


## Specimen Receipt and Tracking

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<b>CLIA Lab Director:</b> Gregory Pomper, MD	<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

### PURPOSE

The purpose of this procedure is to provide laboratory personnel with guidelines for determining specimen acceptability and receipt of specimens into the laboratory information system (LIS). Scanning laboratory specimens into the LIS documents the collection and received dates and times.

### SCOPE

This procedure applies to Central Processing Lab teammates.

### DEFINITIONS

**Procedure:** A process or method for accomplishing a specific task or objective.

**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. Removing Specimens from Biohazard Bags

1. Handle one biohazard bag at a time.
2. Remove specimens individually, scan, and rack in appropriate brick.

- a. If you prefer to remove all specimens from the biohazard bag before scanning, carefully unload contents of bag into an empty plastic bin or tray.
  - b. Remove specimens from plastic bin individually and scan.
  - c. Inspect plastic bin before leaving your workstation to ensure all specimens have been processed.
3. Lay the empty biohazard bag flat on the workbench with a clear side facing up. Visually inspect to ensure all specimens have been removed.
  4. Continue to stack empty, flattened biohazard bags on the workbench.
  5. As needed, consolidate a larger stack of flattened bags into one large biohazard bag. Seal the bag. Lay the larger bag on the workbench and press over the stack with your hand to inspect for any remaining specimens.
  6. Initial, date, and time the outside of the large sealed bag. Place the large bag in the designated biohazard bin in the Spin area.

## B. Specimen Acceptability Requirements

1. Verify the specimens are appropriately labeled with at least two (2) unique patient identifiers – Patient full name, date of birth, and medical record number.
  - a. Refer to procedure: ***Patient ID and Identification of Blood, Body Fluids and Tissue Samples.***
2. Verify specimen integrity
  - a. Leaking or broken specimen containers should be evaluated for acceptability.
    - i. If specimen integrity is compromised, contain specimens inside a sealed biohazard bag and place in the HOLD bin in the Spin Refrigerator.
      - If sharps, such as broken glass are present, discard specimens in a hard-side sharps container immediately.
    - ii. Notify the collecting location of specimen damage and the need for recollection. For outpatient samples, notify the ordering location or collection site of the inadequate specimen by sending an email to the lab specimen issues email list, [lab\\_specimenissue\\_dl@wakehealth.edu](mailto:lab_specimenissue_dl@wakehealth.edu), with the location code as the subject.
    - iii. Refer to ***Incident/Credit Report*** procedure for documentation of the incident.
  - b. Verify the correct specimen type(s) was received for the ordered test(s)
    - i. If incorrect specimen type received, contact the collection location and request recollection
    - ii. For outpatient samples, notify the ordering location or collection site of the inadequate specimen by sending an email to the lab specimen issues email list, [lab\\_specimenissue\\_dl@wakehealth.edu](mailto:lab_specimenissue_dl@wakehealth.edu), with the location code as the subject.
    - iii. Refer to ***Incident/Credit Report*** procedure for documentation of the incident.
  - c. Verify sufficient volume for testing
    - i. If sample volume is too short to place tube on the track, add the appropriate comment in the Lab Comments box (.schem for short chemistry sample,

.shem for short hematology sample). Write an “S” on the cap of the tube and place in the back of the brick to notify Spin to process and deliver short samples to the designated racks at the bench.

- ii. If insufficient volume, contact the collection location and request recollection.
- iii. For outpatient samples, notify the ordering location or collection site of the inadequate specimen by sending an email to the lab specimen issues email list, [lab\\_specimenissue\\_dl@wakehealth.edu](mailto:lab_specimenissue_dl@wakehealth.edu), with the location code as the subject.
- iii. Refer to **Incident/Credit Report** procedure for documentation of the incident.
- d. Verify proper label placement on specimens for the automated lines and instruments
  - ii. Labels should be legible, right side up with the arrow pointing to the cap, and smooth without creases to allow placement in the puck.

3. **NOTE: If is acceptable to break the glass when receiving specimens into Beaker if you have a specimen that needs to be received. It is not acceptable to look up information not needed on any patient.**

## B. Specimen Processing Priority

1. Specimens received in Central Processing are processed on a first in, first out basis according to the following priority:
  - a. Code Stroke Specimens
  - b. Operating Room (OR) Specimens
  - c. Emergency Departments (ED) Specimens – Adult & Pediatric
  - d. Comprehensive Cancer Center and Pediatric Hematology/Oncology Specimens
  - e. STAT Specimens from all other locations
    - Specimens received in red STAT biohazard bags
    - Specimens received on ice
    - Body fluid specimens
  - f. Routine Specimens
2. Refer to **Specimen Handling** procedure for special handling requirements.

