.
2. Tests for which results cannot be released due to specimen integrity will be cancelled and/or commented on for the purposes of tracking and documentation in the LIS.
3. Inherently, cancelled specimens will create extended turnaround time. It is imperative that there is a focus on timeliness during the re-collection process.

Inpatients

1. The CLS performing the test will check on any specimens collected at the same time and determine if any additional testing is in question.
2. The CLS will call the patient location and inform the caregiver what and why test(s) are being cancelled.
3. The CLS will document name of person notified, date & time.
4. The CLS will inform the caregiver that the test will be reordered electronically by the Laboratory.
5. The CLS performing the test cancels the test(s) that have been compromised.
6. The CLS will electronically document cancel comments.
 - A. Document the Cancellation Reason use [F5] and enter Cancellation Code [XCC]. The comment reads as follows:
 - B. CANCELLED AND REORDERED BY LAB DUE TO [] NEW SPECIMEN HAS BEEN REQUESTED Called to [enter a name] [defaults today] at [defaults now] by [defaults user]
 - C. Edit the default fields if necessary.
7. The CLS will reorder the test(s).
8. Hand off Communication:
 - A. The CLS will inform an Aide of the cancellation/reorder.
 - B. The Aide will insure a specimen is re-collected in a timely manner.

Outpatients

1. The CLS performing the test(s) will check on any specimens collected at the same time and determine if any additional testing is in question.
2. The CLS performing the test cancels the test(s) that have been compromised
3. Electronically document the reason the testing is being cancelled via using [X comment]. The CLS will document name of person notified, date & time.
4. Hand off Communication:
5. The CLS will inform the Processor on the C shift of the cancellation
6. The Processor will contact office personnel and request that test(s) be reordered and recollected.
7. The Processor will electronically document the communication via the “edit cancellation comments” routine associated with the cancelled specimen
8. Document the Cancellation Reason use [F5] and enter Cancellation Code [XCC]. The comment reads as follows:
 - A. CANCELLED AND REORDERED BY LAB DUE TO [] NEW SPECIMEN HAS BEEN

REQUESTED Called to [enter a name] [defaults today] at [defaults now] by [defaults user]

9. Edit the default fields if necessary.