

TRAINING UPDATE

Lab Location:	SGAH and WAH	Date Implemented:	3.2.2018
Department:	Processing	Due Date:	3.16.2018

DESCRIPTION OF PROCEDURE REVISION

Name of procedure:

Specimen Receipt and Processing

Description of change(s):

<p>We made some changes to the Sunquest computer screen for processing.</p>

- | |
|---|
| <ol style="list-style-type: none">1. The received date and time will no longer autofill. You will have to press tab at these prompts. This change was made to stop the cursor from moving up and down during the receiving process.2. We eliminated the workload code prompts, since these are not required. |
|---|

<p>We also added instructions to the procedure for scanning lab labels. This will be coming soon.</p>

Electronic Document Control System



Document No.: SGAH.S902[3]

Title: Specimen Receipt and Processing

Owner: LESLIE BARRETT

Status: INWORKS

Effective Date: 31-Mar-2018

Next Review Date:

Non-Technical SOP

Title	Specimen Receipt and Processing	
Prepared by	Samson Khandagale	Date: 3/20/2015
Owner	Stephanie Codina	Date: 10/19/2017

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

Document:SGAH.S902[3] Status:INWORKS,Effective:3/31/2018, Check Version Before Use

Form rev'ed 3/31/00

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1. PURPOSE

This procedure describes the process for receiving specimens in the laboratory.

2. SCOPE

All specimens that arrive in the laboratory will be received and processed for testing.

3. RESPONSIBILITY

All laboratory staff members must understand and adhere to this procedure when receiving and processing specimens for testing.

4. DEFINITIONS

Irreplaceable specimen – a specimen obtained by invasive means that is not easily obtained or replaced, i.e. CSF, body cavity fluids, fine needle aspirations, surgical biopsies, etc.

5. PROCEDURE

Step	Action
1	Specimens will be transported to the laboratory in person (lab/hospital staff) or via pneumatic tube station. Specimens dropped off in the laboratory by non-laboratory personnel must be properly recorded on the specimen receipt log.
2	Specimens will be processed in the order in which they arrive (specimens delivered first will be processed first) and they will be prioritized as follows: A. Specimens on ice will be prioritized first due to specimen stability. B. Irreplaceable specimens (such as body fluids) will be prioritized second. C. Specimens in green biohazard bags from pre-op (including L&D pre-op) will be prioritized third. D. Specimens in red or orange bags from ED will be prioritized fourth. E. Stat and timed specimens will be prioritized fifth. F. Routine specimens will be processed last.

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Step	Action
3	<p>Verify the specimen is labeled properly. Each specimen must include the following:</p> <ul style="list-style-type: none"> A. Patient's full name B. Patient's medical record number <ul style="list-style-type: none"> a. FIN may be used during periods of computer downtime for registered patients b. Birthdate may be used for patients whose specimens were collected at outside locations such as Mercy Health, MobileMed, etc. C. Date and time of collection D. Collector's initials or identification <p>Forward all blood bank specimens to blood bank for review. Blood bank staff will check labeling and adequacy.</p> <p>The specimen will be rejected if the name and/or medical record number is incorrect or absent. The collector may come to the laboratory to fix specimens with missing or incorrect collection date/time and/or collector's initials.</p> <p>The laboratory will not return any specimens to the floor for any reason once received. All edits to specimen labels must be completed in the confines of the laboratory.</p>
4	<p>Verify that the specimen submitted meets the requirements for testing. Characteristics that should be considered when evaluating the adequacy of a specimen include, but are not limited to, the following.</p> <ul style="list-style-type: none"> A. Specimen container is within the manufacturer's expiration date. Verify only if visible; do not remove labels to verify expiration date. B. Correct specimen container C. Correct anticoagulant for blood tubes D. Adequate specimen volume E. Timely specimen delivery (as outlined by the stability standards for the requested test(s)). F. Accurate blood-to-anticoagulant ratio as indicated by the collection tube and test requirements G. Adequate visual inspection of the tube/container. <ul style="list-style-type: none"> a. Specimen does not appear to be contaminated. b. Specimen is not leaking. c. Visual clots are not seen. d. Gross hemolysis is not seen. H. Accurate correlation of specimen collection time when timed specimens are collected. I. The test code ordered should match the specimen type. Edit orders that correspond to the incorrect specimen type. J. During periods of computer downtime, paper requisitions must be completely and accurately filled out. Information on the requisition must match information on the specimen label. <p>Cancel a specimen that is not adequate for testing per procedure.</p>

