

TRAINING UPDATE

Lab Location: WAH and SGMC **Date Implemented:** 11.18.2016
Department: Field Ops Staff **Due Date:** 12.15.2016

DESCRIPTION OF PROCEDURE REVISION

Name of procedure:
Specimens Without Orders
Description of change(s):
<ol style="list-style-type: none">1. Specimens Without Orders Log was updated<ol style="list-style-type: none">a. Use one log per dayb. Add patient namec. Added check boxes for specimen typed. Added contact information 2. Changes to process<ol style="list-style-type: none">a. When samples are received without orders, document the specimen on the log and notify the patient care areab. If orders are not received within 1 hour, call the patient care area a second time and document on the logc. If orders are not received within 2 hours, call the charge RNd. Place orders for "Extra" tube/swab/blood cx in Sunquest and file specimens 3. We have created "extra" orders to indicate that we have received extra specimens.<ol style="list-style-type: none">a. Order extras in "Order Entry"b. Barcodes were created to help with this process (you can barcode the specimen type to order the "extra" specimen)

Electronic Document Control System



Document No.: SGAH.S898[2]

Title: Specimens without Orders

Owner: LESLIE BARRETT

Status: INWORKS

Effective Date: 17-Dec-2016

Next Review Date:

Non-Technical SOP

Title	Specimens without Orders	
Prepared by	Leslie Barrett	Date: 1/15/2015
Owner	Samson Khandagale	Date: 1/15/2015

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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Form revised 3/3/00

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1. PURPOSE
 This procedure outlines the process for handling specimens received in the lab without a test order (computer or manual requisition).

2. SCOPE
 This procedure applies to all staff assigned to Specimen Processing.

3. RESPONSIBILITY
 All staff assigned to Specimen Processing must understand and comply with this procedure.

4. DEFINITIONS
 N/A

5. PROCEDURE

Step	Action
1	All specimens received in the laboratory without orders (written or electronic) will be documented on the "Specimens Without Orders Log" with the following information. Use one log per day. <ul style="list-style-type: none"> A. Time received B. Patient location C. Patient name and medical record number D. Specimen type (blood, urine, swab, blood culture, or other). If "other" list the type of specimen received.

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Step	Action
1 Cont	EXCEPTIONS: <ul style="list-style-type: none"> • ABO retype and cord blood specimens without orders may be delivered directly to blood bank and do not need to be documented on the log. • For WAH only, protocol orders may be placed for “Code Heart” and “Code BAT” patients per procedure. These specimens do not need to be documented on the log.
2	Immediately call the patient care area to report that we have received specimens without orders. <ol style="list-style-type: none"> A. Instruct the nurse/provider to place orders in the electronic medical record. B. Legibly document the name of the person contacted, time contacted, and your tech code on the log. C. Deliver blood bank specimens directly to blood bank after making the initial call. D. Place all other specimens received in the “specimens without orders” bin for resolution.
3	Periodically check the LIS for orders and receive specimens for which orders have been placed. Indicate the time the order was resolved on the log.
4	If orders have not been placed after 1 hour, call the patient care area again. <ol style="list-style-type: none"> A. Instruct the nurse/provider to place orders in the electronic medical record. B. Legibly document the name of the person contacted, time contacted, and your tech code on the log. C. Return the specimens received to the “specimens without orders” bin for resolution.
5	Continue to periodically check the LIS for orders and receive specimens for which orders have been placed. Indicate the time the order was resolved on the log.
6	Notify the charge nurse for the patient care area if orders have not been received within 2 hours. Document the name of the person contacted, time contacted, and your tech code on the log. Receive any specimens for which the charge RN places orders.

