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**Document Name:**

After-Hours Blood Culture Loading Job Aid

**Distribution:**

Microbiology Specimen Processing Manual

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### What to do with unordered blood cultures bottles after-hours?

<b>1</b>	Blood culture bottles that are not ordered in the LIS should be placed onto the BACTEC analyzer after microbiology lab hours
<b>2</b>	Ensure the blood culture bottles are labeled with: <ul style="list-style-type: none"><li>• Patient's full name (last name, first name)</li><li>• Date of birth and/or HCN</li><li>• Date of collection</li><li>• Venipuncture site if multiple bottles or sets are taken</li></ul>
<b>3</b>	Do not write or place patient labels over the bottle barcode
<b>4</b>	Place the requisition on the micro bench
<b>5</b>	At the BACTEC FX instrument, open either drawer (left side or right side): <ul style="list-style-type: none"><li>• Grasp the half-elliptical handle and pull towards you</li><li>• Use your thumb against the side of the drawer for leverage to open</li></ul>
<b>6</b>	Place bottle into any station that has a <b>SOLID GREEN LED</b> light: <ul style="list-style-type: none"><li>• Insert the bottle and ensure it is inserted all the way by pushing vial firmly into station</li><li>• Repeat for all bottles, keeping the drawer open</li><li>• No scanning of bottles is required; place the bottle into the station</li></ul>
<b>7</b>	Close the drawer: <ul style="list-style-type: none"><li>• The drawer will make a knocking noise as the drawer closes</li><li>• Continue to close drawer until the BACTEC makes a soft "checking" sound</li></ul>

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