Form revision 1/11/10

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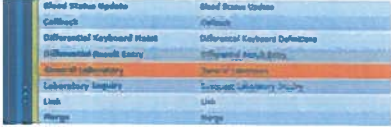
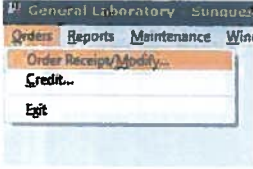



Step	Action
5	<p>Receive specimens in Sunquest per one of the below procedures. Keep in mind the following:</p> <ul style="list-style-type: none"> A. Each accession number should contain only one specimen type (blood, urine, stool, etc.). B. Miscellaneous tests require extra handling. Refer to the procedure. C. Specimens received without orders should be documented per procedure. D. Each microbiology specimen should be on its own accession number. Edit specimens that overlap accession numbers by receiving one specimen then cancelling and reordering the other tests on new accession numbers. E. Microbiology specimens cannot have the same collect time or results will not post to Cerner. Separate the collect times by 1 minute in Sunquest if more than one specimen is received with the same collect time.
6	Relabel tubes with laboratory labels as needed per procedure.
7	<p>Aliquot and label per procedure all urine specimens received in a cup within 2 hours of collection.</p> <ul style="list-style-type: none"> A. Yellow/red tiger top (urine preservative) tube for UA; stable for 24 hours without refrigeration. B. Gray top urine culture and sensitivity tube; stable for 48 hours. C. Plain yellow top tube for Urine Drugs of Abuse, HCG or urine Chemistry testing. D. Urine samples in a cup collected more than 2 hours before receipt must be rejected for culture. E. Offsite locations (ABH, ARH, and Mercy Health) refrigerate specimens prior to receipt and may be accepted for up to 24 hours.
8	<p>Separate and deliver specimens to the appropriate section of the laboratory.</p> <ul style="list-style-type: none"> A. Specimens that require centrifugation should be placed into the centrifuge. <ul style="list-style-type: none"> a. Chemistry, send out, and extra specimens are placed in the centrifuges between processing and chemistry. b. Coagulation specimens are centrifuged in the coag area. B. Blood bank armbands should be delivered to blood bank with specimens. C. If aliquot labels print during receipt, bring the aliquot label to the bench with the specimens.

Receiving Specimens in Sunquest: Primary Method



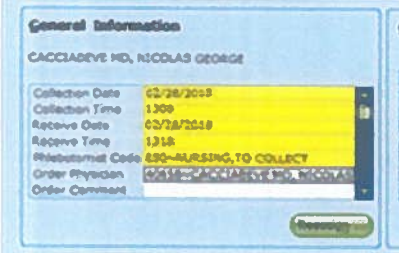
Step	Action
1	Access Sunquest GUI.

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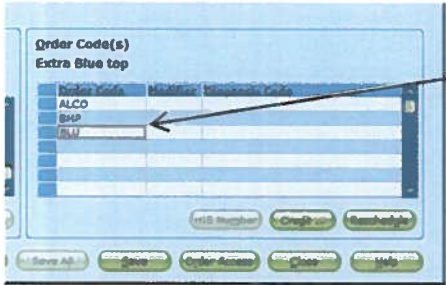
Step	Action
2	<p>Select function "General Laboratory."</p> 
3	<p>Select "Order Receipt/Modify" from the dropdown menu in the upper, left-hand corner of the screen.</p> 
4	<p><u>If the specimen is not labeled with a lab label,</u></p> <p>A. Select "Patient ID" from the Access Option dropdown menu.</p>  <p>B. In the yellow box, enter the medical record number from the tube then click the "Get Orders" box.</p> <ol style="list-style-type: none"> Scan the MRN from the Cerner patient label. Manually type the patient MRN from the lab label.  <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-left: 10px;">This barcode contains the MRN</div> <p><u>If the specimen is labeled with a lab label,</u></p> <ol style="list-style-type: none"> At the "Access Option" dropdown, select "Accession Number." In the yellow box, scan the barcode label from the tube.
5	<p>Click the "Display Orders" button.</p> 

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Step	Action
6	<p>The order codes pending for the patient (if MRN scanned) or accession number (if lab label scanned) will appear at the top of the screen. Click on the accession that corresponds to the specimen you would like to receive.</p> <ul style="list-style-type: none"> A. You can only receive one accession at a time. B. Ensure you have received all tubes required to complete testing on the accession number. If you are missing a tube or cannot complete the testing, cancel that particular test and reorder per procedure. Do not receive testing for which you do not have a specimen. 
7	<p>Print a lab label if indicated. Print the label <i>prior</i> to receiving the specimen.</p> <ul style="list-style-type: none"> A. Click the “Reprint Labels” button. B. All orders on the accession will display. C. Highlight the orders for which you need a label or click “select all.” D. Click the “Print” button. E. The labels will print. 
8	<p>At the “Collection date” prompt, type the date the specimen was collected from the tube. Pay special attention to this field if the sample was collected around midnight. If a sample was ordered before midnight and collected after midnight, the date will be incorrect and nursing/provider staff will not be able to see results.</p> 
9	<p>At the “Collection time” prompt, type the time the specimen was collected from the tube.</p> <p>Note: If more than one microbiology sample is received with the same collect date and time, separate the collect times by 1 minute. Microbiology results will not cross into the patient’s electronic medical record if we duplicate collection date and time.</p>

