

PURPOSE:

The purpose of this procedure is the performance of processing fundamentals in the Processing Department.

SCOPE:

Processing Department

RESPONSIBILITY:

All processors are responsible for reading, understanding and competently performing this procedure.

EQUIPMENT:

Standard order entry equipment including barcode printer

SUPPLIES: N/A

PROCEDURE:

Processing Specimens Procedure

- A) Remove the requisition from the bag.
 - a. Fully open the requisition if folded
 - b. Identify what type of requisition it is: verify (interface), scanner (web orders/PSC orders), or a manual order
 - c. Look over for any changes such as crossed out dates/times, written tests on scanners, written unit codes to add, or tests to remove because the client has crossed them out
- B) Remove the specimens from the bag
 - a. If there are room temperature or frozen specimens included on the requisition, ask the front to bring you the specimen.
- C) Check the specimen labels and make sure that the names match the requisition.
 - a. If there are any patient name discrepancies or missing names, please see the coordinator, designee or supervisor.
 - b. If there is a mismatch of unique person-specific identifier or unlabeled specimen then please see the coordinator, designee or supervisor.
 - c. If the unique identifying number is the only information on the tube, it is critical the order and sample are in the same specimen bag.
 - d. There can be a discrepancy on a patients name by 1 letter which can be accepted.

Written By: Tiffany Colvin 9.11.17

Reviewed:

Location: Company, Technical, Processing, Procedures, SOP Manual

- e. If a specimen is unlabeled, please see the coordinator, designee or supervisor.
- f. Common nicknames are accepted.
Items that are NOT considered unique person-specific identifier include:
 - Doctor's name
 - Client number
 - Phlebotomist
 - Room number
 - Patient phone number

D) Document :

- a. Processor number
- b. What type and how many specimens
 - i. SST-U: Unspun SST
 - ii. SST: Spun SST
 - iii. RT: Red Top
 - iv. PT: Purple Top
 - v. PNK: Pink Top
 - vi. LBT: Light Blue Top
 - vii. GRY: Grey Top
 - viii. GT: Green Top
 - ix. ACD: Yellow Top
 - x. DB: Dark Blue Top with red label (serum)
 - xi. DBE: Dark Blue Top with purple label (whole blood/plasma)
 - xii. PPT: Plasma Prep Tube
 - xiii. TAN: Tan Top Tube
 - xiv. TT: Transfer Tube
 - 1. Document "SST", "RT", etc. next to the TT to indicate what type of collection tube the sample was transferred from
 - 2. WB: Whole Blood
 - 3. S: Serum
 - 4. P: Plasma
 - xv. QFT: Quantiferon Gold collection tubes
 - xvi. PBC: Lead blood collection card
 - xvii. PKU: PKU filter paper card
 - xviii. PAT: Pyruvic acid tube
 - xix. PIT: Protease inhibitor tube
 - xx. NMR: NMR Lipoprofile tube
 - xxi. BBG: Breath Bag
 - xxii. FFN: Fetal Fibronectin Tube
 - xxiii. SP: Sure Path
 - xxiv. TP: Thin Prep
 - xxv. UC: Urine Cup
 - xxvi. IPT: Urine IPT

- xxvii. SC: Sterile Cup (for any sterile cup that does not contain urine)
- xxviii. U24: 24 Hour Urine
- xxix. ST: Raw Stool
 - xxx. ST24: 24 hour stool collection
 - xxxi. ST72: 72 hour stool collection
- xxxii. OCC: Fecal occult blood card
- xxxiii. CB: Cary Blair Transport Media
- xxxiv. O&P: Ova and Parasite collection bottles
- xxxv. BC: Blood Culture Bottles
- xxxvi. SPS: Yellow stoppered blood culture hold tube
- xxxvii. Swab: Any swab for culture
- xxxviii. Plates: Microbiology agar plates
- xxxix. Slides: Slides in flats or containers
 - xl. PFL: Protected from light
 - xli. M6: M6 Universal transport media
 - xlii. UAPT: Urine Aptima
 - xliii. APT: Aptima swab
 - xliv. AFF: BD Affirm vial
 - xlv. RMPI: Sample in RPMI
 - xlvi. BM: Bone Marrow
 - xlvii. BLK: Tissue Block
 - xlviii. BF: Body Fluid
 - xlix. CSF: Spinal Fluid
 - 1. FRZ: Frozen
 - li. PED: Pediatric tube
 - lii. PFL: Protected from light
 - 1. May be in foil, the tip of a glove, or ideally, in an amber/brown colored tube

