



LAMC LABORATORY

Inter-Office Memorandum

To:	ALL MOB LABS	Date:	05.14.19
From:	Rowena Pablico, CLS Area Lab Manager		
Subject:	LAB SPECIMEN WITHOUT ORDERS	Location:	ALL MOB LABS
CC:			

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.

Check orders before leaving your shift. If needed, endorse to the next shift (to lab assistants or to CLS)

- Keep specimen in required storage
- Write endorsement on the communication log sheet OR on the problem log sheet (whichever is available)
- Have the next shift sign on the communication log/problem log sheet.

If you have questions, please don't hesitate to let me know.

Thank you.

Rowena Pablico, CLS

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

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

- 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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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