

Procedure for Specimen Retrieval

- A. Print out a Pending Log at the end of the day when you have completed your assigned bench.
1. Go into the "PL" function.
 2. Chose printer 513
 3. Enter through to the "Start date".
 4. Type in T-7
 5. Enter through the "include preliminary results".
 6. Type in "Yes"
 7. Enter through to "Specimens"
 8. Type in ALL at this point
 9. At hospital ID enter appropriate hospital code for your bench or leave as ALL
 10. At worksheet(s) enter:
 - a. If routine bench, "SHRTG"
 - b. If blood bench "SHBC", "SHCBF", "SHFAG"
 - c. If set-up bench "SHMISG", "SHSTG"
 11. Enter down to accept screen.
- B. Reviewing your Pending Log.
1. Starting in the Function MCIQ you will want to arrow back and change your look-up mode to accession number.
 2. Going down the list, enter the accession number to see who is working with the culture and what, if anything is still pending.
 3. As you go through the list, look for all (u) un-received specimens.
 - a. Look-up the accession numbers in ANIQ to see where the specimen is.
 - b. If the specimen appears to have not arrived yet, go into the G.A. system to make sure that the order you are looking at is not a duplicate.
 - i.e. Two urine cultures ordered on urine collected on the same day. You can also check for duplicates by going into the "MCIQ" function arrowing back and changing the look-up mode to name, then typing in the patient's name.
 - c. If the specimen is a duplicate, and there are not results, go under the "CR" function and credit the duplicate, using a reference to the other specimen in the reason field.
 - i.e. "Duplicate Order, Refer to accession XXX for results."
 4. If the specimen is not a duplicate, has not arrived in the Microbiology department, and was ordered more than 3 days ago, your next step is to:
 - a. If the order is for anything other than a urine culture, you need to fill out a sample status form stating that the specimen was not received in Micro and fax it to the PAML troubleshooter.
 - b. If the order is for a urine culture, you must check further to see if it did in fact come to the SHMC lab.

1. Go into the GA system or under IQ in Sunquest & look-up the patient using their name.
2. Check to see if the patient had a Urine Analysis done in Chemistry on the urine specimen, which has a urine culture requested.
If the urine had a routine UA performed at S10 (Flexi) under #17 (GA). You need to fill out a microbiology specimen retrieval form, make a copy of the form to keep in micro and give original to specimen processing so the urine can be retrieved from the UA bucket.
3. If a UA was not done, you need to check in GA under the patients name to see if a TIQ appears. If one does, see if the specimen, which was TIQ'd was a urine by looking under the TIQ in GA. If the TIQ is a urine, fill out a retrieval form and write TIQ so processing will know where to find the urine.
4. If a UA was not done & no TIQ appears in GA, then follow the procedure under "4a" above for filling out a sample status form.

C. Microbiology Specimen Retrieval Forms

1. To be filled out anytime you need to have a specimen retrieved by the Specimen Processing department.
2. After the form is filled out, a copy should be made and placed on the clipboard designated retrievals by the fax machine.
3. When processing brings the original retrieval form back with/without the specimen it should be stapled to the original on clipboard.
4. Each morning the person in PA set-ups needs to review the retrieval forms for specimens, which have not been brought to micro to be set-up.
 - a. Check to see if the original retrieval slips have been returned to micro, if not go to Specimen Processing and inquire as to where they are.
 - b. Check the retrieval slips for any specimens, which were not found.
 - c. If specimen was not found, send a sample status form (4a above) in directing on the form that the specimen was looked for and not found at SHMC.

Microbiology Specimen Retrieval Form

Patient Name	UA	Culture	Date/Time UA	Retreival	Found ?	
	Accession No		Rpt'd in ANIQ	Date	Yes/No	Initials

Comments:

Please Return This Form To Microbiology with Retrieved Samples.

Document Control

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Microbiology Director Approval: Dr. Ann Robinson

Medical Director Approval: Dr. Joseph Schappert 03/10/2010

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