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Beaumont

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Specimen Processing Laboratory - Manually Receiving Specimens in Beaker

Document Type: Procedure

I. PURPOSE AND OBJECTIVE:

The purpose of this procedure is to provide directions on how to receive specimens that have already been ordered, collected, and sent to the laboratory. This includes the receiving process, how to handle extra specimens, and clearing the packing list for batches of specimens received with a packing list. Examples include specimens from the units collected via Rover, or specimens sent on a packing list.

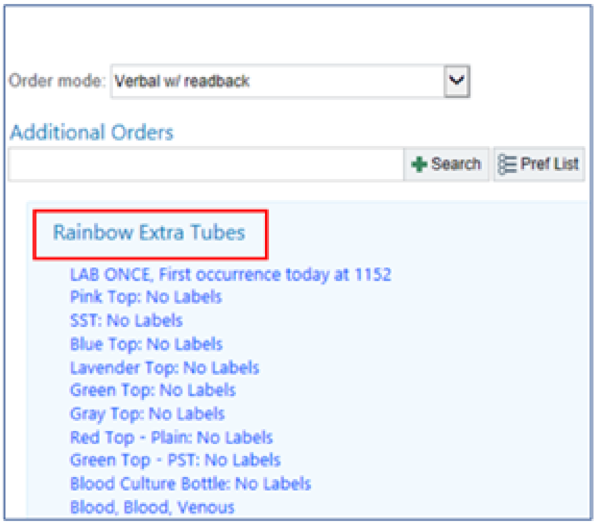
II. PROCEDURE:

A. Manually Receiving Specimens
   1. Open the "Receiving" activity.
   2. Scan each sample
   3. Receive the sample by clicking on "Receive" or typing "Alt V"
      a. Samples that do not have collection information are not able to be received into the lab. Collection information must be entered by completing those fields.
      b. After a specimen is received, it will display in the activity with a green check mark under the Received Status column, and a green box will appear next to the tabs in the center of the screen with a notice that the sample is received.
   4. Changing Tube Types
      a. For many specimens, the default type will be Blood. In order to change the specimen type from Gold to Green Top, the Type must be changed to "Blood" if it is not already defaulted. Most specimens also have the option to change to a Pediatric Tube or Microtainer.

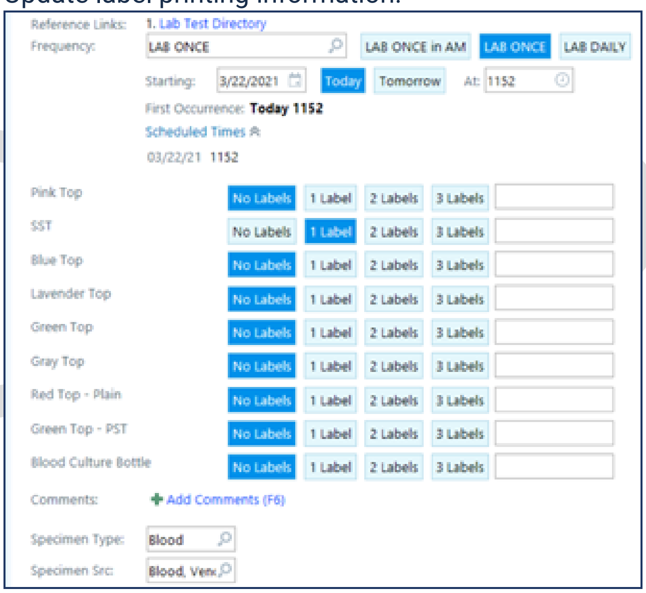
5. Recent View
    a. Recently received samples may be displayed by clicking on the Recent button. This will display all samples received by all users with the respective laboratory for the past hour. This view is convenient for editing specimen or collection information on a specimen that was recently received.
6. Expected View
    a. The Expected View will display all specimens that are in transit and destine to be performed in your laboratory. For a sample to be within this view, it must be accessioned in Requisition Entry (outpatient) or have a documented collection (inpatient). Samples that are placed on a packing list that is destine for your laboratory will also display here. This is a great place to identify samples that are "collected, not received." This view is accessed by selecting the button.
7. Other Functions within Receiving
    a. Refresh – clicking this should clear specimen that have been added to the Receiving activity. If the samples were accessed by using Specimen Lookup, the user will have to scan more samples to clear these samples. Otherwise, the searched specimen or patient will remain.
    b. Remove – To clear a sample that you have scanned but do not want to receive, this button will clear the selected specimen. There is a drop down menu that has options to only clear the select sample, only the samples that are received, or all samples on the list.
        i. Specimen Lookup – This function will allow the user to search for a sample to receive.
            a. There are 3 search fields: Specimen, List, and Patient.
                i. Specimen search will pull up one sample by entering the specific Specimen ID.
                ii. List search is accessed by entering the packing list ID, or scanning the bar code on a packing list.
                iii. Patient search can be accessed by entering a patient name, medical record number (MRN), social security number (SSN), or date of birth (DOB). Receiving samples this route will require the user to add a Scan Override reason.
    c. Documents – This button will bring up possible reports to print for the selected sample. This is not likely a function that will be highly used.
    d. Labels – Clicking this button will open the Labels activity for the selected specimen.
    e. Action Menu - The Action Menu can be accessed for a sample. This is located in the upper right hand corner of the workspace.

