*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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_