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COLLECTION, IDENTIFICATION AND HANDLING OF SPECIMENS

Purpose	To define the proper procedures for collecting, identifying and handling of specimens.
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Policy	Specimens will be collected, identified, handled, transported and stored in accordance with National Patient Safety Goals without regard to whether such specimens are collected by Laboratory personnel or the personnel of other departments or whether they are to be evaluated in-house or in a reference laboratory. Specimen collector should assure that the following procedures are followed and administered properly.
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Confirm the patient's identity by checking at least two identifiers before collecting a specimen.

The identifying label must be securely attached to the specimen container(s) such that it is not removable.

The identifying label must be attached to the specimen container(s) at the time of collection in the presence of the patient and not deferred until a later time.

All laboratory and pathology specimens that are transported between buildings on public walkways must be secured in the appropriate specimen tote. If there is any spill or potential spill, the person transporting the specimen must remain at the site and contact the laboratory for assistance

If a specimen is received with insufficient identifying information, then the laboratory personnel should take the following actions as appropriate:

- Contact the requestor/designee to obtain the missing information;
- Request requestor/designee to come to the laboratory to document missing information
- Process the specimen after obtaining the missing information.

COLLECTION, IDENTIFICATION AND HANDLING OF SPECIMENS, Continued

If a specimen is received without any orders, then the laboratory personnel should take the following actions as appropriate:

- Check in KRMS or HC to find the order;
- Contact the nurse in charge of the patient/designee to obtain the order information;
- Ask a manager/supervisor or a lead CLS for assistance
- Keep the specimen for 48 hours in the appropriate temperature – if an order is not received, then the specimen will be discarded

If a specimen that is difficult to re-collect is received without any label, then the laboratory personnel should take the following actions:

- Contact the ordering provider/designee and inform him/her that the specimen was received unlabeled.
- Ask the ordering provider/designee to come down to the laboratory to label the specimen.
- Have the care provider/designee write in the laboratory log that he/she is attesting that the specimen is for that particular patient.

End of page

Signature Manifest

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Revision: 05

Title: Collection, Identification and Handling of Specimens

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All dates and times are in Pacific Standard Time.

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Change Request

Name/Signature	Title	Date	Meaning/Reason
Jocelyn Javier (T684676)	Assist. ADA	19 Nov 2018, 12:37:10 PM	Approved

Quality Approval

Name/Signature	Title	Date	Meaning/Reason
Jocelyn Javier (T684676)	Assist. ADA	19 Nov 2018, 12:38:15 PM	Approved

Operations Approval

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Julie Toti (K084521)	DIR AREA LAB	20 Nov 2018, 08:42:20 AM	Approved

Final Approval

Name/Signature	Title	Date	Meaning/Reason
Hedyeh Shafi (I086749)	Pathologist	26 Nov 2018, 12:25:41 PM	Approved

Set Effective Date

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Jocelyn Javier (T684676)	Assist. ADA	18 Dec 2018, 09:50:04 AM	Approved

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Review

Name/Signature	Title	Date	Meaning/Reason
Julie Toti (K084521)	DIR AREA LAB	30 Jun 2020, 01:51:08 PM	Reviewed

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CLIA Director Approval

Name/Signature	Title	Date	Meaning/Reason
Tarek Danial (P157374)	PATHOLOGY	24 Aug 2020, 11:10:04 AM	Approved
Youn Kim (T049857)	Path Hematopathology	24 Aug 2020, 11:27:39 AM	Approved

Quick Approval

Approve Now

Name/Signature	Title	Date	Meaning/Reason
Jocelyn Javier (T684676)	Assist. ADA	24 Sep 2020, 11:55:17 AM	Approved

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Review

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Julie Toti (K084521)	DIR AREA LAB	23 Mar 2022, 03:06:10 PM	Reviewed

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Jocelyn Javier (T684676)	Director	24 Aug 2023, 03:25:53 PM	Reviewed

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