 Date: March 20, 2023

**Lab Alert**

**Receiving Specimens from the ED**

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| Effective Date: | Immediately |
| Test Affected: | All ED Specimens |
| New Process: | ED staff members at all sites will write employee IDs on tubes instead of initials. Lab staff must enter the employee ID in the “Phleb Code” field when receiving specimens. This will be a 5- or 6-digit number. |
| What happens if Sunquest does not recognize the code? | If you attempt to enter an employee ID in the Phleb Code field and Sunquest does not accept the code, enter the following:  **885 “WOMC ED, Not Sunquest”** |
| What happens if we receive a tube with initials? | If you receive a tube from the ED that contains initials instead of a tech code,  **AT WOMC: C**ontact the ED Charge RN via vocera and tell him/her that you received a tube with initials instead of a tech code.   * Dial 6600 * Say “ED CHARGE NURSE”   **AT FWMC and SGMC:** Enter the following code in the computer   * 860 ED Collect |
| Why is this important? | ED leadership is trying to hold ED staff accountable for collecting specimens per policy. Initially, this information will be used to track mislabeled specimens and blood culture contamination. They plan to expand this to other specimens such as urines soon. |