

**TRAINING UPDATE**

**Lab Location:** All AHC Labs      **Date Implemented:** 12/6/23  
**Department:** All Departments      **Due Date:** 12/31/23

**DESCRIPTION OF PROCEDURE REVISION**

<b>Name of procedure:</b>	
Specimens without orders	
<b>Description of change(s):</b>	
<p>Reminder of our current process to call the patient care area when specimens without orders are received for the following:</p> <ul style="list-style-type: none"><li>• Irreplaceable specimens</li><li>• Specimens from the following units<ul style="list-style-type: none"><li>○ Cath Lab/CVIR</li><li>○ Radiology</li><li>○ L&amp;D</li><li>○ OR</li></ul></li></ul> <p>Extra tube orders must be placed for all extra specimens received.</p> <p>Blood culture was added as an irreplaceable specimen. We must call for orders each time a blood culture is received without orders.</p> <p>All calls must be documented on the log per procedure.</p>	

**Non-Technical SOP**

<b>Title</b>	<b>Specimens without Orders</b>	
<b>Prepared by</b>	Leslie Barrett	Date: 1/15/2015
<b>Owner</b>	Stephanie Codina	Date: 1/12/2018

<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>		
Local Issue Date:	Local Effective Date:	

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**1. PURPOSE**

This procedure outlines the process for handling specimens received in the lab without a test order (computer or manual requisition).

**2. SCOPE**

This procedure applies to all staff who receive specimens.

**3. RESPONSIBILITY**

All staff must understand and comply with this procedure when receiving specimens.

**4. DEFINITIONS**

N/A

**5. PROCEDURE**

Step	Action
1	Every specimen that is received without orders will be documented in the laboratory computer system. Place orders for an “extra tube” specimen (see appendix A), centrifuge tubes as applicable, and file the specimens per procedure unless they meet criteria outlined in step 2.
2	<p>When irretrievable specimens (blood cultures, CSF, body fluids, etc.) and specimens from the following nursing units are received without orders, they will be documented on the “Specimens Without Orders Log” and called to the nursing unit.</p> <ul style="list-style-type: none"> <li>A. Cath Lab</li> <li>B. CVIR</li> <li>C. OR</li> <li>D. Radiology</li> <li>E. L&amp;D</li> </ul>
3	<p>The following information will be documented on the log:</p> <ul style="list-style-type: none"> <li>A. Time received</li> <li>B. Patient location</li> <li>C. Patient name and medical record number</li> <li>D. Specimen type (blood, urine, swab, blood culture, or other). If “other” list the type of specimen received.</li> </ul>
4	<p>Immediately call the patient care area to report that we have received specimens without orders.</p> <ul style="list-style-type: none"> <li>A. Instruct the nurse/provider to place orders in the electronic medical record and notify the lab when the orders are placed, so the specimens can be received.           <ul style="list-style-type: none"> <li>a. Place the specimens in the specimens without orders bin if orders will be placed.</li> <li>b. Place extra tube orders and file specimens if orders will not be placed.</li> <li>c. Deliver blood bank specimens directly to blood bank after making the initial call.</li> </ul> </li> <li>B. Legibly document the name of the person contacted, time contacted, and your tech code on the log.</li> <li>C. Contact the Clinical Administrator if you cannot reach the ordering department/unit.</li> </ul>
5	Periodically check the LIS for orders and receive specimens for which orders have been placed. Indicate the time the order was resolved on the log.

Step	Action
6	If orders have not been placed after 1 hour, call the patient care area again. A. Instruct the nurse/provider to place orders in the electronic medical record. B. Legibly document the name of the person contacted, time contacted, and your tech code on the log. C. Return the specimens received to the “specimens without orders” bin for resolution.
7	Continue to periodically check the LIS for orders and receive specimens for which orders have been placed. Indicate the time the order was resolved on the log.
8	Notify the charge nurse for the patient care area if orders have not been received within 2 hours. Document the name of the person contacted, time contacted, and your tech code on the log. Receive any specimens for which the charge RN places orders.
9	If orders are still pending after charge nurse notification: A. Notify the Clinical Administrator of any irreplaceable specimens without orders and document on the log. B. File all specimens per laboratory procedure.

