Wake Forest Baptist Health	**DOCUMENT TYPE:** ☒ Procedure	**ORIGIN DATE IN TITLE 21** 3/11/2020
CLIA Lab Director: Dr. Gregory Pomper	**LAB DEPARTMENT:** Central Processing Lab – Client Services	**CONTACT:** Central Processing Lab – Client Services

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

Blood samples from autopsy cases are submitted to the lab for processing and storage. This procedure provides guidelines to Central Processing staff for processing and storage of autopsy blood specimens. Accession and Spin rotation are assigned specific functions but staff are expected to work together and communicate when workload is heavy. Autopsy specimens are kept for a minimum of one year.

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. Specimen Storage

1. Autopsy sample racks are stored long term in freezer 11 located in the main lab storeroom. The current, in-use autopsy rack is kept in the Central Processing Spin freezer. Specimens are electronically stored in Beaker Container Storage. Place current autopsy samples in the appropriate storage position in the current autopsy rack, located in the Spin freezer.

B. Specimen Logging

1. Autopsy specimens received prior to 1/1/2020 were logged manually on a paper log sheet. Logs were numbered to correspond with the autopsy rack number in use in the Spin freezer. Completed written logs will be retained for the life of the autopsy specimen.

C. Autopsy Rack Rotation and Organization

1. There are 20 Autopsy Racks, numbered WC CP Autopsy Rack 1 through 20, physically and in Beaker Container Storage.

2. Racks should be used in numerical order. For example, Rack 1, Rack 2, Rack 3, etc.

3. Fill each individual rack sequentially. For example, position A1, A2, A3, etc.

4. The person that places the last sample in a rack should place the full rack in freezer 11 in the storeroom.

5. Prepare a new rack:

    i. Locate the next rack in numerical order. Pull the rack from freezer 11. For example, if you just filled up Rack 5, locate Rack 6.

    ii. Open Container Storage in Beaker for the new rack. For example, open WC CP Autopsy Rack 6.

    iii. **Samples are kept for a minimum of 1 year**. If the specimens in the next Autopsy rack are less than 1 year old, notify management and do NOT discard. Autopsy samples are irretrievable. If in doubt about discarding samples, please ask for assistance. If samples are at least 1 year old, proceed to step iv.

    iv. Check that the first or last sample in the rack matches what is listed in Container Storage. If it is correct, click Dispose All (bottom left of the window).

    v. Physically discard the old samples in the biohazard bin in Spin.

D. Ordering in Requisition Entry (Accession Rotation)

1. In Beaker, open Requisition Entry activity.

2. Type Autopsy as the Submitter.

3. Verify that the specimen is labeled with a minimum of first and last name and autopsy number.

4. Type requisition number. The requisition number contains the year (for example, 21 for 2021). There are three categories of autopsies, which have different autopsy numbers:
   i. Hospital Autopsies: A21-XXXX
   ii. Medical Examiner Autopsies: AM21-XXXX
   iii. Fetal Autopsies: AF21-XXXX

5. When ordering in Beaker, drop the “WF” portion that may be listed as part of the autopsy number. For example, a label with WFAM21-9999 would be entered as Requisition AM21-9999.

6. Click the Non-human tab directly above Requisition Number.

7. Type in the patient name and hit Enter.

8. Enter the sex (M/F/Unknown) and click New to create the patient record when the box opens.

9. Enter the provider listed on the requisition as the Ordering Provider.

10. In the Procedure section, order “AUTOPSY SPECIMEN HOLD (LAB4182).”

11. Click Create Specimens. Type in the Collection Date and Time from the requisition. Click Receive.

12. Write the Autopsy Number on the top of the zebra label (for example, AM21-9999).

13. Open Beaker Container Storage and open the current Autopsy rack (listed as WC CP Autopsy Rack 1, 2, 3, up to Rack 20).