B. **Receiving Extra Tubes with an Ordered Test**
    1. Open Receiving and search your patient
    2. Select a test and click Extra Tubes.

3. Click Rainbow Extra Tubes



4. Update label printing information.



5. Change the Frequency to LAB ONCE.
6. Print only one label for the extra tube type.
7. Print no labels for the other types of tube.
8. The source is Blood, Venous.
9. Accept and Print Labels.
10. Add the ordering provider and click Accept.
11. Go to Receiving, use Specimen Look Up to find the patient.
12. Enter collection information to match the existing specimen date of collection, time of collection, and collector.
13. Receive the specimen

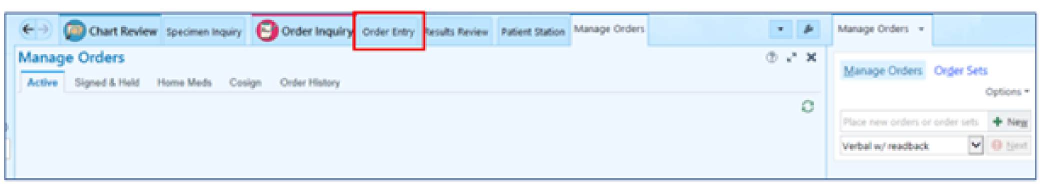
C. **Receiving Extra Tubes with No Orders (Blood Specimens)**

Since there are no bar-coded specimens, you'll document the extra tubes directly from the patient's chart instead of the Receiving activity.

