

## TRAINING UPDATE

**Lab Location:** SGMC and WAH      **Date Implemented:** 7.12.2018  
**Department:** Laboratory Staff      **Due Date:** 7.31.2018

### DESCRIPTION OF PROCEDURE REVISION

#### Name of procedure:

Neonatal Bilirubin Process

#### Description of change(s):

This is a new process. All staff must be aware that a process exists, so you know how to direct patients.

1. WAH laboratory will begin performing bilirubin collections on Sunday and holidays **by appointment only**.
  - a. We will only perform on babies who were treated at WAH and SGMC and discharged. Physicians cannot refer babies from the community who were not admitted to our hospitals.
  - b. SGMC will not draw babies; SGMC babies will be referred to WAH lab for collection on Sundays and holidays.
  - c. Collections will only occur between the hours of 9am and noon.
  - d. All collections must be scheduled with the WAH outpatient lab the day prior to collection.
2. Draws will be performed by appointment only.
  - a. The provider or nurse will call WAH outpatient lab to schedule an appointment at least the day prior to the draw.
  - b. WAH OPL will schedule the appointment and refer the caller to admitting to get the patient registered.
  - c. The provider/nurse must fax an order for draw to the OPL.
  - d. OPL staff will order testing and document the appointment in the phlebotomy communication log.

**Electronic Document Control System**



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**Title:** Neonatal Bilirubin Process

**Owner:** LESLIE BARRETT

**Status:** INWORKS

**Doc Effective Date:** 29-Jul-2018

**Next Review Date:**

Non-Technical SOP

<b>Title</b>	<b>Neonatal Bilirubin Process</b>	
<b>Prepared by</b>	Stephanie Codina	Date: 6/8/2018
<b>Owner</b>	Stephanie Codina	Date: 6/8/2018

<b>Laboratory Approval</b>		
<b>Print Name and Title</b>	<b>Signature</b>	<b>Date</b>
<i>Refer to the electronic signature page for approval and approval dates.</i>		
<b>Local Issue Date:</b>		<b>Local Effective Date:</b>

<b>Review:</b>		
<b>Print Name</b>	<b>Signature</b>	<b>Date</b>

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1. **PURPOSE**  
 Bilirubin levels need to be monitored closely in neonates at risk of high bilirubin levels. Some neonates will require bilirubin testing at times when the Outpatient Laboratory is closed. This procedure defines the process to provide testing on Sundays and holidays.
2. **SCOPE**  
 This procedure applies to any outpatient bilirubin order the physician determines must be collected outside of regular business hours.
3. **RESPONSIBILITY**  
 All client service and phlebotomy staff members must understand and adhere to this procedure for bilirubin collections that take place outside of normal business hours.
4. **DEFINITIONS**  
 NA
5. **PROCEDURE**

**General Notes**

Step	Action
1	After-hours bilirubin collections will only be performed at Washington Adventist Hospital to ensure the highest level of safety for both the patient and staff member involved.  Shady Grove Medical Center patients must be referred to Washington Adventist Hospital for after-hours bilirubin collections.
2	After hours collections are <b>ONLY</b> available for neonates born/treated at Shady Grove Medical Center or Washington Adventist Hospital. We will not perform after-hours collections for babies who were not hospitalized at an AHC hospital.

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Step	Action
3	All after-hours bilirubin collections must be scheduled with Washington Adventist Hospital Outpatient Laboratory staff during the business day prior to collection. <ul style="list-style-type: none"> <li>A. Sunday collections must be scheduled on Saturday when the Outpatient Laboratory is open.</li> <li>B. Holiday collections must be scheduled on the day before the holiday when the Outpatient Laboratory is open.</li> </ul>
4	After-hours bilirubin collections will ONLY be performed from 9 am to 12 noon when the Outpatient Laboratory is closed.

### Scheduling Process

Step	Action
1	A provider will identify when a neonate requires bilirubin collection on a Sunday or holiday. This will generally occur on infants being discharged from the hospital on the preceding Friday or Saturday.
2	The patient care area will notify the Outpatient Laboratory by calling 301-891-5880 during normal business hours on the day prior to the collection date.
3	Outpatient laboratory staff will schedule the collect time for the following day between 9:00 am and 12:00 noon. The schedule will be documented in the scheduling log and on the phlebotomy communication log.
4	Outpatient laboratory staff will instruct the caller to complete the following tasks. <ul style="list-style-type: none"> <li>1. Advise the family to leave the patient's hospital wristband on the infant, if possible.</li> <li>2. Request an order be faxed to the outpatient laboratory (note, the order cannot be entered into Cerner, because the infant will be discharged and readmitted prior to collection).</li> <li>3. Transfer the caller to the admitting/registration department to pre-register the patient for collection.</li> </ul>
5	Outpatient laboratory staff will enter the order into Sunquest once the faxed copy is received.

### Collection Process

Step	Action
1	When the patient presents for collection, notify the ED registrar to activate the registration. The patient will be in a "pre-admit" status in Cerner.

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Step	Action
2	If the patient is not wearing a hospital wristband, refer the patient to the ED registrar to have a hospital wristband placed prior to collection.
3	Collect the bilirubin specimen and label per procedure.

**6. REFERENCES**  
NA

- 7. RELATED DOCUMENTS**  
SOP: Patient Identification and Specimen Labeling  
SOP: Heelstick Specimen Collection  
SOP: Order Entry

**8. REVISION HISTORY**

Version	Date	Reason for Revision	Revised By	Approved By

**9. ADDENDA AND APPENDICES**  
None