

	<b>Specimen Collection and Handling for Clinical Chemistry</b>  <b>OP-306-18</b>	<b>Dept:</b>	<b>Outpatient Phlebotomy 324306</b>
		<b>Effective Date:</b>	<b>February 2011</b>
		<b>Revised Date:</b>	<b>January 2019</b>
		<b>Contact:</b>	<b>Rinard Howard</b>
<b>Name &amp; Title: Gregory Pomper, MD Medical Director</b>		<b>Date:</b>	
<b>Signature:</b>			

- 1) **General Procedure Statement:** To give guidelines to staff concerning the proper Process for Special Collection and Handling for Clinical Chemistry.

**Purpose:** This procedure is to serve as a guide for trained personnel in the Outpatient Phlebotomy Department to perform the services described herein. These guidelines should be used in conjunction with proper training and only by qualified Phlebotomist.

a. **Responsible Department/Scope:**

1. Procedure owner/Implementer: Outpatient Phlebotomy
2. Procedure prepared by: Rinard Howard
3. Who performs procedure: Outpatient Phlebotomy staff

**Procedure**

1. The patient name and medical record number (or date of birth) is used to identify patients and their samples.
2. Specimens are labeled with name, medical record number, and barcode label.
3. Specimens for routine clinical chemistry assays are delivered to the laboratory within 1.5 hours of collection time.
4. Special handling requirements apply to many tests. The five most common tests that require special handling are listed below:

<b>Ammonia, Intact PTH</b>	<b>Lavender top tube, put on ice and deliver within 30 minutes</b>
<b>Cryoglobulins</b>	<b>Plain red top tube, keep warm by placing warm water on the inside of a zip bag, place tube in the side compartment of the bag and deliver within 30 minutes</b>
<b>ICAS</b>	<b>4ml Green top tube on ice, deliver within 30 minutes</b>
<b>Vitamin levels</b>	<b>Protect from light by placing sample in a brown ziploc bag or a paper towel.</b>

1. Serum Separator Tubes (SST) is considered an additive tube while the plain red top tube is considered a plain tube. Plain tubes are drawn before additive tubes.
2. The most common tests drawn in SST's are listed below. Patient requisitions will indicate if these tests require patients to be fasting or drawn at special times.

<b>Test Abbreviation</b>	<b>Test Name</b>	<b>Test Components</b>
BMEP	Basic Metabolic Panel	Na, K, Cl, CO <sub>2</sub> , BUN, Gluc, Crea, Ca
CMEP	Complete Metabolic Panel	BMEP + Protein, Albumin, Total Bilirubin, Alk.Phos., SGOT, SGPT
HFP	Hepatic Function Panel	SGPT, SGOT, Protein, Albumin, Alk. Phos., Total Bilirubin, Direct Bilirubin

### **GLUCOSE TOLERANCE TEST (GTT)**

#### **PROCEDURE:**

1. The patient must be fasting from midnight until the last sample has been drawn. There can be no interfering IV's running. *The patient can drink only water during this procedure.*
2. The phlebotomist will draw the fasting sample, then dose the patient with 50 grams glucoala when collecting a 1 hr., 75 grams when collecting a 2hr. and 100 grams when collecting a 3hr or a GTTOB (or prescribed dose if written on the requisition) glucose solution. For patients weighing less than an amount specified by the pediatric endocrinology section, the calculation is based on the patient's height and weight and is determined by the physician.
3. The timing of all draws starts with the time the fasting was drawn. The following Tolerance batteries and timed samples will then be drawn:

<u>LIS CODE</u>	<u>Glucola</u>	<u>TEST</u>	<u>SAMPLES INCLUDE</u>
GTT2	75gm	GTT 2 hour	Fasting / 1-hour / 2 hour
GTT3	100gm	GTT 3 hour	Fasting / 1-hour / 2-hour
GTT0B	100gm	GTT Obstetrical	Fasting /1-hour / 2-hour / 3-hour

Obstetric patients will have a Sullivan's test or a 1 Hour Tolerance that only requires that the patient drink the specified solution and then draw the sample 1 hour after the solution is consumed.

GLU	GLU-; 1 hour pc	Fasting / 1-hour
GT50R	OB patients DHP	1-hour sample

No corresponding urine samples are necessary unless specifically ordered by the physician.

### **Procedure Notes**

1. When collecting the sample, the Phlebotomist should make sure to place the specified label (fasting, 1hr, 2hr and 3hr) on the tube. If a label prints for a sample that is not collected, send the label to central processing with a note that the sample was not drawn.
2. If for any reason a patient cannot complete the test, submit the samples collected and call the doctor.
3. Patients should remain in designated waiting areas during the procedure and not eat or drink anything other than water.

**2) Related Procedures: N/A**

**3) References: N/A**

**4) Attachments: N/A**

**5) Revised/Reviewed Dates and Signatures:**

Reviewed/Revised Date: \_\_\_\_\_ By: \_\_\_\_\_  
(Medical Director/Designee)

Reviewed/Revised Date: \_\_\_\_\_ By: \_\_\_\_\_  
(Medical Director/Designee)

Reviewed/Revised Date: \_\_\_\_\_ By: \_\_\_\_\_  
(Medical Director/Designee)

Reviewed/Revised Date: \_\_\_\_\_ By: \_\_\_\_\_  
(Medical Director/Designee)

Reviewed/Revised Date: \_\_\_\_\_ By: \_\_\_\_\_  
(Medical Director/Designee)

Reviewed/Revised Date: \_\_\_\_\_ By: \_\_\_\_\_  
(Medical Director/Designee)

Reviewed/Revised Date: \_\_\_\_\_ By: \_\_\_\_\_  
(Medical Director/Designee)

Reviewed/Revised Date: \_\_\_\_\_ By: \_\_\_\_\_  
(Medical Director/Designee)

Reviewed/Revised Date: \_\_\_\_\_ By: \_\_\_\_\_  
(Medical Director/Designee)

Reviewed/Revised Date: \_\_\_\_\_ By: \_\_\_\_\_  
(Medical Director/Designee)

Reviewed/Revised Date: \_\_\_\_\_ By: \_\_\_\_\_  
(Medical Director/Designee)

Reviewed/Revised Date: \_\_\_\_\_ By: \_\_\_\_\_  
(Medical Director/Designee)

Reviewed/Revised Date: \_\_\_\_\_ By: \_\_\_\_\_  
(Medical Director/Designee)