## C. Specimen Receiving into the laboratory information system (LIS)

### 1. Specimens NOT on a Packing List / Manifest

- a. Beaker Label – Instrument ready barcode
  - i. Refer to **Receiving Specimens in Beaker** Job Aide.
- b. Labeled without an instrument ready barcode label
  - i. Select “Specimen Inquiry by Patient”
  - ii. Enter the patient’s medical record number (MRN) or last name, first name in the “Name/MRN” field

- iii. Select the correct patient by verifying the patient's full name, date of birth, and/or MRN
- iv. Click "Accept"
- v. If orders are present and specimen is collected (has a specimen ID in Specimen Inquiry)
  - Click on the appropriate specimen or requisition hyperlink
  - Reprint the Beaker instrument-ready barcode labels using "Labels" button
- vi. If orders are present in Order Inquiry but not "collected" in Beaker
  - Select order in Order Inquiry function
  - Click Collect Specimens

**Note:** If order is a Future order, indicated by a purple square icon in the Status column, you will need to open the patient's chart in Patient Station to collect specimens.

  - Click Print Labels
  - Click the hyperlink that states "Scan the label or click to document the collection"
  - Enter collection date/time and remove your name from collector box
  - Click Receive
- vii. If orders are not in Beaker
  - Refer to **Registration and Order Entry into the LIS** procedure.
- viii. Label the specimens with the appropriate labels
  - Do NOT cover the patient's name on the original label
  - Verify the correct label is placed on the correct specimen type for the testing ordered and initial the label.

## 2. Specimens on a Packing List / Manifest

### a. Beaker Packing List

- i. Scan all specimens following **Receiving Specimens in Beaker** Job Aide.
- ii. Initial, date, and time the packing list
  - Place completed packing lists in your packing list folder in Central Processing
- iii. If all specimens on the packing list are received, "Packing List Complete" will appear in a green message bar
- iv. If all specimens on packing list are NOT received, the message bar will be yellow and indicate the number of specimens received out of the total number on the packing list
  - Click on "Specimen Lookup"
  - Enter the Packing List number in the "List" field (XX-MS1234)
  - Click Enter
  - Click on the dropdown arrow next to the "Remove" tab
  - Select "Remove Received" to remove all specimens already received, leaving only not received specimens
  - Resolve missing specimen(s)
    - Verify if missing specimen(s) are included with the physical specimens received and not scanned into Beaker

- Determine if missing specimen(s) are Microbiology specimens already sent to Micro
  - Document specimens were sent to Micro on the packing list
- Verify if the missing specimen(s) are add-ons or need to be combined with another specimen already received for that patient
- If specimen is missing after investigation
  - Notify the ordering location or collection site of the missing specimen by sending an email to the lab specimen issues email list, [lab\\_specimenissue\\_dl@wakehealth.edu](mailto:lab_specimenissue_dl@wakehealth.edu), with the location code as the subject.

### 3. Requests to call results

- a. If a sample requisition or packing list comes with a request to call results:
  - i. When Client Services is staffed, bring the requisition/request to Client Services and ask them to call results.
  - ii. After hours, complete a request in the phone/fax log book, including the patient's name (or a taglet), accession number, test(s), and call to phone number, and deliver request to testing area.
  - iii. OR samples will have separate slips with call information. All OR result request slips accompany OR samples to the testing area.

### 4. **Note:** If Cornerstone Westchester Lab samples (code CS) are received in WC lab, and the packing list indicates the sample was intended to go to Cornerstone Lab:

- a. If CS samples are received during Cornerstone Westchester Lab's operating hours, call Delivery On Time and send the samples STAT to the Cornerstone Westchester Lab (1814 Westchester Dr, High Point NC).
- b. Cornerstone Westchester Lab hours:  
Monday – Friday 8am – 7pm  
Saturday – Sunday 8am – 5pm
- c. If CS samples are received near closing time for the Cornerstone Lab, or the sample has limited stability (i.e. Ammonia), receive sample into WC Lab and analyze on site.
- d. Hematology samples will need to be re-accessioned to WC Lab:
  - i. Scan sample
  - ii. Click Redraw, reason: Accessioned to wrong testing location, click Yes.
  - iii. In Order Inquiry, highlight correct order. Click Collect Specimens.
  - iv. Print Labels, click hyperlink to document collection date/time, remove your name from collector box. Receive.

