



## TRAINING UPDATE

**Lab Location:** SGAH  
**Department:** Field Ops

**Date Distributed:** 3/6/2013  
**Due Date:** 4/1/2013

### DESCRIPTION OF PROCEDURE

<b>Name of procedure:</b>	
<b>Employee Health Orders for SGAH</b>	<b>SGAH.CS13 v000</b>
<b>Description of change(s):</b>	
New SOP to describe the Cerner process	

Document your compliance with this training update by taking the quiz in the MTS system.

Approved draft for training (version 000)

Non-Technical SOP

<b>Title</b>	<b>Employee Health Orders for SGAH</b>	
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<b>Owner</b>	Samson M. Khandagale	Date: 2/20/2013

<b>Laboratory Approval</b>		
Print Name and Title	Signature	Date
<i>Refer to the electronic signature page for approval and approval dates.</i>		
Local Issue Date:		Local Effective Date:

<b>Review:</b>		
Print Name	Signature	Date

**TABLE OF CONTENTS**

1. PURPOSE..... 3  
2. SCOPE..... 3  
3. RESPONSIBILITY..... 3  
4. DEFINITIONS..... 3  
5. PROCEDURE..... 4  
6. RELATED DOCUMENTS ..... 8  
7. REFERENCES ..... 8  
8. REVISION HISTORY..... 8  
9. ADDENDA AND APPENDICES ..... 8

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**1. PURPOSE**

To describe process steps for ordering laboratory test(s) as requested by Occupational Health RN on Health Care Workers (HCW) and Source Patient Testing in the event of exposure to blood and body fluids.

**2. SCOPE**

This procedure applies to laboratory orders for blood or body fluid exposure/ accidental needle-stick exposures and open wound contact with Blood/Body Fluid.

**3. RESPONSIBILITY**

Client Service, Specimen Processing and Phlebotomy staff must have knowledge of this procedure.

**4. DEFINITIONS**

BBFE	Blood/ Body Fluid Exposure
EXP	Occupational Health BBFE, SGAH
SADVHH	Occupational Health, BBFE Adventist Home Health
SADVHA	Occupational Health BBFE, Adventist Home Assistant
SABH	Occupational Health, BBFE, ABH
SARHM	Occupational Health BBFE, ARHM
HCW	Health Care Worker
HIS	Hospital Information System
LIS	Lab Information System
ARH	Adventist Rehabilitation Hospital, Rockville
ABH	Adventist Behavioral Health

**5. PROCEDURE**

**A. Process for PRE-EMPLOYMENT PHYSICAL TESTING Laboratory Testing**

1. HCW is registered by the Registration staff in HIS and an identification bracelet is issued.
2. HCW arrives in the Out Patient Lab with a **Pre-Employment Physical Testing-SGAH** Lab Requisition and Registration face-sheet.
3. Lab staff checks identification bracelet and all paperwork to ensure they match.
4. Lab staff orders requested laboratory tests. Double checks orders in LIS, verifies Labels and Requisition match. Paperwork and LIS labels are handed over to the Phlebotomist.
5. Phlebotomist double checks orders, labels and requisition(s) and signs the back of the registration face sheet/requisition to indicate second check is performed. Calls the HCW to the Phlebotomy room for blood draw.

<b>If...</b>	<b>Then...</b>
If a discrepancy is noted, HCW is not called to the Phlebotomy room.	Lab Desk staff is informed to rectify discrepancy. After it is rectified, then call patient to the Phlebotomy room.

6. Phlebotomist performs Positive Identification of the HCW according to Patient Identification SOP.

<b>If...</b>	<b>Then...</b>
If a discrepancy is noted, HCW is informed about the discrepancy and approximate delay/wait time for discrepancy to be resolved. HCW is asked to wait in the waiting lounge.	Lab Desk staff is informed to rectify discrepancy. After it is rectified, then call patient to the Phlebotomy room.

