

Managing Glucose Tolerance Test Patient Draws – Ambulatory

Purpose This procedure provides instructions on how to manage Glucose Tolerance Test (GTT) patient draws.

Scope This procedure is intended for all users.

Policy

- To ensure optimal service to patients presenting for a GTT, each staff member identified in the procedure blocks below must follow the specified instructions.
- To comply with billing requirements, partial results may not be released. All four samples (fasting, 1 hour, 2 hours, and 3 hours) must be tested or the GTT will be canceled.

**Procedure:
Receptionist or
Laboratory
Staff** Follow the steps below when the patient presents for a GGT procedure.

Step	Action
1	<ul style="list-style-type: none">• Enter the required information in the applicable fields on the Glucose Tolerance Test Patient Reminder form:<ul style="list-style-type: none">• Stamp the membership card in the area indicated.• Enter the date.• Identify the location (collection site).• Review the instructions with the patient. <p><i>Note:</i> <i>The instructions on the form are provided in English and in Spanish.</i></p> <ul style="list-style-type: none">• Ensure that the patient understands each of the three instructions listed on the form.
2	Advise the patient to present the form to the Phlebotomist.

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Managing Glucose Tolerance Test Patient Draws – Ambulatory, Continued

Procedure: Follow the steps below when collecting the specimens.
Phlebotomist

Step	Action				
1	<ul style="list-style-type: none"> • Draw the FASTING specimen. • On the specimen label, record the date, time of draw, and your NUID. 				
2	<ul style="list-style-type: none"> • Give the glucola to the patient to drink. • Advise the patient that the entire dosage must be consumed within 10 minutes. • Document the FASTING time [specify AM or PM] as the time the patient finishes drinking the glucola. • If the patient vomits, discontinue testing. • Print your name and NUID in the designated area on the Glucose Tolerance Test Patient Reminder form. • Based on the FASTING time, record the remaining scheduled draw times [specify AM or PM] on the form. 				
3	Advise the patient to retain the form for the duration of the test, and to submit the form to the Phlebotomist on duty at the time of each scheduled draw.				
4	Retain all specimens until the GTT blood draws have been completed.				
5	Send the sample(s) with the Glucose Tolerance Test Patient Reminder form to the testing laboratory.				
6	<table border="1" data-bbox="548 1192 1432 1415"> <thead> <tr> <th data-bbox="548 1192 919 1226">If...</th> <th data-bbox="919 1192 1432 1226">Then...</th> </tr> </thead> <tbody> <tr> <td data-bbox="548 1226 919 1415">the patient is unable to finish the 3 Hour Glucose Tolerance Test</td> <td data-bbox="919 1226 1432 1415"> <ul style="list-style-type: none"> • document the reason on the Glucose Tolerance Test Patient Reminder form, and • send the form with any collected sample(s) to the testing laboratory. </td> </tr> </tbody> </table>	If...	Then...	the patient is unable to finish the 3 Hour Glucose Tolerance Test	<ul style="list-style-type: none"> • document the reason on the Glucose Tolerance Test Patient Reminder form, and • send the form with any collected sample(s) to the testing laboratory.
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the patient is unable to finish the 3 Hour Glucose Tolerance Test	<ul style="list-style-type: none"> • document the reason on the Glucose Tolerance Test Patient Reminder form, and • send the form with any collected sample(s) to the testing laboratory. 				

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Managing Glucose Tolerance Test Patient Draws – Ambulatory, Continued

Procedure: Follow the steps below to evaluate the suitability of specimens submitted for a GTT, resolve any discrepancies, cancel orders as needed, and manage the disposition of the **Glucose Tolerance Test Patient Reminder** form.

Clinical Laboratory Scientist (CLS)

Step	Action
1	Receive the specimen(s), along with the Glucose Tolerance Test Patient Reminder form.
2	<ul style="list-style-type: none"> Evaluate the suitability of each tube for testing. Resolve any discrepancies, referring to documentation on the form as applicable. Cancel the order as needed (e.g., if the patient was unable to complete the required series of blood draws as scheduled).
3	To comply with HIPAA requirements, discard (shred) the Glucose Tolerance Test Patient Reminder form after results are released.

Controlled Documents

The following controlled documents support this procedure.

Form
Glucose Tolerance Test Patient Reminder

Job Aid
Pocket Guide – Receptionists
Pocket Guide – Lab Assistant
Pocket Guide – CLS MC/MOB

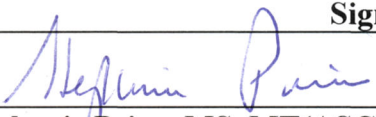
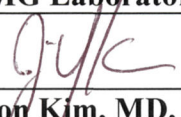
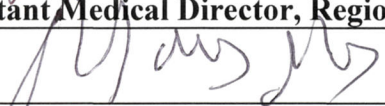
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