

 Atrium Health Wake Forest Baptist	DOCUMENT TYPE: Procedure	ORIGIN DATE: 04/01/2003
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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 describe Central Processing specimen courier service. The internal laboratory courier provides service to clinics and other approved sites on a scheduled basis. The courier is not available to provide STAT services to any area on campus.

SCOPE

This procedure applies to Central Processing Lab 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.

SUPPLIES/MATERIALS

Cart for transporting specimen bags
 Use appropriate personal protective equipment (PPE) when handling biohazardous specimens.

PROCEDURE GUIDELINES

A. Procedure

1. Courier service is provided on scheduled rounds to clinics and other areas on campus.
2. This service provides the pickup of specimens from clinics and the delivery of specimens to several lab sections on campus.

3. Courier rounds are an ever evolving schedule and change frequently.
4. Clinics are notified by courier when pick up times will be different than they would normally expect.
5. Routes are maintained by Central Processing staff in the absence of the courier if staffing levels permit.
6. Fresh (unpreserved) tissue that arrives in Central Processing after hours is stored in the Spin refrigerator. In the event that a fresh tissue specimen is transported by laboratory courier between the Central Processing refrigerator and the OR Path Lab, the laboratory courier will complete the Refrigerated Fresh Tissue Transport Log.

LITERATURE REFERENCES

None

RELATED PROCEDURES/POLICIES IN NAVEX

None

ATTACHMENTS/LINKED DOCUMENTS IN TITLE 21

CP-FORMS-0017 Refrigerated Fresh Tissue Transport Log

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