Lab Location:	SGMC & WAH	**Date Distributed:**	3/14/2019
Department:	Field Ops	**Due Date:**	4/1/2019
		Implementation:	**3/20/2019**

DESCRIPTION OF PROCEDURE REVISION

Name of procedure:
Processing Outreach Lab Specimens   SGAH.CS922 v2

Description of change(s):
Header: added WAH *(previous WAH SOP was Specimen Processing one)* Sections 4 & 5: Removed references to Mercy Health (physicians place electronic orders) Section 6: updated Labeling SOP title This revised SOP will be implemented on March 2o, 2019

Document your compliance with this training update by taking the quiz in the MTS system.

Non-Technical SOP

Title	**Processing Outreach Lab Specimens**
Prepared by	Samson M. Khandagale Date: 08.27.2015
Owner	Stephanie Codina Date: 12.6.2017

Laboratory Approval

Print Name and Title	Signature	Date
Refer to the electronic signature page for approval and approval dates.		

Local Issue Date: Local Effective Date:

Review:

Print Name	Signature	Date

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1.   **PURPOSE**
        This procedure describes the steps for processing and ordering laboratory tests submitted
        by outreach clients.

2.   **SCOPE**
        This procedure applies to any specimen that is ordered, collected, and submitted to the
        laboratory from an outreach client.

3.   **RESPONSIBILITY**
        All Outpatient Lab staff members must understand and adhere to this procedure for
        processing outreach specimens.

4.   **DEFINITIONS**
        Outreach clients: Any client who collects specimens at a location outside the hospital
        and delivers them to the hospital for testing. Clients must establish an account with the
        hospital to be designated as an outreach client. This includes clients such as Lifework
        Strategies, Adventist Home Health, and Center for Equity and Wellness.

5.   **PROCEDURE**

Step	Action
1	Specimens will be delivered to the laboratory by the outreach client or courier. Laboratory staff will sign the courier log to acknowledge receipt of specimens when requested.
2	Specimens will be packaged as follows: A. Specimens for a single patient will be placed in a biohazard bag. B. A copy of the lab requisition or order form will be placed in the biohazard bag with the specimens.

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Step	Action
3	Write a sequential number on each biohazard bag. Remove the requisition/order from the bag and write the number from the bag on the requisition. This number will be used to match the requisitions and specimens following patient registration.
4	Deliver or fax the requisitions to the registration department. Registration staff will register each patient and apply a hospital label to the requisition. The completed forms will be returned to the laboratory.
5	Match the requisitions with the specimen bags by using the numbers added in step 3 above.
6	Process specimens from **ONE** bag at a time per procedure. A. Specimens that do not meet requirements should be ordered and canceled in the laboratory computer system. B. Ensure that the patient name and date of birth on the requisition/specimen(s) matches the patient name and date of birth on the hospital label. Record your tech code on the back of the requisition confirming you completed this step. Resolve discrepancies before proceeding. C. Order testing in the laboratory computer system per procedure. D. Ensure the specimen(s) submitted meets requirements for the test. Notify the outreach client and cancel any test for which the specimen does not meet requirements. a. Cancel tests and notify the outreach client as needed. b. Date of birth may be substituted for medical record number on the specimen. However, the other labeling elements must be present (patient name, date of birth or MRN, date/time of collection, and collector's initials). Reject specimens that do not meet requirements. E. Label specimens per procedure. F. Submit specimens to the laboratory for testing.
7	Audit and file the requisitions with the outpatient requisitions for the day.

6.   RELATED DOCUMENTS

Specimen Acceptability Requirements, Laboratory procedure
Specimen Receipt and Processing, Specimen Processing procedure
Order Entry, LIS procedure
Validation of Outpatient Orders, Outpatient Lab procedure
Specimen Labeling (Secondary), Laboratory procedure

7.   REFERENCE

N/A

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8.   REVISION HISTORY

Version	Date	Reason for Revision	Revised By	Approved By
1	12/6/17	Updated owner Section 4: Added definition Section 5: Removed redundant information listed in other procedures. Updated format and wording for clarity.	SCodina	NCacciabeve
2	3/7/19	Header: Added WAH Sections 4 & 5: Removed references to Mercy Health (physicians place electronic orders) Section 6: Updated Labeling SOP title	LBarrett	NCacciabeve

9.   ADDENDA AND APPENDICES
None

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