

Beaumont

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Document Contact **Kylene McIntosh:
Mgr, Lab Support
Svcs**
Area **Laboratory-
Processing**
Applicability **Dearborn**

Dearborn Specimen Processing Specialty Specimen Handling

Document Type: Procedure

I. PURPOSE AND OBJECTIVE:

To establish the process for the internal lab handling of specialty specimens. Specialty specimens are defined as STAT, HOT DOCS (new clients or jeopardy clients), or PRIORITY specimens requiring special handling as defined by the Specimen processing manager.

II. PROCEDURE:

Specialty specimens are to be given priority and special consideration through all steps of the laboratory process.

A. Specimen

1. Specialty specimens will be identified in the following manner: STAT specimens will be submitted in red STAT bags, HOT DOC's specimen bags may be flagged with hot pink stickers, and PRIORITY specimens will be submitted in green bags.

B. Supplies

1. Specimens from clients will be transported in specimen bags identified as "Beaumont Laboratories". The bags will either be clear, green, or red. Beaumont Laboratories will supply these bags to the clients. Marketing/Management will identify accounts to be included on the HOT DOC list and will communicate this information to the Specimen Processing Manager, and Courier Services. When picking up specimens from Hot Doc accounts Courier Services will deliver directly to a Lead or processor in charge.

- C. STATs coming into the laboratory are to be put into the STAT bin located in the Central Processing area of the laboratory.
- D. Couriers are to deliver specimens in bags flagged with priority handling and/or requiring special handling directly to shift lead/designee or processor assigned to stats.
- E. Any specimen on ice are to be handed directly to the STAT processor.
- F. The Specimen Processing staff will process all STAT specimens first followed by Hospital site specimens, then special handling specimens. The preceding specimens will be handled with higher priority than routine specimens.
- G. Data review on specimens from Hot Docs/Special handling specimens will be completed immediately after data entry by a senior processor.

III. NOTES:

- A. The list of Hot Docs/Special Handling specimens will be posted in Specimen Processing area. The list will be reviewed - at least annually by Marketing Staff, Specimen Processing Manager and Courier service.
- B. The marketing staff will be responsible for discontinuing accounts they placed onto the Hot Docs list and notifying Specimen Processing Manager and the Courier Service Department.
- C. The marketing staff will notify the Specimen Processing Manager and Courier Services when a client is to be considered for special handling.

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Approval Signatures

Step Description	Approver	Date
CLIA Medical Directors	Jeremy Powers: Chief, Pathology	10/12/2022
Policy and Forms Steering Committee Approval (if needed)	Alan Rizzo: Mgr, Lab Support Svcs	10/3/2022
Policy and Forms Steering Committee Approval (if needed)	Ilene Hirsch: Project Mgr Policy	9/22/2022
Lab Operations Directors	Kimberly Geck: Dir, Lab Operations B	9/22/2022
Lab Processing Best Practice Committee	Alan Rizzo: Mgr, Lab Support Svcs	9/22/2022
	Alan Rizzo: Mgr, Lab Support Svcs	9/22/2022

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