

TRAINING UPDATE

Lab Location: SGMC and WAH **Date Implemented:** 1/19/2018
Department: Processing **Due Date:** 2/5/2018

DESCRIPTION OF PROCEDURE REVISION

Name of procedure:

Specimens Without Orders

Description of change(s):

1. Every specimen received without orders will get ordered as an "extra" tube **at the time of arrival.**
2. **ONLY** irretrievable specimens **and** specimens from the following nursing units will get written on the log and called to the nurse:
 - a. Cath Lab
 - b. CVIR
 - c. OR
 - d. Radiology
 - e. L&D

This change was made, because the laboratory is receiving too many specimens without orders and cannot continue calling all of them. This will help to reduce the amount of work on the processors.

Electronic Document Control System



Document No.: SGAH.S898[3]

Title: Specimens without Orders

Owner: LESLIE BARRETT

Status: INWORKS

Effective Date: 11-Feb-2018

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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- 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

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5. PROCEDURE

Step	Action																										
1	<p>Every specimen that is received without orders will be documented in the laboratory computer system. Place orders for an "extra tube" specimen, centrifuge tubes as applicable, and file the specimens per procedure. No additional action will be taken for specimens that do not meet criteria outlined in step 2.</p> <table border="1" data-bbox="490 451 1339 892"> <thead> <tr> <th data-bbox="490 451 844 487">Sunquest Test</th> <th data-bbox="844 451 1339 487">Description</th> </tr> </thead> <tbody> <tr> <td data-bbox="490 487 844 522">BLU</td> <td data-bbox="844 487 1339 522">Extra Blue Top Tube</td> </tr> <tr> <td data-bbox="490 522 844 558">LAV</td> <td data-bbox="844 522 1339 558">Extra Lavender Top Tube</td> </tr> <tr> <td data-bbox="490 558 844 594">SSTT</td> <td data-bbox="844 558 1339 594">Extra SST Tube</td> </tr> <tr> <td data-bbox="490 594 844 630">REDT</td> <td data-bbox="844 594 1339 630">Extra Red Top Tube</td> </tr> <tr> <td data-bbox="490 630 844 665">GREEN</td> <td data-bbox="844 630 1339 665">Extra PST Tube</td> </tr> <tr> <td data-bbox="490 665 844 701">UAPT</td> <td data-bbox="844 665 1339 701">Extra Urine Preservative Tube</td> </tr> <tr> <td data-bbox="490 701 844 737">URYEL</td> <td data-bbox="844 701 1339 737">Extra Urine Yellow Top Tube</td> </tr> <tr> <td data-bbox="490 737 844 772">URGRAY</td> <td data-bbox="844 737 1339 772">Extra Urine Gray Top Tube</td> </tr> <tr> <td data-bbox="490 772 844 808">BCAER</td> <td data-bbox="844 772 1339 808">Extra Blood Culture Aero Bottle</td> </tr> <tr> <td data-bbox="490 808 844 844">BCANA</td> <td data-bbox="844 808 1339 844">Extra Blood Culture Ana Bottle</td> </tr> <tr> <td data-bbox="490 844 844 879">ESWAB</td> <td data-bbox="844 844 1339 879">Extra Swab</td> </tr> <tr> <td data-bbox="490 879 844 909">EBFLD</td> <td data-bbox="844 879 1339 909">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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2	<p>When irretrievable specimens (CSF, body fluids, etc.) and specimens from the following nursing units are received without orders, they will be documented on the "Specimens Without Orders Log" and called to the nursing unit.</p> <ul style="list-style-type: none"> A. Cath Lab B. CVIR C. OR D. Radiology <p><i>E. Labor & Delivery</i></p> <p>EXCEPTIONS:</p> <ul style="list-style-type: none"> • For WAH only, protocol orders may be placed for "Code Heart" and "Code BAT" patients per procedure. 																										
3	<p>The following information will be documented on the log:</p> <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. 																										
4	<p>Immediately call the patient care area to report that we have received specimens without orders.</p> <ul 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. 																										

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Step	Action
5	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	If orders have not been placed after 1 hour, call the patient care area again. 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.
7	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.
8	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.
9	If orders are still pending after charge nurse notification: A. Notify the nurse administration of any irreplaceable specimens without orders and document on the log. B. File all specimens per laboratory procedure.

6. RELATED DOCUMENTS

- Form: Specimens without Orders Log (AG.F318)
- SOP: Using Instrument Manager for Specimen Storage and Retrieval
- SOP: Specimen Receipt and Processing
- SOP: Protocol Lab Orders for Suspected STEMI Patients
- SOP: 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

Form revised 3/31/00

Version	Date	Reason for Revision	Revised By	Approved By
2	1.12.18	Section 5: Deleted requirement to log and follow up on specimens that do not meet criteria in step 2.	SCodina	NCacciabeve

9. ADDENDA AND APPENDICES

None

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