

Beaumont

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Outreach Hematology Specimen Guidelines-RO

Document Type: Procedure

I. PURPOSE AND OBJECTIVE:

This procedure addresses scenarios that commonly arise with Outreach (formerly Beaumont Reference Lab (BRL)) specimens.

II. PROCEDURE:

- A. **Missed Specimen Pickup:** If any specimen is **received** by Outreach more than 24 hours after the time of collection, run the test to see if results match previous. If so, accept the results. Aged CBC specimens may be indicated by an increased MCV and a decreased MCHC and should be canceled. Notify Customer Service for all Outreach cancellations. Refer to [Laboratory Procedure for Canceling Orders and Results on Unacceptable Specimens](#).
- B. **Sedimentation Rates:** Sedimentation rates must be performed within 48 hours of collection (4°C).¹
- C. **Manual differential and/or Band Count:** Any Outreach requests for manual differential and/or band count will be handled according to normal BH hematology department protocol (i.e., scan smear **only** if predetermined hematology analyzer flags are present). See Attachments A & B.
- **NOTE: A slide review to pathologist must be ordered as a Pathologist Consult.**
- D. **Pathology Consults (add-on):** Due to the deterioration of morphology on aged specimens, it is not appropriate to add a Path Consult to a CBC specimen that was collected more than 24 hours prior. All requests for an add-on Path Consult should be re-directed at obtaining a fresh specimen.
- E. **Pathologist Consult (Slide only):** Handle as an outside review case.
- F. **Clotted Specimens:** Clotted specimens are **NOT** acceptable as per department policy. Notify Customer Service at (248) 551-1155, extension 5.
- G. **Clumped Platelets:** Follow hematology department protocol (see CBC Corrections procedure).
- H. **Eye Smears from Dr. Spiegelman:** Upon receipt of smears:
1. Order "Eosinophil and PMN Smear";
 2. Source = Conjunctival;
 3. "Receive" slide (via tracking) into Hematology;
 4. Stain **one** smear with Wright's stain in the usual fashion;
 5. Perform a 100 cell differential. (If 100 cells cannot be found, count as many as possible. Ensure reported

diff is 100%.)

6. Result as "See below", then select Comment and free-text differential (see image 1).
7. Report percentage (%) of each cell type seen. Typical cell types seen include polys, lymphocytes, monocytes, eosinophils, and epithelial/conjunctival cells.
8. Refer to Attachment D for further clarification.

Image 1

The screenshot shows a laboratory information system (LIS) interface. A dialog box titled "PMNs comments" is open, displaying a text area with the text "See below". Below the text area, there is a "System:" label and a text area with the text "No active.". At the bottom of the dialog box, there are "Accept" and "Cancel" buttons. In the background, a table is visible with columns: (# Rslt) Component, Value, A, D, L, R, Units, Ref. Range, Method, C, and Chart. The table has two rows: 1 Eosinophils and 2 PMNs. The "Method" column for both rows is "MANUAL METHO". The "C" column for both rows has a checkmark. The "Chart" column for both rows has a checkmark. Below the table, there is a "Comments" section with a text area containing the text: "Neutrophils: 6%, Lymphocytes: 3%, Monocytes: 3%, Eosinophils: 2%, Epithelial/Conjunctival Cells: 86%".

I. **Non-Dr. Spiegleman Eosinophils in Nasal Smears:**

1. Report the designated descriptions listed in the Laboratory Information System (LIS) under the "Eosinophil Smear" menu according to the following guidelines:
 - a. None = 0%
 - b. Rare = 1-9%
 - c. Few = 10-40%
 - d. Many = >40%
2. In addition, comment on the estimated percentage observed (e.g., 25%).

J. **Pathologist Review:** Outreach slides left for pathologist review must follow laboratory protocol. The following must be saved and forwarded to pathologist: Wright-Giemsa stained smear, instrument and LIS printouts. In addition, the case must be marked for Path Review in the LIS (and WAM if possible) and tracked to CPATH in the LIS.

K. **Test Cancellation Policy:** Technologists must notify Customer Service staff at (248) 551-1155, extension 5 of (1) **reason** for test cancellation and (2) obtain Customer Service employee ID#. Customer Service will contact client office of test cancellation. In addition, the tech should cancel test in LIS. This includes cancellations for "duplicate order".

L. **Specimen Degradation:** Occasionally, specimens may be received that are degenerated due to weather

and/or storage conditions. It may be impossible to read/ report a differential on these samples. For these cases, it is appropriate to cancel the diff/ specimen with the following reason: "Cellular morphology not well preserved, limiting evaluation." Notify Customer Service at (248) 551-1155, extension 5 of cancellation and reason.

III. REFERENCES:

1. International Council for Standardization in Hematology, *Medical Laboratory Observer*, November, 1992; WBH in-house study, 2004 and 2013.

Attachments

[Attachment D - EYE SCRAPING FOR CHLAMYDIAL INCLUSIONS.pdf](#)

[Attachment C - COMPLIANCE BULLETIN.pdf](#)

[Attachment B - OUTREACH REQUESTS FOR BAND COUNTS.pdf](#)

[Attachment A - OUTREACH REQUESTS FOR MANUAL DIFFERENTIALS.pdf](#)

Approval Signatures

Step Description	Approver	Date
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Hematology Medical Director Designee	Ann Marie Blenc: System Med Dir, Hematopath	7/2/2021
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Applicability

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