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Step	Action																										
7	If orders have not been received within 2 hours and 15 minutes from the time the specimens were received, place orders for an “extra tube” specimen, centrifuge tubes as applicable, and file the specimens per procedure. <table border="1" style="margin: 10px auto;"> <thead> <tr> <th style="text-align: center;">Sunquest Test</th> <th style="text-align: center;">Description</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">BLU</td> <td style="text-align: center;">Extra Blue Top Tube</td> </tr> <tr> <td style="text-align: center;">LAV</td> <td style="text-align: center;">Extra Lavender Top Tube</td> </tr> <tr> <td style="text-align: center;">SSTT</td> <td style="text-align: center;">Extra SST Tube</td> </tr> <tr> <td style="text-align: center;">REDT</td> <td style="text-align: center;">Extra Red Top Tube</td> </tr> <tr> <td style="text-align: center;">GREEN</td> <td style="text-align: center;">Extra PST Tube</td> </tr> <tr> <td style="text-align: center;">UAPT</td> <td style="text-align: center;">Extra Urine Preservative Tube</td> </tr> <tr> <td style="text-align: center;">URYEL</td> <td style="text-align: center;">Extra Urine Yellow Top Tube</td> </tr> <tr> <td style="text-align: center;">URGRAY</td> <td style="text-align: center;">Extra Urine Gray Top Tube</td> </tr> <tr> <td style="text-align: center;">BCAER</td> <td style="text-align: center;">Extra Blood Culture Aero Bottle</td> </tr> <tr> <td style="text-align: center;">BCANA</td> <td style="text-align: center;">Extra Blood Culture Ana Bottle</td> </tr> <tr> <td style="text-align: center;">ESWAB</td> <td style="text-align: center;">Extra Swab</td> </tr> <tr> <td style="text-align: center;">EBFLD</td> <td style="text-align: center;">Extra Body Fluid</td> </tr> </tbody> </table>	Sunquest Test	Description	BLU	Extra Blue Top Tube	LAV	Extra Lavender Top Tube	SSTT	Extra SST Tube	REDT	Extra Red Top Tube	GREEN	Extra PST Tube	UAPT	Extra Urine Preservative Tube	URYEL	Extra Urine Yellow Top Tube	URGRAY	Extra Urine Gray Top Tube	BCAER	Extra Blood Culture Aero Bottle	BCANA	Extra Blood Culture Ana Bottle	ESWAB	Extra Swab	EBFLD	Extra Body Fluid
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6. RELATED DOCUMENTS

- Specimens without Orders Log (AG.F318)
- Protocol Lab Orders for Suspected STEMI Patients
- Protocol Lab Orders for Suspected BAT Patients

7. REFERENCES

N/A

8. REVISION HISTORY

Version	Date	Reason for Revision	Revised By	Approved By
0	12/17/15	Section 5: add details for extra rainbow tubes Section 6: delete Holding Extra Specimens SOP	L Barrett	S Khandagale
1	10.28.16	Section 4: removed definitions Section 5: updated procedure to reflect changes to form; added time limits for calling; added requirement to call charge RN after 2 hours; added requirement to order “extra specimen” tests after 2 hours, added protocol orders for WAH Section 6: updated documents	SCodina	NCacciabeve

9. ADDENDA AND APPENDICES

None

Form revised 3/31/00

Electronic Document Control System



Document No.: AG.F.318[1]

Title: Specimens without Orders Log

Owner: LESLIE BARRETT

Status: INWORKS

Effective Date: 17-Dec-2016

Next Review Date:



Specimens Without Orders Log

Date: _____

Time Received	Patient Location	Patient Name Patient MRN	Specimen Type	Notification			Time Resolved
				Initial 1 Hour 2 Hour	Contacted Person	Time Notified	
			<input type="checkbox"/> Blood <input type="checkbox"/> Urine <input type="checkbox"/> Swab <input type="checkbox"/> Blood Cx <input type="checkbox"/> Other:				
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Extra
Blue
Tube



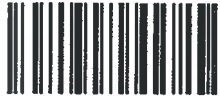
BLU
TEC-IT.COM

Extra
Lavender
Tube



LAV
TEC-IT.COM

Extra
PST
Tube



GREEN
TEC-IT.COM

Extra
Blood Culture
AEROBIC
Bottle



BCAER
TEC-IT.COM

Extra
Blood Culture
ANAEROBIC
Bottle



BCANA
TEC-IT.COM

Extra
Swab



ESWAB
TEC-IT.COM

Extra
SST
Tube



SST
TEC-IT.COM

Extra
Red
Tube



REDT
TEC-IT.COM

Extra
Urine Preservative
Tube



UAPT
TEC-IT.COM

Extra
Urine Yellow
Tube



URYEL
TEC-IT.COM

Extra
Urine Gray
Tube



URGRAY
TEC-IT.COM

Extra
Body Fluid



EBFLD
TEC-IT.COM