**6. RELATED DOCUMENTS**

Form: Specimens without Orders Log (AG.F318)

SOP: Using Instrument Manager for Specimen Storage and Retrieval

SOP: Specimen Receipt and Processing

**7. REFERENCES**

N/A

**8. REVISION HISTORY**

Version	Date	Reason for Revision	Revised By	Approved By
0	12/17/15	Section 5: add details for extra rainbow tubes Section 6: delete Holding Extra Specimens SOP	L Barrett	S Khandagale
1	10.28.16	Section 4: removed definitions Section 5: updated procedure to reflect changes to form; added time limits for calling; added requirement to call charge RN after 2 hours; added requirement to order “extra specimen” tests after 2 hours, added protocol orders for WAH Section 6: updated documents	SCodina	NCacciabeve
2	1.12.18	Updated owner Section 5: Deleted requirement to log and follow up on specimens that do not meet criteria in step 2.	SCodina	NCacciabeve

<b>Version</b>	<b>Date</b>	<b>Reason for Revision</b>	<b>Revised By</b>	<b>Approved By</b>
3	2.17.20	Header: Changed WAH to WOMC Section 5 & 9: Updated additional extra specimen codes and moved to appendix, so we can print for reference Section 5 & 6: Changed code BAT to Stroke	SCodina	NCacciabeve
4	9.15.21	Header: Added FWMC Sections 5 & 6: Removed references to code heart and code stroke orders; these were discontinued Footer: Updated prefix to AHC	SCodina	NCacciabeve
5	12.4.23	Added blood cultures to the irreplaceable specimen list. Added notify Clinical Administrator if you cannot reach the ordering department/unit. Updated scope and responsibility to include all personnel that receive specimens.	SCodina	NCacciabeve

**9. ADDENDA AND APPENDICES**  
 A: Extra Specimen LIS Orders

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1. **PURPOSE**  
This procedure outlines the process for handling specimens received in the lab without a test order (computer or manual requisition).
  2. **SCOPE**  
This procedure applies to all staff who receive specimens.
  3. **RESPONSIBILITY**  
All staff must understand and comply with this procedure when receiving specimens.
  4. **DEFINITIONS**  
N/A

**5. PROCEDURE**

Step	Action
1	Every specimen that is received without orders will be documented in the laboratory computer system. Place orders for an “extra tube” specimen (see appendix A), centrifuge tubes as applicable, and file the specimens per procedure unless they meet criteria outlined in step 2.
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5	Periodically check the LIS for orders and receive specimens for which orders have been placed. Indicate the time the order was resolved on the log.



Step	Action
6	If orders have not been placed after 1 hour, call the patient care area again. A. Instruct the nurse/provider to place orders in the electronic medical record. B. Legibly document the name of the person contacted, time contacted, and your tech code on the log. C. Return the specimens received to the “specimens without orders” bin for resolution.
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**9. ADDENDA AND APPENDICES**  
 A: Extra Specimen LIS Orders

**Appendix A**  
**Extra Specimen LIS Orders**

<b>Sunquest Test</b>	<b>Description</b>
BLU	Extra Blue Top Tube
LAV	Extra Lavender Top Tube
SSTT	Extra SST Tube
REDT	Extra Red Top Tube
GREEN	Extra PST Tube
BGRNT	Extra POC Bright Green Top
GRAYT	Extra Gray Top
LLAV	Extra Lg Lav Pink
UAPT	Extra Urine Preservative Tube
URYEL	Extra Urine Yellow Top Tube
URGRAY	Extra Urine Gray Top Tube
U24A	Extra Ur 24hr Aliquot
BCAER	Extra Blood Culture Aero Bottle
BCANA	Extra Blood Culture Ana Bottle
ESWAB	Extra Swab
EBFLD	Extra Body Fluid
MEX	Miscellaneous Extra



### Specimens Without Orders Log

Units: Cath Lab, CVIR, L&D, OR, Radiology  
 Other: Irreplaceable specimens from any location

Site: \_\_\_\_\_

Date: \_\_\_\_\_

Time Received	Patient Location	Patient Name Patient MRN	Specimen Type	Notification				Time Resolved	
				Initial	1 Hour	2 Hour	Initial		1 Hour
			<input type="checkbox"/> Blood <input type="checkbox"/> Urine <input type="checkbox"/> Swab <input type="checkbox"/> Blood Cx <input type="checkbox"/> Other:		Contacted Person Time Notified Tech Code				
			<input type="checkbox"/> Blood <input type="checkbox"/> Urine <input type="checkbox"/> Swab <input type="checkbox"/> Blood Cx <input type="checkbox"/> Other:		Contacted Person Time Notified Tech Code				
			<input type="checkbox"/> Blood <input type="checkbox"/> Urine <input type="checkbox"/> Swab <input type="checkbox"/> Blood Cx <input type="checkbox"/> Other:		Contacted Person Time Notified Tech Code				
			<input type="checkbox"/> Blood <input type="checkbox"/> Urine <input type="checkbox"/> Swab <input type="checkbox"/> Blood Cx <input type="checkbox"/> Other:		Contacted Person Time Notified Tech Code				