

Beaumont

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Document Tracie Rusicka:
Contact Spec, Operations
Area Laboratory-
Processing
Applicability Grosse Pointe,
Troy

Body Fluid and Tissue Specimen Routing

Document Type: Procedure

I. PURPOSE AND OBJECTIVE:

To properly handle all specimens designated as “irretrievable” during laboratory receipt, processing and through the delivery to the clinical testing departments. Irretrievable specimens are shared by multiple lab departments and require special handling during distribution to various technical areas. This procedure is designed to assist with the distribution process and is to be followed routinely for Irretrievable Specimens.

II. CLINICAL SIGNIFICANCE:

To promote all Laboratory Technical areas receive the irretrievable specimen in the correct order and volume needed.

III. DEFINITIONS:

For definitions please see policy below.

[Irretrievable Specimen Handling](#)

IV. PROCEDURE SPECIMEN PROCESSING

A. Body Fluids Specimens

1. Once specimen is documented on specimen hand-off log, review container(s), requisitions and specimen log to assure they are properly labeled and match.
2. Complete the Non-Blood Fluid Routing Slip. Note: Any questions regarding problems with the

- fluid that you cannot resolve, contact the department the fluid was collected in.
- a. Complete section A: Patient Information.
 - b. Complete section B: Specimen Source & Site.
 - c. Complete Section C: Document which testing areas in the lab need the sample.
 - a. Review and verify all orders in the Laboratory Information System(LIS) to assure none is missed.
 - b. Review that each test has been collected and received in Epic Beaker.
 - d. Complete Section D: Document Specimen Container Type(s) & Volume (mL).
 - e. Complete Section E: Print labels for each test and place each label in the appropriate column.
3. Take specimen to appropriate testing area and give to Medical Technologist for them to review.
1. Grosse Pointe
 - a. Give samples to Medical Technologist assigned to body fluids.
 - b. Cytology samples are placed in the specimen processing refrigerator in a bucket labeled for Anatomic Pathology.
 2. Troy
 - a. Give samples to Microbiology first, then remaining Lab sections.
 - b. Cytology samples are delivered to the Cytology Department. After-hours, weekends, and holidays the specimens are stored in the Cytology refrigerator.
4. Once specimen has been reviewed by a Medical Technologist, review and sign/date Section F (back of routing slip).
5. If there are tests for the sample that need to be sent to Royal Oak Send-outs Laboratory, follow policy to create a packing list and send to Royal Oak Hospital.
6. File Non-blood fluid routing slip in Specimen Processing.

B. Tissue Specimens

1. Once specimen is documented on specimen hand-off log, review container(s), requisitions and specimen log to assure they are properly labeled and match.
2. If a tissue specimen arrives "dry", no liquid in the container(s) with the specimen, contact the Anatomic Pathology Department, Pathologist Assistant, or Pathologist, for instructions on what to put into the specimen container (includes after-hours, weekends, and holidays).
3. Review the patients chart via the order inquiry tab to check for clinical pathology orders.
4. Grosse Pointe: If no microbiology orders, place samples in the specimen processing refrigerator in a bucket labeled for Anatomic Pathology.
5. Troy samples: If no microbiology orders, deliver samples to the Anatomic Pathology

Department. After-hours, weekends, and holidays the specimens are placed in a designated area in the department.

Attachments

[Non-blood Fluid Routing Slip.pdf](#)

[Specimen Hand-off Log.pdf](#)

Approval Signatures

Step Description	Approver	Date
Policy and Forms Steering Committee Approval (if needed)	Vaishali Pansare: Chief, Pathology	8/30/2023
	Tracie Rusicka: Spec, Operations	8/21/2023
	Elzbieta Wysteppek: Dir, Lab Operations B	8/21/2023
	Tracie Rusicka: Spec, Operations	8/21/2023

History

Created by Mladenovic, Steven: Mgr, Lab Support Svcs on 6/7/2023, 1:28PM EDT

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Rejected by Wysteppek, Elzbieta: Dir, Lab Operations B on 6/8/2023, 9:14AM EDT

Change the title. In the definition section refer to the Irretrievable this Specimen Handling procedure. Make this procedure applicable to GP and Troy.

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updated title and minor wording changes. Met with Charlene and Ilene on 6/9/23

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Reference definition to the Irretrievable... procedure. Add note to the procedure section addressing the tissue samples.

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Removed definitions and added hyperlink to (Irretrievable specimen handling). broke up body fluid and tissue into two sections.

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If a tissue specimen arrives "dry", no liquid in the container(s) with the specimen, contact the Anatomic Pathology Department, Pathologist Assistant, or Pathologist. For insurrections - correct

Also, the Tissue specimen process need to be reviewed, don't we send the samples to micro first if there are micro tests entered.

Draft saved by Mladenovic, Steven: Mgr, Lab Support Svcs on 7/14/2023, 10:55AM EDT

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Formatting Changes

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changed contact

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spelling correction

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