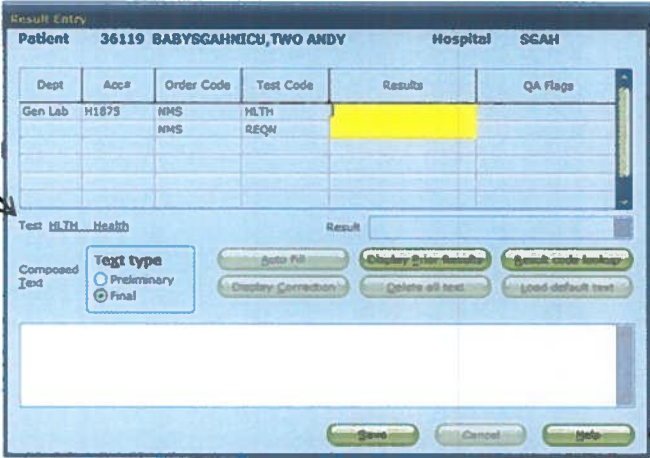
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Step	Action
10	At the "Received date" press the "tab" key to default the current date or type a date in the field.
11	At the "Received time" press the "tab" key to default the current time or type a time in the field.
12	At the "Phlebotomist's code" prompt, enter one of the following. <ul style="list-style-type: none"> A. Type the tech ID if a phlebotomist collected the specimen. B. Enter "850" for nurse collect. C. Enter "860" for ED collect. D. Enter "870" for physician collect. E. Enter "880" for patient collect (such as urine). F. Enter "905" for autotransfusion samples.
13	If extra tubes are received, order barcodes for them by entering the mnemonic in the "Order code" area. 
14	Review the accuracy of the information and correct as necessary. Then, press the "Save" button.

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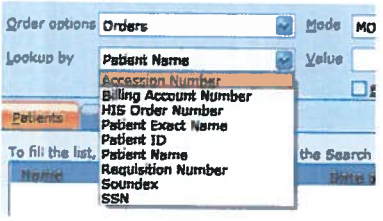


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Step	Action
15	<p>Additional information is required for some tests. A pop-up screen will appear with prompts. The mnemonic will appear in yellow and the test definition will appear in the "Test" area below. Answer the prompts per procedure. Then, click the "Save" button.</p> <p>A. Microbiology specimens will require that a source is entered.</p> <ol style="list-style-type: none"> a. Sunquest will prompt, "SDES." At the "SDES" prompt, verify that the source listed in the LIS matches the source listed on the specimen. <ol style="list-style-type: none"> i. If the source matches, proceed with receiving the order. ii. If the source does not match, modify the source in the LIS to match the source on the specimen. <ol style="list-style-type: none"> 1. Acceptable source codes may be found by typing a left bracket "[" followed by a few letters that describe the source. Example: "[nasal" will give the source code "NP" 2. Use a hyphen to add further descriptions Example: FOOT-RT for right foot b. Sunquest may also prompt the "SREQ" special request field. This field will autofill as "HIDE." Do not use this field. <p>B. Blood bank type and screen specimens require that an armband number is entered. Sunquest will prompt, "RN." Enter through this prompt; blood bank staff will enter the armband number.</p> <p>Note: Predefined English text codes (ETC) should be entered directly into the field and free-text results require a semi-colon ";" before the entry. Do not enter a semi-colon before an ETC.</p> 

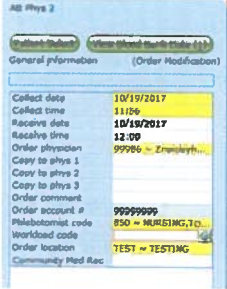


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Receiving Specimens in Sunquest: Alternate Method

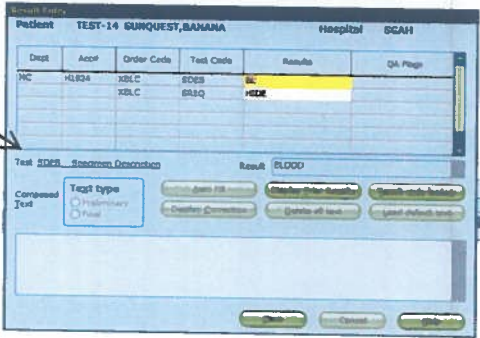
Step	Action
1	Access Sunquest GUI.
2	Select function, "Order Entry." 
3	At the "Lookup by" prompt, select "Accession Number" from the dropdown menu. 
4	At the "Value" prompt, type the accession number of the specimen to be received. Then click the "Search" button. 
5	Information about the specimen you selected will appear. Verify the information is correct, then click the "Select" button. 

