

 <b>Atrium Health</b> <b>Wake Forest Baptist</b>	<b>DOCUMENT TYPE:</b> Procedure	<b>ORIGIN DATE:</b> 03/11/20
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**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

**PURPOSE**

The purpose of this procedure is to provide guidelines for Central Processing staff for handling samples from Employee Health Services (EHS). Blood and/or viral cultures may be sent to Central Processing. Samples received can involve exposures of employees, students, or faculty to patient or animal blood or body fluids. Exposure samples can also come from account XOMCL, Winston East Occupational Medicine.

**SCOPE**

This procedure applies to Central Processing Lab and Client Services staff.

**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.

**SUPPLIES/MATERIALS**

Use appropriate personal protective equipment (PPE) when handling biohazardous specimens.

**PROCEDURE GUIDELINES**

**A. Employee Health (XEHS) Sample Processing**

1. Samples from employees exposed to patient blood or body fluids may be sent to the lab by EHS. The sample(s) should be accompanied by a requisition.

2. If there is a problem with employee health (XEHSG) samples during Client Services hours, send a lab specimen issues email ([lab\\_specimenissue\\_dl@wakehealth.edu](mailto:lab_specimenissue_dl@wakehealth.edu)) with XEHSG as the subject. In the body of the email, describe the sample problem and where it will be stored.
3. Client services will email Candice Shore ([cshore@wakehealth.edu](mailto:cshore@wakehealth.edu)) and Samantha Lodish ([slodish@wakehealth.edu](mailto:slodish@wakehealth.edu)) regarding the sample problem.
4. If there is a problem with samples after Client Services hours, Central Processing should email Candice Shore ([cshore@wakehealth.edu](mailto:cshore@wakehealth.edu)) and Samantha Lodish ([slodish@wakehealth.edu](mailto:slodish@wakehealth.edu)) directly, and the lab specimen issues email group ([lab\\_specimenissue\\_dl@wakehealth.edu](mailto:lab_specimenissue_dl@wakehealth.edu)) regarding the sample problem. Include the Central Processing phone number 336-716-1810 in the email. If the problem is not resolved during your shift, it will be handled by Client Services the next business day.
5. All tests ordered on the exposure requisition should be entered into CareEvolve using the ordering process.
  - a. The account, XEHSG, should be indicated on the requisition.
  - b. Refer to Job Aide: Employee Health Exposure Orders for further instructions on entering employee health exposure tests in Care Evolve.
6. Non-exposure employee samples (such as immunization status for Hepatitis B, Varicella Zoster, etc.) should be ordered by EHS staff.
  - a. Such orders should be available in Beaker when searching by patient name and XEHSG as submitter.  
Note: you can search by typing the first 3 letters of last name, comma, first 3 letters of first name; for example, Doe,Jan.
7. Employees who have had blood/body fluid exposure while working with primates or other animals report to the Emergency Department. Blood samples or viral cultures may be collected in the ED and transported to Central Processing for processing and storage.
  - a. Blood and/or Herpes Swab Specimens from primate exposures received in Central Processing should include processing instructions.
  - b. EHS may request that blood samples are centrifuged and serum is aliquoted into a transport tube. Do not overfill the transport tube to allow for expansion during freezing. Place the labeled, aliquoted serum in the -80°C freezer located in the hematology hallway, in the Employee Health bin, bottom freezer shelf.
  - c. Employee Health will indicate if there is also a Herpes Swab specimen. If a Herpes Swab is received, please place swab in the door of the Spin fridge until the frozen serum sample is picked up.
8. Viral cultures may be sent with an orange slip instructing staff to place in the -80°C freezer in Hematology.

## **B. Cadaver Panel Sample Processing**

1. When an exposure to a cadaver occurs, a request will be made for a Cadaver Panel.
2. The specimen type for a Cadaver Panel is a red top blood tube.
3. Cadaver Panel requests may come from Employee Health (XEHSG), or from Winston East Occupational Medicine (XOMCL).
4. Cadaver Panels must be ordered in Care Evolve under the correct account (XEHSG or XOMCL). Enter bill type (Client Bill).
5. Enter order as a Referral Test, LAB3053. For Test Information, enter Cadaver Panel.
6. Give a copy of the requisition to the Referral Testing team.
7. After hours, centrifuge the red top and leave at room temperature for Referral Testing.

#### **LITERATURE REFERENCES**

None

#### **RELATED PROCEDURES/POLICIES IN NAVEX:**

Blood and Body Fluid Exposure Control Plan

#### **ATTACHMENTS/LINKED DOCUMENTS IN TITLE 21:**

Job Aide: Employee Health Exposure Orders

Job Aide: Registration Types

Spin Procedures

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