### D. Care Evolve Manifest (all X locations)

1. Verify each specimen on the manifest matches the physical specimens received into Central Processing.
2. Record quantity and specimen type for each patient on the manifest.
  - a. Initial, date, and time the manifest.
  - b. Place completed manifests in your packing list folder in Central Processing.
3. Resolve any missing specimen(s)
  - a. Verify if missing specimen(s) are included with the physical specimens received
  - b. Determine if missing specimen(s) are Microbiology specimens already sent to Micro.
    - i. Document specimens were sent to Micro on the manifest.
  - c. Verify if the missing specimen(s) are add-ons or need to be combined with another specimen already received for that patient.
  - d. If specimen is missing after investigation
    - i. Notify the ordering location or collection site of the missing specimen by sending an email to the lab specimen issues email list, [lab\\_specimenissue\\_dl@wakehealth.edu](mailto:lab_specimenissue_dl@wakehealth.edu), with the location code as the subject.
4. Determine if specimens are labeled with instrument ready barcode labels
  - a. If instrument ready barcode labels, scan all specimens following **Receiving Specimens in Beaker** Job Aide.
  - b. If NO instrument ready barcode labels, print Beaker instrument ready barcode labels and place on specimens.
    - i. In Beaker, select "Specimen Inquiry by Patient"
    - ii. Enter the ordering location code (XABCD) in the "Submitter" field and the patient's last name, first name in the "Name/MRN" field  
OR
    - iii. Enter the X location code-CE number (XEHSG-CE000012)
    - iv. Select the correct patient by verifying the patient's full name, date of birth, and location
    - v. Click "Accept"
    - vi. Click on the appropriate requisition hyperlink (RQ12345)
    - vii. Reprint the Beaker instrument-ready barcode labels using "Labels" button
      - All orders on the selected requisition will print
    - viii. Label the specimens with the appropriate labels
      - Do NOT cover the patient's name on the original label
      - Verify the correct label is placed on the correct specimen type for the testing ordered
    - ix. Scan all specimens following **Receiving Specimens in Beaker** Job Aide.

#### **E. Wake Forest Baptist Health Specimen Manifest (Manual)**

1. Specimens for Clinical Laboratory testing, including Microbiology and specimens for Anatomic Pathology testing may be submitted on a Wake Forest Baptist Health Specimen Manifest
2. Receiving Specimens for Clinical Laboratory Testing

- a. Verify the recorded quantity of each specimen type for each patient on the manifest matches the physical specimens received into Central Processing.
  - b. Initial, date, and time the manifest.
  - c. Place completed manifest in your packing list folder in Central Processing.
  - d. Resolve any missing specimen(s).
    - i. Verify if missing specimen(s) are included with the physical specimens received.
    - ii. Determine if missing specimen(s) are Microbiology specimens already sent to Micro.
      - Document specimens sent to Micro on the manifest.
    - iii. Verify if the missing specimen(s) are add-ons or need to be combined with another specimen already received for that patient.
    - iv. If specimen is missing after investigation
      - Notify the ordering location or collection site of the missing specimen by sending an email to the lab specimen issues email list, [lab\\_specimenissue\\_dl@wakehealth.edu](mailto:lab_specimenissue_dl@wakehealth.edu), with the location code as the subject.
  - e. Determine if specimens are labeled with instrument ready barcode labels.
    - i. If instrument ready barcode labels, scan all specimens following **Receiving Specimens in Beaker** Job Aide.
    - ii. If NO instrument ready barcode labels, print Beaker instrument ready barcode labels and place on specimens
      - In Beaker, select “Specimen Inquiry by Patient”
      - Enter the patient’s last name, first name in the “Name/MRN” field
      - Select the correct patient by verifying the patient’s full name, date of birth, and/or MRN and location
      - Click “Accept”
      - Click on the appropriate specimen or requisition hyperlink
      - Reprint the Beaker instrument-ready barcodes using “Labels”
      - Label the specimens with the appropriate labels
        - Do NOT cover the patient’s name on the original label
        - Verify the correct label is placed on the correct specimen type for the testing ordered
    - iii. Scan all specimens following **Receiving Specimens in Beaker** Job Aide.
3. Microbiology non-blood specimens should be sent on a separate manifest in a separate biohazard bag from other laboratory specimens.
- a. Microbiology non-blood specimens on a separate manifest in a separate biohazard bag should be delivered to Microbiology without opening the bag and removing any specimens.
  - b. Microbiology non-blood specimens sent on the same manifest in the same biohazard bag as other laboratory specimens should follow the steps for receiving specimens for Clinical Laboratory testing.
    - i. Send the specimens to Microbiology for testing, without receiving in the LIS.

