

## Checklist for Searching for a Missing Specimen

- Checklist must be completed in duplicate by two employees.
- Both employees must sign this checklist and attach it to the rejection form.

### If the sample is missing in Chemistry

- Look in Centralink for results that ran, but did not cross into SunQuest.
- Look in Sunquest for results that are holding in the cups. Look in Result Entry-both Interfaced and Manual modes. Release the results.
- In Centralink, Sample Query, search by CID or patient identifier which is the MRN. Sample may have run under a different CID (ghost tube) and you can tell by the date and time if this is the correct sample.
- Check for the results on the instruments. Vistas may hold the results for <24 hours due to sample volume.
- Check and see if sample carrier is stuck in the Vista or Centaur lanes.
- Check on the Aptio to see if the sample was stored in the Storage Refrigeration Module (SRM)
- Check for MEX (JIC tubes) on Aptio—narrow date range and use last name to search
- Check in SunQuest to see if there is a JIC (MEX) tube with a different container ID.
- Check SpecTrac for specimen or JIC tube.
- Check in Sunquest to see if duplicate accession numbers. The specimen may be labeled with the canceled order and you will need to manually result out using the active CID.
- Check SunQuest Specimen Inquiry, select “Order List” view. Highlight the line you are looking for. Check the “Audit Trail” box and see who received the specimen. Ask the phlebotomist if they have the specimen on their tray.
- Check and see if the specimen may have gone to another department for other testing. For example, PCT.
- Check the JIC rack in Processing and in the small freezer in Chemistry.
- Look under keyboards
- Check the garbage cans, centrifuge and balance rack.
- Check in the Processing department –under keyboards, trash cans and centrifuge.
- If reference lab specimen, check with staff and see if they have the specimen. Check under keyboards, check trash cans, coolers, refrigerator and freezer.

- Check grief bucket
- If NLAB or Outpatient, check Manifest to see what tubes were sent and received in.

**If sample is missing in Hematology**

- Make sure the specimen was received in Sunquest
- Check the Sysmex analyzer to see if the specimen was run
- Check the Sysmex stainer-in the cover
- Check non-Spec Trac storage
- Check to see if the specimen is in Spec Trac
- PCT-check chemistry if it was labeled with chemistry testing and the department did not receive the PCT label.
- Check the centrifuge and balance rack
- Check the grief bucket
- If NLAB or Outpatient, check Manifest to see what tubes were sent and received in.

**If you are missing a urine specimen**

- Urine specimen-check in UA, Microbiology ( 2<sup>nd</sup> shift bench and department), Chemistry, Special Chemistry, Walk-In Refrigerator and in Histology.

**If you are missing a micro specimen**

- Check the grief bucket
- Check reference lab
- Check Processing Refrigerator
- Check Phlebotomist cart
- Check the old reference lab counters
- Check under keyboards
- Check trash cans

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Signature:** \_\_\_\_\_