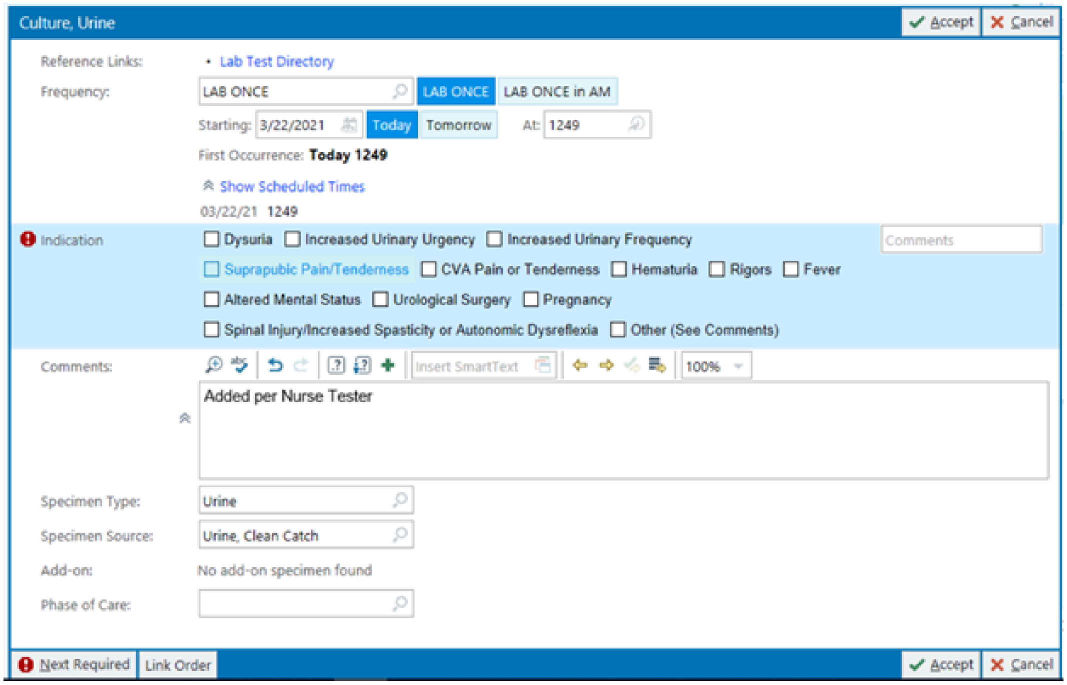
1. Check for existing orders, in case the collector didn't document the collection in the system.
2. Use Patient Station to look up your patient. Select the Admitted encounter and hit Open Chart to access Order Inquiry.
3. If there are uncollected orders displaying, contact the provider/nurse/collector and ask if the tubes received correspond to the uncollected orders in Order Inquiry.
4. Once confirmed, bring the specimens into Collection, print labels, document collection, and receive.
5. Place a Collection Not Documented flag on these specimens.
6. If there are no orders in Order Inquiry:
    a. Open Patient Station and type in the patient's name in the Name/MRN field. Click Find Patient or hit Enter. Click on the patient and click Select.
    b. Within the chart select the Admitted encounter and hit Open Chart. You will be taken to Order Inquiry.
    c. In the top-right, click the arrow button and select Extra Tubes.
    d. Follow the steps in Section B - Receiving Inpatient Extra Tubes with an Ordered Test to document the extra specimen.

D. **Receiving Extra Tubes with No Orders (Non Blood Specimens)**
When you receive unordered Micro tests (or any non-blood specimen) and the floor makes the lab place the order:

1. Look up the patient in Patient Station
2. Select their current admission
3. Open Chart and go to the Order Entry tab



4. Place an order for Extra Urine Collection, Extra Body Fluid/Tissue Collection, etc,
5. Click Accept
6. In the “Indication” section, check the box that matches what the physician/office has provided. If the information is not available on the requisition, check the “Other” box and indicate Not Available (NA).
7. Click on Comments and document who requested the test be added on.
8. Click Accept



9. Go to Order Inquiry and Collect the specimen.

E. **Clearing the Packing List** for specimens received on a packing list once specimens are individually received (Section A).

1. Open the "Receiving" activity.
2. Scan the barcode on the manifest.
3. Review and make sure all of the specimens are received. After a specimen is received, it will display in the activity with a green check mark under the Received Status column, and a green box will appear next to the tabs in the center of the screen with a notice that the sample is received. If the specimen is highlighted as grey it has not been received.
4. Unreceived Specimens
    a. Initiate investigation for any specimens that were not received. Note documentation on the packing list of missing specimen, who you contacted, date and time.
    b. Notify your manager, supervisor, or Processing Lead if you are unable to locate the specimen.
    c. Once the specimen is located, "Receive" it.
5. Write the date, time and your name on the packing list once it is cleared. File in the appropriate designated area of your lab.

Approval Signatures

Step Description	Approver	Date

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CLIA Medical Directors	Ryan Johnson: OUWB Clinical Faculty	7/14/2023
CLIA Medical Directors	John Pui: Chief, Pathology	7/10/2023
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Lab Operations Directors	Elzbieta Wystepek: Dir, Lab Operations B	6/19/2023
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