Processing Unaccessioned Specimen

PRINCIPLE

Health Connect codes do not exist for all tests requested by providers. Tests without Health Connect codes are ordered manually using a manual test order form or a Non-Health Connect Lab Test Request Form. This procedure provides a system for ordering, processing, and tracking of specimens that are not accessioned in KRMS or Cerner and sent to a reference lab.

Scope

This procedure is intended for unaccessioned specimens ordered manually by providers.

Policy

Each lab test requires a test order. Specimens that are not accessioned into KRMS are manually ordered, processed, tracked, billed, and resulted. The Interlab tracking system is an electronic tracking tool that aids in the accounting and tracking of unaccessioned specimens. Specimens which fall into this category include;

1) Specimens sent to a reference lab that are not accessioned;
2) Unaccessioned specimen (including some cytogenetics) sent to Regional Laboratory; and
3) **Any** other specimens that are not accessioned

The following information must be recorded in the tracking tool:

1) Patient MRN
2) Patient First and Last Name
3) Patient Date of Birth
4) Status of Specimen (e.g Collected, Picked Up, Sent, etc)
5) Site Destination
6) Name of Phlebotomist
7) Originating Lab
8) Ordering Provider
9) Collection Date and Time
10) Performing Reference Lab
11) Special Handling Instructions

Specimen collection and transport

SPECIMENS COLLECTED AT DRAW STATIONS:

1. Obtain a valid provider order for test from patient. Provider order information and test requested, and possibly reference lab requested should be on the order.

2. Refer to Labnet or to the reference lab website for test requirements. Print a copy of the test requirement page and follow specimen processing instructions. If unsure of specimen collection and processing, call the reference lab for assistance.

   Note: Print a new copy of the test requirement page from the reference lab website for each test order. Do not keep pre-printed copies in the lab.

3. Label the specimen with the patient's name, patient's MRN, collection date and time, and collector's NUID.

4. Complete the Lab Section of the manual test requisition.

5. Send the specimen in a biohazard transfer bag along with the manual test order and a copy of the test requirement page printed from reference lab website.

6. Track the specimen for send out to the hospital lab in the Interlab System.

7. Transport the specimen at the appropriate temperature to the hospital laboratory.

AFTER SPECIMENS ARE RECEIVED OR INPATIENT SPECIMENS PROCESSED AT THE HOSPITAL

8. Verify correct specimens are received by checking provider orders and reference lab requirements.

9. Process the specimen as required.

10. Track the specimen for send out to the reference lab in the Interlab System.

11. Complete KP Billing information.

12. Make a copy the manual test order, the test requirement, and the billing information.

13. Contact a courier or package the specimen for shipping (if needed) for specimen pickup.

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14. Send specimen, copy of provider order, test requisition, and billing information to reference lab.

15. Maintain specimens at appropriate temperature until picked up.

AFTER RECEIPT OF RESULTS

When results are received:

a. Attach one copy of results to the provider order and send-out requisition kept in the laboratory. Results are maintained by the laboratory for 3 years.

b. Submit a copy of the results to Medical Records to be scanned into the patient's medical record.

Safety or Special Safety Precautions

Refer to the safety manual for general safety requirements.

Non-Controlled Documents

The following controlled documents support this procedure.

Reference
College of American Pathologists, **Laboratory General Checklist.**
Blood Specimen Collection, Inpatient Index #07-071
Blood Specimen Collection, Outpatientt Index #07-072

Document History Page

Change type: New, Major, Minor etc.	Changes Made to SOP – describe	Signature responsible person/date	Med. Dir. Reviewed/ Date	Lab Manager reviewed/ date	Date change Imp.
New		Judith Remolar 2/14/18			

Imp. =Implemented