14. Scan the autopsy sample into the next available position. Record the storage position number on the aliquot label for the Spin person to store the sample. Close out of Container Storage using the “X” button. Changes will automatically be saved.

15. Place a taglet on the requisition and file in the Manual Requisitions folder.

E. Processing the Specimen (Spin Rotation)

1. Verify the specimen is labeled with the first and last name, and autopsy number.

2. Centrifuge the sample.

3. Label the aliquot tube with the zebra label. Initial the aliquot label to verify that you checked patient identifiers before aliquoting sample.

4. Transfer the serum into the aliquot tube.
   - The sample may be extremely hemolyzed.
   - Do not fill tubes more than halfway full to allow serum to expand when frozen.

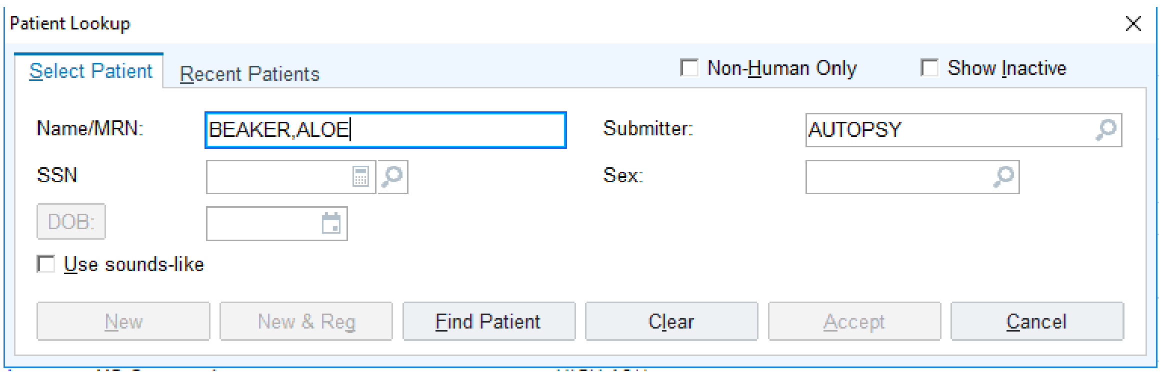
5. Place the cells portion (original red top tube) in today's extra rack in the Spin refrigerator.

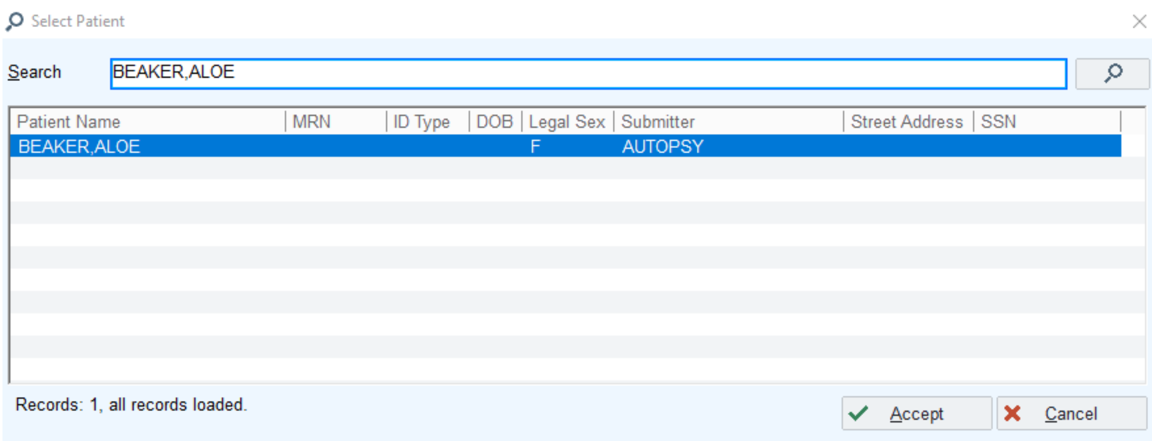
6. Store the serum aliquot in the Spin freezer Autopsy rack, in the location written on the aliquot tube.