- E) When documenting specimen types and number, it is important to be accurate and precise
 - a. A frozen transport tube of serum from two gel barrier tubes would be documented: 1TT FRZ (2SST)
 - b. A green top tube with bone marrow would be documented: 1GT BM
 - c. A frozen transfer tube of plasma from 2 light blue top tubes would be documented: 1 TT FRZ (2LBT)
 - d. A frozen amber color transfer tube of whole blood would be documented: 1 TT PFL FZ WB
- F) Tubes for Ionized Calcium and Ionized Magnesium cannot be opened before testing. Make sure to keep these tubes separate when taken to the testing lab.
- G) Perform order entry according to the appropriate SOP.

- H) Be sure to place the test labels on the appropriate specimen.
- a. Ensure the proper specimen was sent before ordering the tests.
 - b. Ensure the specimen is within the prescribed stability time.
 - i. 5,4 in Antrim or the Directory of Services in Lablink will provide acceptable specimen criteria.
 - c. Specimens should have 2 unique person-specific identifiers on the patient label; however one of the following unique person-specific identifier is acceptable.
 - d. Unique person-specific identifiers include
 - i. accession number
 - ii. patient's first and last name,
 - iii. patient last name only, with first name initial
 - iv. Or a unique identifying number(e.g., medical record number or date of birth)
 - e. Processors will check all specimen requirements, including reference laboratories, utilizing Antrim (5,4), Lablink, or a specific reference laboratory web page.
- I) Antrim will produce a number of barcode stickers indicating REQ for requisition, Chem/Chemistry, HEM for hematology, MDX for Molecular and Micro for Microbiology department.
- a. Most of the barcodes will indicate what temperature they should be stored at, FRZ for frozen, REF for refrigerated and RMT (RT) for room temperature.
- J) Labels should be placed with the original specimen name viewable and placed such that the label can be read with the cap/lid on the left hand side and read towards the bottom of the specimen.
- a. Labels should be straight. This is what the instrument reads
 - b. Never put labels on as a "flag". It must be straight
 - c. Make sure labels are smooth
 - d. Leave a "window" so that the fill line can be viewed when possible.
- K) Place the completed specimens in the appropriate rack or tub for delivery.
1. Blood and serum specimens for Chemistry should be placed in the white racks.
 2. Frozen specimens for Chemistry should be placed in the "Frozen Chem" styrofoam cooler.
 3. Urine and other miscellaneous specimens for Chemistry should be placed in the "Misc Chem" bucket.
 4. Specimens for Microbiology should be placed in the "Combo" or "Micro" bucket.

5. Specimens for flow should be placed in the appropriate temperature “Flow” bucket and taken upstairs
 6. Send out specimens should be placed in the assigned temperature storage until they are sent out.
- L) Every sheet of paper that accompanies a specimen will get a “Req” sticker placed on it so that it will be tied to that accession when imaged.
- M) All extra specimens will also get a “Req” sticker and placed in the rack for archiving.

Colored Dots Chart:

When BBPL receives samples which are needing to be shared by multiple departments Processing utilizes a colored dots system to help all departments involved know where the samples need to be directed.

Yellow Dot: Samples received unspun 4 hours or greater, or unknown date/time of collection. This pertains the Red Top (RT) and SST tubes

Purple Rectangle: Samples need to go to Molecular Diagnostics after core lab testing

Green Dot: After completion of all in-house testing specimen needs to be returned to Processing for send-out testing.

REFERENCES: N/A

RELATED DOCUMENTS: N/A

APPENDICES: N/A