7. When draw is complete, all specimens are labeled with appropriate labels in the presence of the HCW and placed in Bio-hazard zip lock bags.
8. All paperwork is kept in the Out Patient orders/requisitions file.
9. Blood specimens are hand carried or sent via pneumatic tube to the Laboratory.
10. Reports print automatically on the Occupational Health Printer in their Department.

**B. Process for INCOMPLETE EMPLOYEE HEALTH FILE- OCCUPATIONAL HEALTH Laboratory Testing**

1. HCW is registered by the Registration staff using the correct Ambulatory Care Location indicated by the Occupational Health RN and an identification bracelet is issued.
2. HCW arrives in the Out Patient Lab with an **Incomplete Employee Health File - Occupational Health** Lab Requisition and Registration face-sheet.
3. Lab staff checks identification bracelet and all paperwork to ensure they match.

Form revised 3/31/00

4. Lab staff orders requested laboratory tests. Double checks orders in LIS, verifies Labels and Requisition match. Paperwork and LIS labels are handed over to the Phlebotomist.
5. Phlebotomist double checks orders, labels and requisition(s) and signs the back of the registration face sheet/requisition to indicate second check is performed. Calls the HCW to the Phlebotomy room for blood draw.

<b>If...</b>	<b>Then...</b>
If a discrepancy is noted, HCW is not called to the Phlebotomy room.	Lab Desk staff is informed to rectify discrepancy. After it is rectified, then call patient to the Phlebotomy room.

6. Phlebotomist performs Positive Identification of the HCW according to Patient Identification SOP.

<b>If...</b>	<b>Then...</b>
If a discrepancy is noted, HCW is informed about the discrepancy and approximate delay/wait time for discrepancy to be resolved. HCW is asked to wait in the waiting lounge.	Lab Desk staff is informed to rectify discrepancy. After it is rectified, then call patient to the Phlebotomy room.

7. When draw is complete, all specimens are labeled with appropriate labels in the presence of the HCW and placed in Bio-hazard zip lock bags.
8. All paperwork is kept in the Out Patient orders/requisitions file.
9. Blood specimens are hand carried or sent via pneumatic tube to the Laboratory.
10. Reports print automatically on the Occupational Health Printer in their Department.

**C. Process steps for POST HCW EXPOSURE TO BLOOD AND BODY FLUIDS  
 Laboratory Test Ordering (Source Patient Testing)**

**Note:** DO NOT order using patient’s Medical Record Number.

1. A **Down Time Lab Request Post HCW Exposure to Blood & Body Fluids Source Patient Testing** will be received. Orders for blood work are placed in the LIS by Lab Reception Desk or Processing Staff.
2. Place lab orders on PATIENT SOURCE as follows:
  - a. Open Function REI and use appropriate Department Code as indicated on the **Source Patient Testing** requisition.

RN to Check box	Patient Location	Department Code
	Occ Health BBFE, SGAH	EXP-
	Occ Health, BBFE Adv Home Health	SADVHH-
	Occ Health BBFE, Adv Home Assistant	SADVHA-
	Occ Health, BBFE, ABH	SABH-
	Occ Health BBFE, ARHM	SARHM-

- b. From the HIS label on the requisition, at the name prompt, enter the full name of the patient.
- c. From the HIS label, at the Date of Birth prompt, enter the correct date of birth as indicated on the HIS label.
- d. From the HIS label, at the gender prompt, enter the correct gender as indicated on the HIS label.
- e. Refer to test(s) checked off by Nurse and order it under test prompt. Test search program in LIS is MIQ. Refer LIS procedure for REI as needed.
- f. At the Accept, Reject & Modify prompt, enter **A** to accept, if all information inserted is correct, if not enter M to modify and re-type the correct information.
- g. Obtain LIS labels from label printer and **write patient’s actual location on labels.**

If...	Then...
specimens need to be collected by Phlebotomist	LIS labels and <b>Source Patient Testing</b> requisition are handed to the Phlebotomist. These are used to perform two-part positive patient identification by the bed-side and before blood collection.
blood was already collected and sent with the appropriate orders	LIS labels are appropriately placed on the tubes after positive patient identification is done and handed off to the respective departments for testing.