F. Finding a specimen in Container Storage

1. Open Specimen Inquiry by Patient.

2. Type Last name, First name in "Name/MRN" box. Type Autopsy in Submitter box. Click Find Patient. Highlight correct patient and click Accept.





3. Click on the autopsy specimen number to open Specimen Inquiry.

4. Look at Specimen tracking “Put in Storage” to locate the Rack number and position.

1356	**Put In Storage**	WC CP AUTOPSY RACK 1 slot D7 Remove
1354	**Requisition Accepted**	
1354	**Received**	Received into WC LAB
1354	**Collection Updated**	Date/Time 7/29/2021 1411 EDT
1354	**Specimen Created**	Requisition AM21-01689

G. Requests for Admission Blood by Autopsy/Medical Examiner

1. Receive a request from Medical Examiner or designee for blood samples from hospital admission on a deceased patient.

2. Open Specimen Inquiry by Patient.

3. If blood is available from date of admission, print the labels for the samples requested.

4. Write Autopsy on the bottom of the labels. Give the labels to bench techs to pull the blood.

5. When techs bring requested blood to Central Processing, place the samples in a biohazard bag, and in the Autopsy bin in the Spin refrigerator door.

REFERENCES

None

RELATED PROCEDURES/POLICIES

None

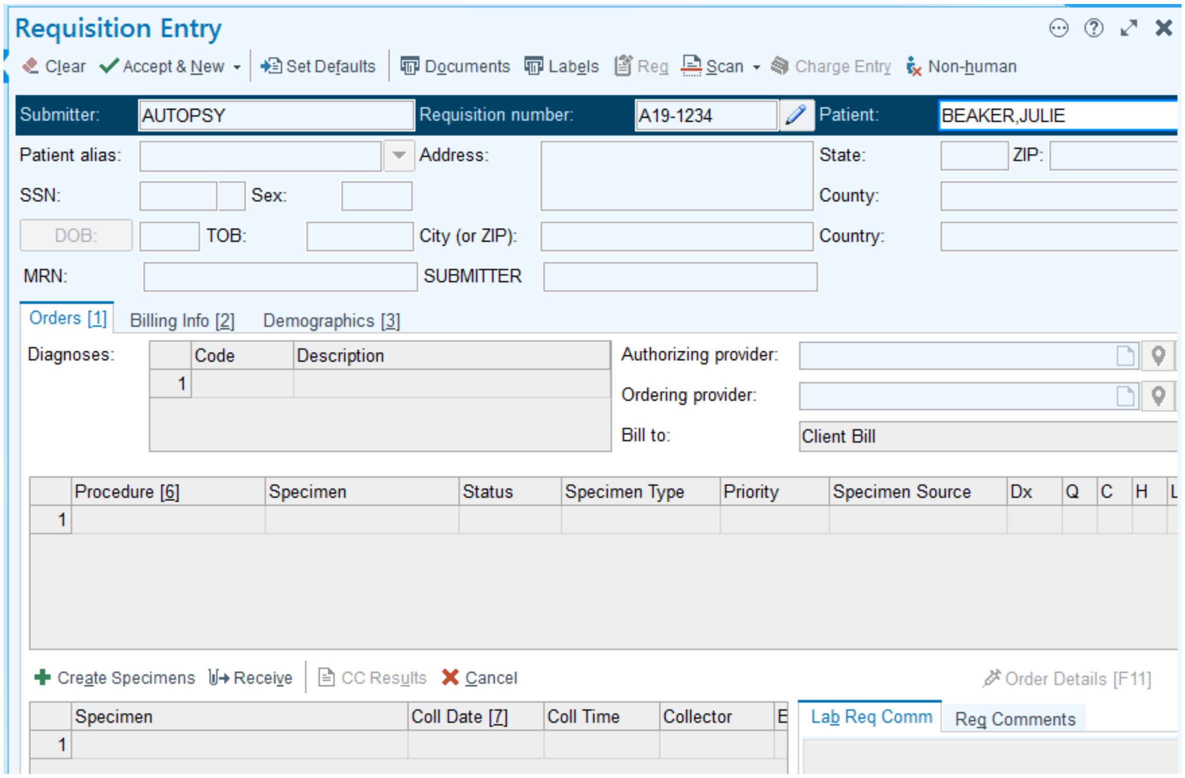
ATTACHMENTS/LINKED DOCUMENTS

Attachment A: Detailed Beaker Instructions for Autopsy Specimens

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

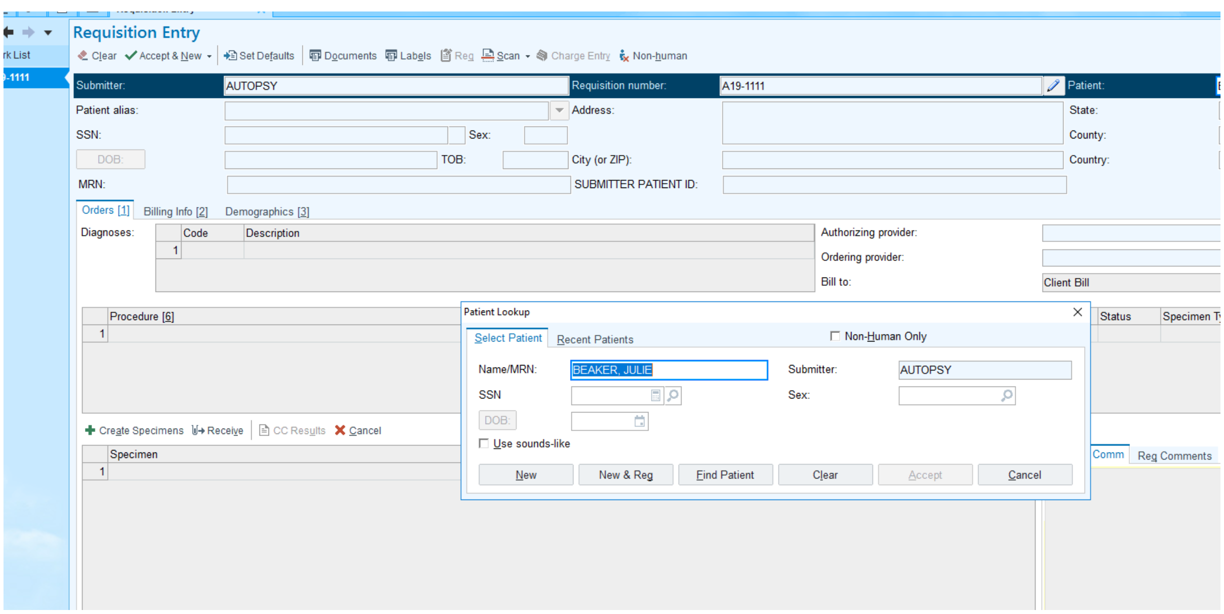
Attachment A: Detailed Beaker Instructions for Autopsy Specimens