- ii. Document specimens were sent to Micro on the manifest.
4. Surgical Pathology and Cytology specimens may be transported and tracked following the Transport Services/Tracking System for Anatomic Pathology Specimens procedure.
- a. For samples transported not following the Transport Services/ Tracking System for Anatomic Pathology Specimens procedure, follow the steps for receiving specimens for Clinical Laboratory testing.
    - i. Anatomic Pathology specimens do not require an instrument ready barcode and receipt via scanning into the LIS.
    - ii. Samples will be placed into the corresponding laboratory sections' specimen bin upon receipt.
    - iii. Refer to **CP 9 Cytology Specimen Handling** and **CP 10 Surgical Pathology/Histology Specimen Handling** .

#### **F. Samples Received/Scanned in Lab, Missing from Testing Area**

- a. When testing personnel are looking for a sample that is missing from their area, first look up the specimen in Specimen Inquiry.
- b. In Specimen Inquiry, look to see who scanned the sample. You can also track what workstation was used to scan the sample, under "Location" in Specimen Tracking screen. Computer workstation names are labeled on each monitor (or you can click on the "Who Am I?" Icon on the desktop to find the workstation name).
- c. Follow up with the person who scanned the sample to check if it was a short sample, mislabeled, or otherwise needed to be redrawn. They may have forgotten to click Redraw or Cancel on a pending test.
- d. If it is not a redraw sample, look around the workstation where it was scanned. Check under the keyboard, in the floor, behind the computer, and in the biohazard bag disposal bin. The sample may have been left in a biohazard bag by accident. Check in all the bins around that workstation (Urines, Sendouts, Micro bins – check the edges).
- e. See Attachment A: Tracking Missing Samples for additional places to look.
- f. For any missing sample that is not located, enter an RL6 following the **Incident/Credit Report** procedure for documentation of the incident. Enter an RL6 for any missing sample that is found after stability is exceeded, or for any significant delay in results.

#### **LITERATURE REFERENCES**

N/A

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

N/A

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



Attachment A: Tracking Missing Samples

CP-SOP-0004: Patient ID and Identification of Blood, Body Fluids, and Tissue Samples

CP-SOP-0013: Incident/Credit Reports

CP-SOP-0005: Specimen Handling

CP-JOBAIDE-0007: Receiving Specimens in Beaker

CP-SOP-0027: Registration and Order Entry into the LIS

CP-SOP-0009: Cytology Specimen Handling

CP-SOP-0010: Surgical Pathology/Histology Specimen Handling

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

Attachment A: Tracking Missing Samples

<b>Where to look for missing samples</b>
<b>Chemistry samples:</b>
Extra racks (spin – room temp and refrigerator)
Centrifuges – check centrifuge by urines sink
Balance racks
Spin refrigerator shelves and hold bin. Between/beside drawers in spin refrigerator. (Samples that fall out of racks)
Sendout fridge racks
Track loading area
HLA Lab: Call 6-4456 or 6-2279 to inquire
PCR/MD lab (lavender top tubes): Call 6-2756 to inquire. After hours, check PCR/MD rack in Sendouts fridge (bottom shelf).
Mass spec lab (lavender top tubes): Call 6-3646 to inquire.
<b>Surg Path Samples / Products of Conception:</b>
Spin fridge (look in bins on top shelf, hold bin, etc.)
Ask Surg Path to check their areas: Problem specimen bin and Medical Genetics bin
<b>Hematology Samples:</b>
Mass spec lab (lavender top tubes): Call 6-3646 to inquire.
PCR/MD lab (lavender top tubes): Call 6-2756 to inquire. After hours, check PCR/MD rack in Sendouts fridge (bottom shelf).
Serology: ask micro for help with missing lavender tube
Trash in hematology area (may have rolled off bench)
-80°C freezer (coag sample plasma)
Urine discard bin in Spin (UA/osmo samples)
Spin extra racks and bin in fridge
Micro setups area – missing UA/urine chemistry if shared specimen with micro
<b>Special Hematology Samples:</b>
Extra rack in Spin fridge (or walk-in fridge for previous dates)
Sendouts fridge
PCR/MD rack in Sendouts fridge (bottom shelf)
Coag storage (may be a shared sample or add-on: check in Specimen Inquiry)
<b>Miscellaneous locations samples have been found:</b>
In tube room, in lip/crevice of tube stations
Clean biohazard bag bin (next to the Registrations bin) – sample placed here instead of Registrations bin
“Protocol Research Samples” bin in Cancer Center Lab
Tube station 02 (sender missed hitting the 1 in 21)
Code Stroke bin in ED
Interventional Radiology rooms (CSF, body fluids)
OR Nursing Station bins
Pharmacy
In patient’s room with belongings, or on a counter in the room