

TRAINING UPDATE

Lab Location: SGAH & WAH
Department: Phlebotomy

Date Distributed: 9/16/2014
Due Date: 10/14/2014
Implementation: **10/15/2014**

DESCRIPTION OF PROCEDURE REVISION

Name of procedure:	
Stat, Timed and ASAP Draws	SGAH.P11, WAH.P09 v2
Description of change(s):	
Sections 1,2: remove SGAH only for ASAP orders Section 4: add detail to priority descriptions Section 5: remove Cerner & SMS, update printer numbers, simplify process	
This revised SOP will be implemented on October 15, 2014	

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

Approved draft for training all sites (version 2)

Non-Technical SOP

Title	Stat, Timed and ASAP Draws	
Prepared by	Samson Khandagale	Date: 6/4/2009
Owner	Samson Khandagale	Date: 6/4/2009

Laboratory Approval		
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:

Review:		
Print Name	Signature	Date

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1. PURPOSE

This procedure describes the process for Stat, Timed and ASAP orders.

2. SCOPE

Applies to all Stat, Timed and ASAP orders to be collected by a phlebotomist.

3. RESPONSIBILITY

All staff performing phlebotomy procedures must comply with this procedure.
The Field Operations [Manager](#) is responsible for the content and [review of the procedure](#).

4. DEFINITIONS

STAT and TIMED specimens must be drawn within 15 minutes of order and tubed to the laboratory (via Pneumatic Tube System) or hand carried and received in the Lab.

[STAT orders will print immediately on the designated label printer. The priority code for a STAT order is "S". "S" will print on the LIS label.](#)

[STAT orders cannot be added to a previously drawn sample, except when specified by a Physician or the Patient's Nurse.](#)

[Timed orders will print at least 20 minutes before the next hour draw time on the designated label printer. The priority code for a TIMED order is "T". "T" will print on the LIS label.](#)

[Timed orders cannot be added to a previously drawn sample, except when specified by a Physician or the Patient's Nurse.](#)

ASAP (as soon as possible) orders are to be drawn within [30 minutes](#) and sent via [Pneumatic Tube](#) to the Lab or hand carried and received in the lab.

ASAP orders will print immediately on the designated label printer. The priority code for an ASAP order is "ASAP". "ASAP" will print on the LIS label.

5. PROCEDURE

1. Nursing staff enter orders in HIS

2. WAH: STAT collection labels print on Label Printer 105.
ASAP collection labels print on Label Printer 109

SGAH: STAT collection labels print on Label Printer 311.
ASAP collection labels print on Label Printer 312

3. STAT, ASAP and TIMED draw process

- a. Take the labels off the printer and check the LIS for any additional orders before drawing/contacting phlebotomist.
- b. Contact designated Phlebotomist in regards STAT, referring to the Phlebotomy Floor Assignment Log.
- c. Phlebotomist retrieves labels from the lab or from the pneumatic tube system and documents information on the Phlebotomy worksheet.
- d. If labels are not readily available the caller provides the Phlebotomist with patient's first and last name, location, medical record number, and tests that need to be drawn.
The Phlebotomist will READBACK patient information and tests ordered to the caller.
- e. Phlebotomist contacted MUST respond to all pages/calls within an acceptable time frame of about five minutes.
- f. The Phlebotomist will proceed with the phlebotomy.
- g. When a nurse request a STAT or TIMED draw of a Phlebotomist on a unit, the phlebotomist must obtain a print out of the HIS order or a completed Lab Downtime form to ensure proper Patient Identification. In this case, the phlebotomist will use HIS labels to label the specimens. All collections require the time of draw and the phlebotomist's tech code be written on each tube.
- h. Place specimens in a biohazard transport bag and the copy of the HIS order or Lab Downtime requisition in the side pocket of the bag.
- i. Send the bag via pneumatic tube system to the Lab.

4. Timed

- a. It is essential to draw therapeutic drug levels at the specified time. These times are based on the time that the medication was administered and the time it takes for medication administration to be completed.
- b. Before drawing any therapeutic drug level, always check with patient's nurse to find out if the medication has been or will be administered on schedule.
- c. Tests such as CIEP1, CIEP4, PT and PTT, may also be ordered as a timed draws every 4, 6 or 8 hours. When a patient has orders less than 4 to 6 hours apart for the same test, confirm with the patient's nurse to rule out ordering errors, avoid

duplicate venipunctures and to confirm the correct time the tests needs to be drawn.

- d. For timed Cortisol/Cortrosyn tests, refer to the procedure Cortrosyn Stimulation Test.

5. ASAP

Phlebotomist obtains the ASAP labels and checks in LIS for additional orders.

Review of additional orders:

If....	Then...
orders are present and close to the draw times of ASAP orders	Print labels, inform RN and draw with ASAP sample.
Additional orders are not present	Draw within 30 minutes

Notes: All Phlebotomy orders, regardless of priority codes, are designated to qualify for the un-received log. Un-received logs are also to be pulled and reviewed to resolve outstanding nurse collected specimens not received in the lab.

6. **RELATED DOCUMENTS**

Patient Identification, Phlebotomy procedure
 Venipuncture, Phlebotomy procedure
[Cortrosyn Stimulation Test](#), Phlebotomy procedure

7. **REFERENCES**

N/A

8. **REVISION HISTORY**

Version	Date	Reason for Revision	Revised By	Approved By
		Supersedes SOP P017.001		
000	6/10/2012	Title page: add ASAP to title Sections 1,2,4 : add ASAP orders (SGAH) Section 5: add Cerner for SGAH, ASAP label printer, ASAP order process Section 9: add attachment	S Khandagale	S Khandagale
001	8/7/2014	Sections 1,2: remove SGAH only for ASAP orders Section 4: add detail to priority descriptions Section 5: remove Cerner & SMS, update printer numbers, simplify process Footer: version # leading zero's dropped due to new EDCS in use as of 10/7/13.	S Khandagale L Loffredo	S Khandagale

9. **ADDENDA AND APPENDICES**

Laboratory Order Priorities for Care Excellence (see Attachment on document profile)

Form revised 3/31/00