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Step	Action
6	<p>Complete all yellow fields.</p> <p>A. Change the collect date and time to match the date and time of collection from the specimen. Pay close attention to the date in the hours after midnight. If the specimen was ordered before midnight and collected after midnight and the date is not changed, the results will not cross to Cerner correctly.</p> <p>B. Press enter at the "Received date" to default the current date.</p> <p>C. Press enter at the "Received time" to default the current time.</p> <p>D. Enter one of the following in the "Phlebotomist code" field.</p> <ol style="list-style-type: none"> Type the tech ID if a phlebotomist collected the specimen. Enter "850" for nurse collect. Enter "860" for ED collect. Enter "870" for physician collect. Enter "880" for patient collect (such as urine). Enter "905" for autotransfusion samples. 
7	<p>Verify the tests ordered and add additional tests in the yellow boxes as needed.</p> 
8	<p>If you need to reprint labels,</p> <ol style="list-style-type: none"> Click the "Reprint labels" button. All orders on the accession will display. Highlight the orders for which you need a label or click "select all." Click the "Print" button. The labels will print. 
9	<p>Click the "Save" button to receive the order.</p>

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Step	Action
10	<p>Additional information is required for some tests. A pop-up screen will appear with prompts. The mnemonic will appear in yellow and the test definition will appear in the "Test" area below. Answer the prompts per procedure. Then, click the "Save" button.</p> <p>A. Microbiology specimens will require that a source is entered.</p> <ol style="list-style-type: none"> a. Sunquest will prompt, "SDES." At the "SDES" prompt, verify that the source listed in the LIS matches the source listed on the specimen. <ol style="list-style-type: none"> i. If the source matches, proceed with receiving the order. ii. If the source does not match, modify the source in the LIS to match the source on the specimen. <ol style="list-style-type: none"> 1. Acceptable source codes may be found by typing a left bracket "[" followed by a few letters that describe the source. Example: "[nasal" will give the source code "NP" 2. Use a hyphen to add further descriptions Example: FOOT-RT for right foot b. Sunquest may also prompt the "SREQ" special request field. This field will autofill as "HIDE." Do not use this field. <p>B. Blood bank type and screen specimens require that an armband number is entered. Sunquest will prompt, "RN." Enter through this prompt; blood bank staff will enter the armband number.</p> <p>Note: Predefined English text codes (ETC) should be entered directly into the field and free-text results require a semi-colon ";" before the entry. Do not enter a semi-colon before an ETC.</p> 

Form revised 3/21/00

Document: SGAH.S902[3] Status: INWORKS, Effective: 3/31/2018, Check Version Before Use

- 6. RELATED DOCUMENTS**
 Specimen Acceptability Requirements
 Cancelling Tests or Orders
 Miscellaneous Test Ordering
 Specimens without Orders
 Specimens without Orders Log (AG.F318)
 Laboratory Specimen Receipt Log (AG.F323)
 Specimen Labeling (Secondary)

- 7. REFERENCES**
 Laboratory for Windows User's Guide for Sunquest Laboratory, Software Version 7.1

8. REVISION HISTORY

Version	Date	Reason for Revision	Revised By	Approved By
0	6/8/15	Section 4: add SDES and SREQ Section 5: Add detail to microbiology (step B.5), change clear tube to plain yellow top for other urine tests and stability for preservative tube (step C.5) Section 6: Remove Microbiology Processing SOP	L Barrett	S Khandagale
1	10/19/17	Updated owner Header: add other sites Sections 1 & 2: Updated to reflect content Section 3: Edited to include all staff Section 5: Updated formatting and wording for clarity; added steps to receive specimens in the LIS (primary and alternate methods) Section 6: Removed LIS SOPs, added secondary labeling	SCodina	NCacciabeve
2	2/28/18	Section 5: Added process for aliquot labels; added process for scanning lab labels; deleted requirement to enter workload codes; updated pictures	SCodina	NCacciabeve

- 9. ADDENDA AND APPENDICES**
 None