

	<b>DOCUMENT TYPE:</b> <input checked="" type="checkbox"/> Procedure	<b>ORIGIN DATE IN TITLE 21</b>  05/01/2018
<b>CLIA Lab Director:</b>  Dr. Gregory Pomper	<b>LAB DEPARTMENT:</b>  Central Processing Lab	<b>CONTACT:</b>  Central Processing Lab

**APPLICABLE LABORATORY(S):**

- North Carolina Baptist Hospital (NCBH)
- Lexington Medical Center (LMC)
- Davie Medical Center (DMC)
- Wilkes Medical Center (WMC)
- High Point Medical Center (HPMC)
- Westchester
- Clemmons

**PROCEDURE STATEMENT**

This procedure provides laboratory testing personnel with guidelines for processing samples from Miracles in Sight for testing.

**SCOPE**

- i. Procedure Owner/Implementer: Central Processing Lab
- ii. Procedure Prepared by: Central Processing Management
- iii. Who Performs Procedure: Central Processing Team Members

**DEFINITIONS**

- A. Procedure: A process or method for accomplishing a specific task or objective.
- B. WFBH Lab System: Wake Forest Baptist Lab System is a health system that includes Wake Forest Baptist Medical Center and all affiliated organizations including Wake Forest University Health Sciences (WFUHS), North Carolina Baptist Hospital (NCBH), Lexington Medical Center (LMC), Davie Medical Center (DMC), Wilkes Medical Center (WMC), High Point Medical Center (HPMC), Lab at Westchester and Lab at Clemmons.

**POLICY GUIDELINES**

**A. Procedure**

**Receiving Samples for Testing**

- 1. Samples may be submitted 24 hours a day, 7 days a week and will be dropped off at the laboratory drop-off window.
- 2. Verify all samples are properly labeled and the Miracles In Sight requisition is completed.

Sample identification must include:

- a. Donor number (starts with W4039)
- b. Date of Birth
- c. Additional information may be included

Example of a specimen label:

Miracles In Sight (800) 553-9956	
Tech: W4039	Gender: M/F
Date/Time: ____/____/____	DOB: ____
D/T Spun: ____/____/____	
Research Sample/Non-Clinical Use	

### Ordering Testing

1. Orders will be placed into Epic Beaker using Requisition Entry
  - a. Requisition Entry
  - b. Enter "Miracles In Sight" in the 'Submitter' field
  - c. Enter the "Donor Identification Number" in the 'Patient/source' field
  - d. Enter "Male" or "Female" in the 'Sex' field
  - e. Verify the 'Ordering Provider' is Dr. David Tremblay
    - i. Field should be already completed
  - f. Verify the 'Procedures' or tests are HIV Antigen/Antibody Combo, Hepatitis B Surface Antigen, and Hepatitis C Antibody
    - i. Field should be already completed
  - g. Click 'Create Specimens'
  - h. Enter the "Collection Date and Time" in the appropriate fields
  - i. Click 'Receive'

### Processing Samples for Testing

1. Label the samples with the Epic Beaker instrument ready barcode labels after verifying all donor information matches
2. Verify if the samples have already been spun
3. Place Beaker labeled tubes on the corresponding brick, spun or unspun, for the Chemistry track
4. Samples will be loaded with all other samples on the brick

### Results Reporting

1. Results entered into Epic Beaker will auto-fax to the designated number(s) setup in Beaker
  - a. Miracles In Sight – fax: 336-765-8803
  - b. Alcon Laboratories, Inc. – fax: 817-568-7631

## **Contact Information**

Representative: Ingrid Schunder

Address: Miracles In Sight  
3900 Westpoint Blvd. Suite F  
Winston-Salem, NC 27103

Phone: 1-800-280-8702

## **REFERENCES**

None

## **RELATED PROCEDURES/POLICIES**

None

## **ATTACHMENTS/LINKED DOCUMENTS**

Miracles in Sight Requisition

**REVISION DATES: REVIEW CHANGE SUMMARY AS REPRESENTED IN TITLE 21.**



**Wake Forest™**  
Baptist Health

Diagnostic Laboratories

Medical Center Boulevard  
Winston Salem, NC 27157  
Client Services:  
877-933-9522  
Fax: 336-716-8866

Requisition Entry Submitter:

# Miracles In Sight

PLEASE FILL IN COMPLETELY—PLEASE PRINT

Donor Identification Number (DIN):		Sex: <b>M   F</b>	Date of Birth:
Ordering Physician Name: David Tremblay, MD	Collection Date and Time:	Collector:	

<b>Notes:</b> <ul style="list-style-type: none"> <li>• Draw Two (2) Gold Top Tubes</li> <li>• Submit samples with this requisition</li> </ul>	<b>Tests:</b>		
	<b>X</b>	<b>LAB3307</b>	<b>HIV Antigen / Antibody Combo</b>
	<b>X</b>	<b>LAB3184</b>	<b>Hepatitis B Surface Antigen</b>
	<b>X</b>	<b>LAB3187</b>	<b>Hepatitis C Antibody</b>