

TRAINING UPDATE

Lab Location: WAH **Date Implemented:** 10.29.2016
Department: Field Ops Staff **Due Date:** 11.15.2016

DESCRIPTION OF PROCEDURE REVISION

Name of procedure:
STAT, Timed, and ASAP Draws
Description of change(s):
<ol style="list-style-type: none">1. Timeframes for collection are defined:<ol style="list-style-type: none">a. STAT orders must be collected within 15 minutesb. ASAP orders must be collected within 30 minutesc. Timed orders must be collected within 15 minutes of the desired collect time (15 minutes before time to 15 minutes after time)2. We will check orders and collect all STAT, ASAP, and timed orders within 30 minutes and all routine collections at the same time3. Samples will be delivered to the lab or sent to the lab via pneumatic tube IMMEDIATELY after collection.4. Phlebotomists will check with the nurse before all timed collections to verify medication was given on schedule5.

Electronic Document Control System



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Title: Stat, Timed and ASAP Draws

Owner: LESLIE BARRETT

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Next Review Date:

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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TABLE OF CONTENTS

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

1. PURPOSE

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

2. SCOPE

This procedure applies to all STAT, Timed and ASAP orders to be collected by a phlebotomist except the glucose tolerance and cortrosyn stimulation tests which have specific procedures associated with collection.

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


- A. **STAT order** = This order should be prioritized over all other orders. STAT collections are ordered when the patient is in a life threatening situation. The specimens must be collected within 15 minutes of order and resulted within 60 minutes.
- B. **ASAP order** = This order has a high priority. The results are needed as soon as possible, but they are not life threatening. The specimens must be collected within 30 minutes and resulted within 60 minutes.
- C. **Timed order** = This order is placed when a specimen must be collected at a particular time. This is used primarily for drug levels and dosing as well as cardiac and sepsis protocol orders. Specimens must be collected within 15 minutes of the desired order time (15 minutes before to 15 minutes after the desired time). It is essential that timed orders are collected within the appropriate 30 minute window to properly dose medications.

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5. PROCEDURE

Document: SGAH.P11[3] Status: INWORKS, Effective: 11/27/2016, Check Version Before Use

Step	Action
1	<p>Labels will print immediately in the laboratory when a “lab collect” specimen is ordered with a status of STAT or ASAP.</p> <ul style="list-style-type: none"> A. STAT labels print on SGMC printer 311 and WAH printer 105. B. ASAP labels print on SGMC printer 312 and WAH printer 109. <p>Labels for timed orders will print on the routine printer 15 minutes before the scheduled collect time on the routine lab label printer.</p>
2	<p>The priority code will print on the lower, right-hand side of the lab label, behind the test name.</p>  <ul style="list-style-type: none"> A. S = STAT Collection B. ASAP = ASAP Collection C. T = Timed Collection
3	<p>The staff member monitoring the printer will retrieve the label and check for any additional orders on that patient.</p> <ul style="list-style-type: none"> A. Access Sunquest GUI. B. Click on function “General Laboratory.” C. Click the “Orders” tab and select “Order Receipt/Modify” from the dropdown menu. D. At the “Patient ID” prompt, type the patient’s medical record number and click the “Get Patient” button. E. In the “Order Status” box, click the “Unreceived” radial button. F. Click the “Display Orders” button. G. All orders for the patient will display. H. Note any STAT, ASAP, and timed orders scheduled to be collected within 30 minutes of the current collection AND all routine orders pending and document the corresponding accession numbers. These specimens should be collected at the same time as the current collection to minimize venipunctures for the patient. I. Print labels for accessions that will be collected at the same time. <ul style="list-style-type: none"> a. Access Sunquest GUI. b. Click on function, “Order Entry.” c. At the “Lookup by” prompt, select “Accession Number” from the dropdown menu. d. At the “Value” prompt, type the accession number that corresponds to the label to be printed and press “enter” or click “search.” e. The patient information will display. Verify the patient information and click “Select.” f. Click on “Reprint labels.” g. Click the “Select All” button. h. Click the “Print” button.

Form revised 3/31/00

Step	Action
4	<p>The person monitoring the printer will notify the phlebotomist assigned to the patient care area via vocera or pager. The phlebotomist is required to respond to the vocera call or page as soon as possible; if the phlebotomist is with a patient he/she should respond prior to moving to the next patient. The phlebotomist will make arrangements to obtain the patient labels by one of the following methods:</p> <ul style="list-style-type: none">A. Laboratory will send the labels to the phlebotomist via pneumatic tube.B. Phlebotomist will print the labels using a computer printer in the patient care area.C. Phlebotomist will pick up the labels from the laboratory. <p>The phlebotomist will never collect a blood sample without a label. During periods of computer downtime, a downtime form and label may be used.</p>
5	<p>The phlebotomist will collect the specimen(s) per procedure. The phlebotomist will check with the nurse before drawing a timed specimen to ensure the medication has been or will be administered on schedule.</p>
6	<p>Specimens will immediately be transported to the laboratory or sent to the laboratory via pneumatic tube after collection.</p>

6. **RELATED DOCUMENTS**
Patient Identification, Phlebotomy procedure
Venipuncture, Phlebotomy procedure
Pager Communication, WAH procedure
Vocera Communication, SGMC procedure

7. **REFERENCES**
N/A

8. REVISION HISTORY

Versio n	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
2	10/19/2016	Header: Added WAH Sections 4, 5: Updated format and wording for clarity. Section 6: Added Vocera and Pager SOPs	S Codina	S Codina

9. ADDENDA AND APPENDICES

Appendix A: Laboratory Order Priorities for Care Excellence

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Appendix A: Laboratory Order Priorities for Care Excellence

Laboratory Order Priorities



Shady Grove Adventist Hospital Washington Adventist Hospital

Laboratory Definition of Order Priority Codes

By defining department service levels with clear, caregiver expectations, concurrent with the Cerner implementation, the laboratory will better serve our patients and their healthcare providers.

STAT:

"Life Threatening"

Collected within 15 minutes

Tested immediately upon receipt in laboratory.

Resulted within 60 minutes

- These specimens will be treated with the highest priority. We estimate the number to be less than 5% of the total orders.
- No nursing unit or location will default to Stat.
- A test should carry the priority code of STAT ONLY if the physician order was written as STAT.
- Stats will be audited.

ASAP:

"As Soon As Possible"

High Priority – Not Life Threatening

Collected within 30 minutes

Results available within 60 minutes.

- ED specimens not ordered as Stats will fall into this category.
- Only Stats qualify for the higher priority

TIMED:

Primarily used for drug levels and dosing.

Specimen collected within \pm 15 minutes of requested time and run routine.

NEXT AM:

Collected next AM [After Midnight] routine collection round between 0500-0700.

- These orders must be placed by 0230 to qualify for the AM collection round.
- Orders placed after 0230 will default to the next hourly collection round.
- AM collection rounds will begin in the critical care units, at 0400. All other units will follow thereafter.

ROUTINE:

Specimens are collected with next collection round and tested routinely.

- This priority code will be the order default code.
- Most tests ordered routine AND performed on-site will usually complete within 2 hours.
- Early AM specimens, collected before 0700, should be result by 0800.
- Collection rounds will be hourly 0700-2100