- h. The Source Patient Testing form must accompany the specimen to the testing bench. It is the responsibility of the resulting medical technologist to call the nurse on the number indicated on the Source Patient Testing form with the results. The technologist returns the form to the specimen processing area for filing.

**D. Process steps for POST HCW EXPOSURE TO BLOOD AND BODY FLUIDS  
 Laboratory Test Ordering (Employee Testing)**

1. **A Down Time Lab Request Post HCW Exposure to Blood & Body Fluids Employee Testing** will be received. Orders for blood work are placed in the LIS by Lab Reception Desk or Processing Staff.

Form revised 3/31/00

2. Place lab orders on EMPLOYEE TESTING as follows:

- a. Open Function REI and use appropriate Department Code as indicated on the Employee Testing requisition at the Hospital Number prompt.

RN to Check box	<b>Patient Location</b>	<b>Department Code</b>
	Occ Health BBFE, SGAH	EXP-
	Occ Health, BBFE Adv Home Health	SADVHH-
	Occ Health BBFE, Adv Home Assistant	SADVHA-
	Occ Health, BBFE, ABH	SABH-
	Occ Health BBFE, ARHM	SARHM-

- b. From the Employee testing Requisition, at the Name prompt, enter the alias name. This consists of initials of First & Last name of employee, followed by Employee ID number. *Example:* AB, 123456.
- c. From the Employee Testing Requisition, at the Date of Birth prompt, enter the correct date of birth as indicated.
- d. From the Employee Testing Requisition, at the gender prompt, enter the correct gender as indicated.
- e. Refer to test(s) checked off by Nurse and order it under test prompt. Test search program in LIS is MIQ. Refer LIS procedure for REI as needed.
- f. At the Accept, Reject & Modify prompt, enter A to accept, if all information inserted is correct, if not enter M to modify and re-type the correct information.
- g. Obtain LIS labels from label printer and hand them over to the Phlebotomist for blood draw.

<b>If...</b>	<b>Then...</b>
specimens need to be collected by Phlebotomist	LIS labels and <b>Employee Testing</b> requisition are handed to the Phlebotomist. These are used to perform two-part positive patient identification before blood collection.
blood was already collected and sent with the appropriate orders	LIS labels are appropriately placed on the tubes after positive patient identification is done and handed off to the respective departments for testing.

- h. Results will automatically print on the Occupational Health Printer in their Department.

**Notes:**

- 1. If a signed HIV consent is misdirected or received in the lab, send the form to the Occupational Health RN in a sealed inter-office mail envelope.

2. Phlebotomists will draw Source Patient Testing and Employee Testing only within the SGAH campus that includes, ABH, SGAH and ARH locations. All other Source Patient Testing and Employee Testing (non-SGAH campus) blood specimens or Employees will arrive at the SGAH Laboratory for testing.

**6. RELATED DOCUMENTS**

REI - Ordering Tests, Receiving Specimens, Reprinting Labels, LIS  
Hospital Requisition forms:

- Pre-Employment Physical Testing – SGAH Laboratory
- Incomplete Employee Health File- Occupational Health Lab Request for Testing
- Down Time Lab Request Post HCW Exposure to Blood & Body Fluids Source Patient Testing
- Down Time Lab Request Post HCW Exposure to Blood & Body Fluids Source Employee Testing

**7. REFERENCES**

Shady Grove Adventist Hospital Infection Control Manual, Health Care Worker Exposure to Blood & Body Fluids Policy, 101-02-026, available on Adventist Healthcare Intranet

**8. REVISION HISTORY**

Version	Date	Reason for Revision	Revised By	Approved By

**9. ADDENDA AND APPENDICES**

N/A