HANDLING UNACCEPTABLE SPECIMENS

Purpose To define the procedure in handling unacceptable specimens received in the Clinical Laboratory.

Policy
- Improper or unacceptable specimens will be rejected and if applicable, recollected if necessary.
- Reason for rejection is documented in the system (CERNER) using the appropriate specimen rejection code.
- For "ALL" in-patient specimens, including specimens from Skilled Nursing Facilities (SNFs) specimens regardless of testing priority, document the full name of the person called, full name of the person calling, date and time called in the system (CERNER).
- For "ALL" out-patient STAT specimens, rejected specimens must be called and documented with the appropriate specimen rejection code, full name of the person called, full name of the person calling and date and time of call.

Resulting in-patient specimens Follow the steps below to result an inpatient's unacceptable specimen.

Step	Action
1.	Notify the nurse in charge of the patient that the specimen is not acceptable for processing.
2.	Test must be reordered.
3.	Result the specimen in the system (CERNER) using the appropriate specimen rejection code, with the name of the person notified, date and time. Place name of person calling in the report also.

Resulting out-patient STAT specimens Follow the steps below to result an outpatient's STAT specimen which is not acceptable.

Step	Action
1.	For Stat orders only, notify the nurse or the ordering provider in charge of the patient that the specimen is not acceptable for processing.
2.	Document in the system (CERNER) the name of the person notified, time and date and name of person calling.
3.	Result the specimen using the appropriate specimen rejection code. For directions see Procedure_Cancelling Test Orders)SCPMG-LIS-0044)

HANDLING UNACCEPTABLE SPECIMENS (cont'd)

Controlled Documents

Document Number	Document Name
LAMC-PPP-0033	Specimen Rejection Process
SCPMG-LIS-0044	Procedure_Cancelling Test Orders