PURPOSE:

The purpose of this procedure is the performance of order entry of urine toxicology specimens in the Processing Department.

SCOPE:

Processing Department

RESPONSIBILITY:

The Medical or Section Director is responsible for ensuring that the procedure is in compliance with CAP and CLIA regulations. The Director must review and approve this procedure at appropriate intervals. The Medical Director may delegate some of the responsibilities to other CLIA/CAP qualified personnel.

The Processing Supervisor/Manager will have the overall responsibility for implementing this procedure. The supervisor/manager is responsible for ensuring that the procedure is followed accurately and that competency documentation is appropriate.

All processors performing this procedure are required to have appropriate training and competency approved. They are responsible for reading, understanding and competently performing this procedure without deviation.

EQUIPMENT:

Standard order entry equipment including barcode printer

SUPPLIES: N/A

PROCEDURE:

Urine Toxicology Logistics

1. Specimen and requisition delivered to Processing Department

    a. Specimen = Urine in transport cup. Requisition=BBPL Toxicology –Urine

    b. Transportation temperature: refrigerated.

2. FedEx: The entire delivery is reconciled upon receipt. Transportation container will be opened and all contents examined

    a. All specimens received via FedEx or UPS must be barcode scanned into the “Yellow” miscellaneous route by the requisition number. This allows tracking of when each requisition is received in Processing

b. If a manifest is sent with the specimens, it will be reconciled and any missing specimens will be addressed immediately

Urine Toxicology Order Entry

1. Urine toxicology is a priority and MUST be accessioned as soon as possible. Testing and reporting are time-sensitive and must not be delayed.

2. Orders for Urine Toxicology are created in L4/LabLink (See L4 Order Entry Procedure)

3. **Manual Order Entry**

   a. Type in all patient and client information

   b. Scan the requisition number

   c. Scan the top barcode into the box that states "Requisition examples" or click the drop-down arrow to the right of "Toxicology"

      i. Scanning the barcode will ensure the correct version is shown

   d. Use the requisition to click the boxes marked on the client submitted requisition

      i. Carefully choose exactly the same boxes marked on the requisition

      ii. Do <u>not</u> manually type drug names

      iii. Put a checkmark next to each drug and test on the requisition as it is entered into L4

      iv. Double check that all drugs and tests are checkmarked before proceeding

   e. Always complete the "Prescribed Medication" information if given. Compliance panels require this information to file the accession

      i. If no information is provided, click "No list provided"

         1. Note: "No list provided" is different from "No current medications". No list provided indicates no paperwork was provided with medications. No current medications indicates paperwork was sent but none of the active drugs are listed (usually marked by the client)

      ii. Check the attached paperwork for prescribed medications

      iii. Place a checkmark next to any "Active Drug" section as you check for drugs that are not marked on the requisition

1. **If additional drugs are identified, add them to the order and place a checkmark to the right of the drug on the requisition. This indicates the processor added it.**

f. If there are any questions, please ask the Coordinator or Supervisor

4. Verified Order Entry

a. Scan or type the accession number from the accession label provided by the BBPL Collector

b. The order will pull up in L4 with "In Transit" next to the unit code

c. Check the order for accuracy

i. If there are inaccuracies, the order must be re-entered. As an interface order, it cannot be changed in L4

ii. Re-order in L4 and give the old accession number to a coordinator or supervisor to QA and cancel

d. Click the "In Transit" to change to "In Lab"

e. If there are any questions, please ask the Coordinator or Supervisor

5. File the accession to print the labels

a. Label the requisition and all accompanying paperwork with a REQ label

b. Label **TWO** 13 mm pour-off tube

i. One tube gets the RF-TOX label and goes directly to Toxicology

ii. One tube gets the RF-CHEM label and goes directly to Core Lab

6. Aliquot (pour or pipet) approximately 5 mL of urine from the primary container into labeled pour-off tubes. Place labeled aliquot tubes in a rack.

7. Complete order entry and specimen aliquot for the entire batch.

8. Deliver specimens (RF-CHEM labeled aliquots) to the MPA operator and inform that person that the specimens are for Urine Toxicology.

9. Deliver specimens (RF-TOX labeled aliquots) to the dedicated place in Toxicology and notify a tech if one is available

REFERENCES: N/A

RELATED DOCUMENTS: L4 Order Entry

APPENDICES: N/A