

TRAINING UPDATE

Lab Location: All locations
Department: All Departments

Date Distributed: 10/13/31
Due Date: 10/31/22

DESCRIPTION OF PROCEDURE REVISION

Name of procedure:
NEW Policy SOP: Medical Examiner Requests (AHC.L1026)
Description of change(s):
<p>New SOP defining the process for releasing samples to the Medical Examiner.</p> <p>Read the attached SOP and document your understanding by taking the MTS quiz.</p> <p>This NEW SOP will be implemented in October, 2022</p>

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

Non-Technical SOP

Title	Medical Examiner Requests	
Prepared by	Rob SanLuis	Date: 9/30/2022
Owner	Stephanie Codina	Date: 9/30/2022

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

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1. PURPOSE

To define the process for releasing samples to the Medical Examiner.

2. SCOPE

This procedure applies to all specimens located at AHC Laboratories.

3. RESPONSIBILITY

All staff members must understand and comply with requests from the Medical Examiner.

4. DEFINITIONS

OCME - Office of the Chief Medical Examiner (OCME) is the statewide agency designated by law to investigate deaths that are sudden and unexpected, result from injury, occur under unexplained or suspicious circumstances, or when a person is not attended by a physician.

5. PROCEDURE

Step	Action
1	Request from the Medical Examiners office is made. This may be in person when the body is being picked up or requested and sent via Fed-Ex. Samples being requested are generally admission samples.
2	Determine if the samples requested are available.
3	Verify Patient Demographics match the request.
4	Double bag samples.
5	Two methods of request: <ul style="list-style-type: none"> • In-Person Sample Pick-up • Send Samples via Fed-EX (See Addendum: Shipping Instructions)
6	Document on a QV for follow-up. Include the case number on the QV form.

6. RELATED DOCUMENTS

SOP: Patient Identification and Specimen Labeling (AHC.P962)

7. REFERENCES

None

8. REVISION HISTORY

Version	Date	Reason for Revision	Revised By	Approved By

9. ADDENDA AND APPENDICES

Shipping Instructions

Shipping Instructions

Please ship the admission blood to:

Office of the Chief Medical Examiner
Admission Blood
900 W. Baltimore Street
Baltimore, MD 21223

OCME FedEx shipping number is 6832-9566-3

The materials should be double bagged with some form of absorbent in a styrofoam box. The materials do not need ice. Instructions available at http://www.fedex.com/us/packaging/guides/Clinical_facom.pdf
Fed Ex provides clinical packs.

Call 1-800-GoFedEx to schedule a pickup. The service is FedEx Standard Overnight.

Questions for OCME call 410-333-3271. Fax# 410-333-6501

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