*PreAnalytic Handling (Outpatient) (SBC-PPP-0590 / SCPMG-0098)*

* Test Orders (Outpatient) : Using KRMS, check in SO and OE, then OP when an order is suspected missing. (This can allow you to see order status: i.e.: not released, pending, completed)
* Clarify orders if it doesn’t seem correct, or something missing. This should be done in a timely manner, use tools at your disposal such as HealthConnect order details, physician notes, etc. As you investigate, keep notes of who you spoke with, and what you did.
* Acceptable labeling – Pre-printed or handwritten acceptable if: it has at least 2 identifiers, date/time of collection, ID of person collecting specimen. All collections should be labeled in patient’s presence.
* Label Corrections – (Unlabeled, Mislabeled, Improperly labeled) – notify a manager
	+ Unlabeled specimens will not be processed under most circumstances.
	+ All mislabeled specimen will be recollected unless specimen is unrecollectable (i.e.: A culture collection, a body fluid, an invasive collection – person relabeling must fill out a “Specimen Re-Label Form”)
	+ Improperly labeled – (i.e. specimens with wrong container label on tube) will be corrected by person collecting the specimen or a designee.
* Processing – Positive ID of specimen, All containers have unique labeling which identifies the patient, specimens are logged-in / received in CERNER with actual collection time, collector, and date/time.

*Packing/ Transporting to RRL (SCPMG-PPP-0163)*

* All totes received from couriers should be opened and checked for specimens, blue racks, and ice prior to storing them.
	+ Purple totes are for delivery to RRL only!
	+ Red Totes are for Fontana/ OMC Main hospital from outlying clinics.
	+ Hard side Incubator totes are for inoculated plates going to RRL.
* Retrieve and prepare a bucket by first removing any previously used tracking labels.
* All specimens being transported are first placed on a tracking list with like temperatures, then placed into a blue CERNER-*Labotix* rack in the order scanned.
* Properly pack your tote – Ambient Totes use no ice, Refrigerated Totes use 1 Red ice pack on the bottom and 1 Red ice on top (Think Refrigerated-Red), and Frozen Totes use 1 blue ice pack on top of the specimens ***which must be frozen first***.
* Specimens for Special Handling – Use of a Yellow Bag whenever a specimen requires special handling
	+ I.e. Shared specimen; Bullet tube; Short samples (accompanied by any paperwork or instructions) These still must be on a transfer list.
* Generate a new PacTrac for each tote, and place in the plastic sleeve on the front of the tote.

*Procedure for Building a List to Transfer (SBC-PPP-0460)*

* Knows how to ***add temperature option*** to the transfer fields.
	+ Click on “Transfer Specimens” icon in CERNER.
	+ Click “View” on menu bar, select “Options”
	+ Check box to “Filter by Transfer Temperature”
	+ Click “Save”
* Knows how to ***create a transfer list*** (Always use Manual Build)
	+ Click on “Transfer Specimens” icon in CERNER.
	+ Ensure “Not Transferred” is selected.
	+ Populate the From and To sections with appropriate locations
	+ Click on “New” (A “Build Transfer List” window will open)
	+ Select “Manual Build” under Mode
	+ Select the Transfer Temperature
	+ Click in the Accession field, scan specimens and press Enter to move the accession from the Accession window to the Selected window.
	+ 45 specimens per list maximum, match to your rack, and review for any special tests such as light protected or pour-offs. Once reviewed, “Save” the list
	+ A “Transfer Specimens” dialogue window opens showing your list #.
	+ If additional specimens are to be added later, click on “Task”, then “Exit” on the menu bar. If no additional specimens are to be added, click on “Transfer”
		- Note: All transfer lists should be closed a few minutes prior to courier pick-up time.
* Click on “Yes” to transfer, then select your printer.
* Knows how to modify a transfer list
	+ Click on “Transfer Specimens” icon in CERNER.
	+ Ensure “Not Transferred” is selected.
	+ Populate the From and To sections with appropriate locations
	+ Verify correct date
	+ Click on “Retrieve”
	+ Select proper Transfer list number, click on “Modify”
	+ Click in the Accession field, scan specimens and press Enter to move the accession from the Accession window to the Selected window.
	+ Click on “Update” to save the additions.
	+ Once again, the Transfer Specimens window will appear with the list #, click “Ok”
	+ If completed, click on “Transfer”. No more specimens can be added after this
	+ Click on “Yes” to transfer, then select your printer.

Aliquoting of Specimens

* Knows acceptable volumes for aliquoted urines
	+ Urine CT/GC volume acceptable only between Black lines
	+ Urine Culture acceptable only if filled to Black line on tube, **Do Not** open tube to add.
	+ Urine Analysis (UA) – minimum 3mL or fwd to med-center lab.
* Knows how to review specimen requirements for pour-offs.
	+ Reference LabNet for proper handling and transport
	+ Review locations for all sendouts, evaluate for proper volumes to satisfy orders
	+ Labels tubes, Aliquots appropriate volumes, adheres to appropriate transport temperature
	+ Tests requiring Special Handling

Employee Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Management Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_