

	<b>DOCUMENT TYPE:</b> <input checked="" type="checkbox"/> Procedure	<b>ORIGIN DATE IN TITLE 21</b>  01/14/2019
<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 using a Beaker submitter to order 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. 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 or directly to a Central Processing team member.
2. Verify all samples are properly labeled with 2 unique identifiers: full name, date of birth, and/or medical record number are acceptable identifiers. For research/non-patient samples, identifiers listed on the Submitter-specific requisition are acceptable.

## **B. Ordering Testing**

1. Orders will be placed into Beaker using Requisition Entry.
  - a. Open Requisition Entry
  - b. Enter Submitter name from paper requisition into the Submitter field
    - i. Examples of Beaker Submitters include (but are not limited to):  
Novant Forsyth Lab, Breast Milk Exposure, Autopsy, ViSi Monitoring Study, Wesley Long Memorial Hospital, Best Health For Us
  - c. Enter the Patient Name or Sample Identification Number in the Patient/Source field
  - d. Enter Male or Female in the Sex field, if applicable
  - e. Enter the Ordering Provider as indicated on the paper requisition
  - f. Enter the ordered "Procedures" or tests indicated on the requisition
  - g. Click "Create Specimens"
  - h. Enter Collection Date and Time in appropriate fields
  - i. Click "Receive"
  - j. Click "Accept" if complete, or "Accept and New" if there is another patient/source to order

## **C. Processing Samples for Testing**

1. Label the samples with the Beaker barcode labels after verifying all patient/sample information matches. Place in appropriate brick or bin for Spin to deliver to lab sections.

## **D. Results Reporting**

1. Results entered into Beaker will auto-fax to the designated number set up with the Beaker Submitter. Additional fax numbers may be entered into the requisition using the "CC results" function.
2. If a request is made to call results, provide Client Services or the testing section with a copy of the requisition, indicating results need to be called upon completion.

#### **REFERENCES**

None

#### **RELATED PROCEDURES/POLICIES**

Miracles in Sight Testing Requests

Breast Milk Exposure

Autopsy Specimen Handling

Provider Not in System Reconciliation

#### **ATTACHMENTS/LINKED DOCUMENTS**

None

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