1. Open Requisition Entry. Enter Autopsy as the submitter.

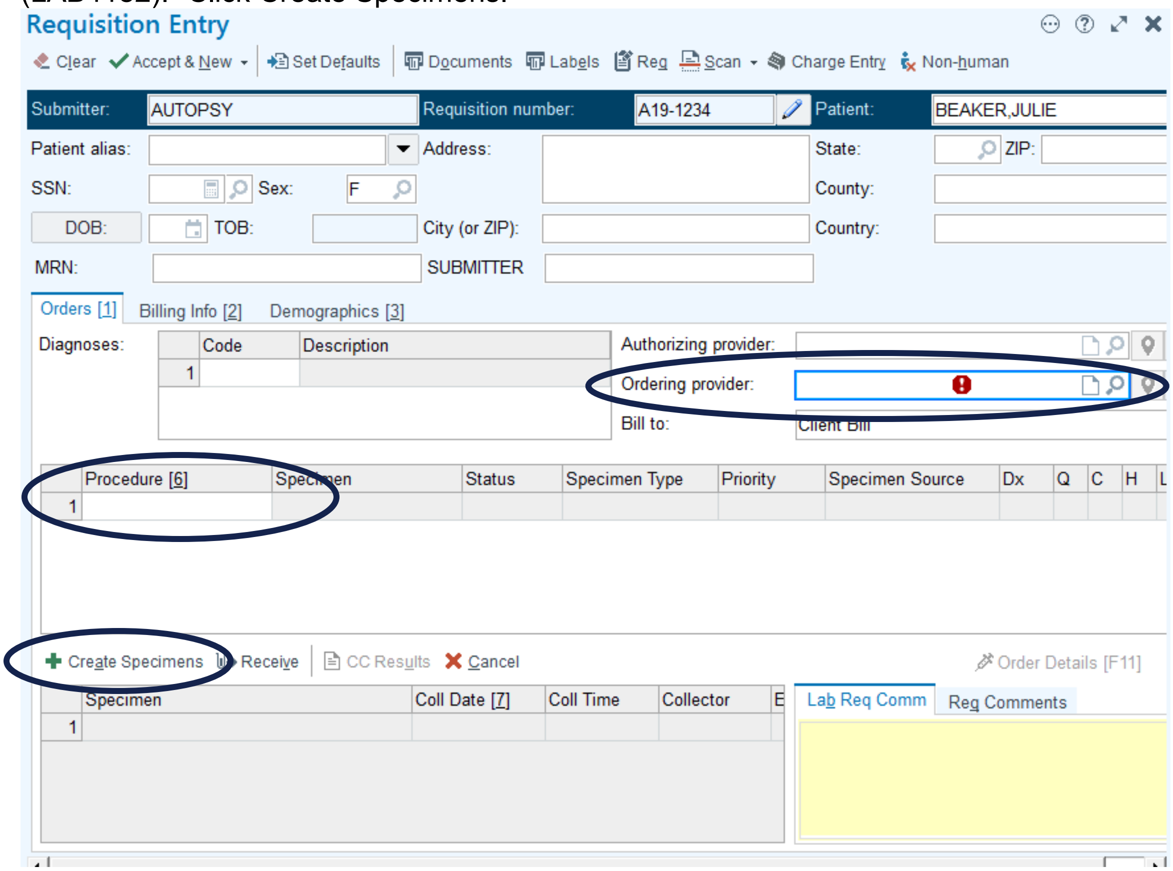


2. Verify that specimen is labeled with name and autopsy number. Enter Requisition Number. Click Non-human box. Type name and Enter.

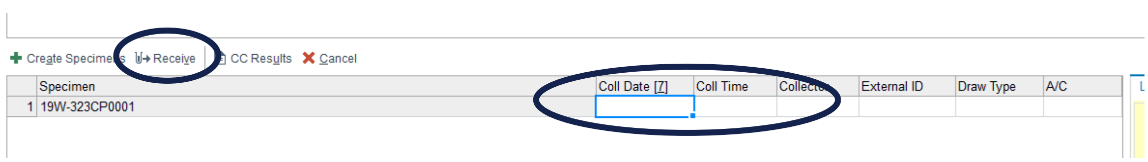
3. Enter sex (M/F/Unknown) and click New to create a Source/Patient record.



4. Enter Ordering provider (listed on requisition) and Procedure “AUTOPSY SPECIMEN HOLD (LAB4182).” Click Create Specimens.



5. Enter collection date and time from the requisition. Click Receive.



6. Write autopsy number on the zebra label.

7. Store the sample in Container Storage. Write the position number on the zebra label.

8. Place a taglet on the requisition and file in Manual Requisitions folder.