

Laboratory Policy Manual

Policy: Backup Policy

Purpose:

It is the responsibility of the laboratory to perform testing in a manner that provides the person ordering the test accurate and reliable results within a time frame that is acceptable. When the laboratory is unable to perform the tests within a routine amount of time, the backup policy will be initiated.

Principle:

When the laboratory is unable to perform tests within a routine timeframe, the following procedure will be followed. Reasons for the inability to perform tests may include:

- ✚ Out-of-limit controls
- ✚ Instrument failure
- ✚ Instrument in need of repairs, maintenance, or calibration
- ✚ Outdated reagents
- ✚ Insufficient reagents or supplies to perform the testing.

1. The laboratory will notify the physicians that testing cannot be performed, the reason, and the expected course of action the laboratory will be taking to provide the physician with the test results.
2. In the case of a downtime situation with any laboratory testing, the first choice for back-up testing will be to send the sample to the alternate Brown Clinic Laboratory Site.
3. If the test is not performed at the alternate Brown Clinic Laboratory Site, the following laboratories will be used when necessary to refer testing outside the facility:
 - a. Avera McKennan Regional Laboratory
 - b. Prairie Lakes Hospital
4. The choice of alternate testing location should be selected to provide the most appropriate turnaround time for results.

5. If the physician chooses he/she may request the specimen be held in the clinic laboratory until such time the test is able to be performed in-house.
6. If the testing is sent outside the clinic, it will go to a CLIA approved laboratory. The name of the facility reporting the result will be on the report form.

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 Laboratory Director

<u>Date</u>	<u>By:</u>	<u>Revision:</u>
7/10	Lori Murray	New format
10/17/17	Heather Hall	Added alternate Brown Clinic Lab as first choice For backup testing