

## PROCESSING OUTPATIENT SPECIMEN(S) WITHOUT ANY LAB ORDER(S)

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**Purpose** To define the Clinical Laboratory’s policy on processing outpatient specimen(s) without any laboratory order(s).

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**Workplace Safety**

- For equipment safety, proper body mechanics, sharp exposure, other safety practices, see LGM 8000 - Safety Practices.
- For proper use of gloves, see LGM 8004 - Infection Control.

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**Policy** If an outpatient specimen received in the laboratory is without any lab orders, i.e., manual slip, lab slip or in KRMS, DO NOT process the specimen. Store the specimen according to required specimen storage condition. For example, stool specimen for occult blood, etc.

Consult the corresponding department supervisor to verify the lab order from the ordering provider.

The department supervisor must verify the laboratory order by either of the following methods:

- Verify the laboratory order in HealthConnect Chart View, or
- Call the provider to place the lab order in HealthConnect.

Controlled Document(s)

The table below lists the controlled document(s) for this policy.

Document Number	Document Name
LAMC-PPP-0123	Standard Precautions and Safety Practices in the Laboratory
LAMC-PPP-0127	Infection Control

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# PROCESSING OUTPATIENT SPECIMEN(S) WITHOUT ANY LAB ORDER(S), Continued

Reviewed and approved by:

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## PROCESSING OUTPATIENT SPECIMEN(S) WITHOUT ANY LAB ORDER(S), Continued

### HISTORY PAGE

Change type: New, major, minor	Changes made to SOP - describe	Signature responsible person/date	Laboratory Director review/date	Laboratory Manager review/date	Date change implemented
New					