

TRAINING UPDATE

Lab Location: All Sites
Department: Laboratory

Date Implemented: 5/22/24
Due Date: 6/12/24


DESCRIPTION OF PROCEDURE REVISION

Name of procedure:

Collection Priorities

Description of change(s):

Effective June 12, 2024, we will be utilizing a new priority code during morning run called "Discharge Pending." This will display on labels as "DP."

01/01/2007	TEST-75	TEST
05/22 1336	SUNQUEST,APPLE	17Y M
TEST-75		
SUNQUEST,APPLE		
W872		
99986:1	W872	05/22 1336
	1 LAV	CBCND-DP

This code will be used if the patient's anticipated discharge is the same day as the morning lab orders. Phlebotomy staff will prioritize collection of the DP or Discharge Pending lab orders. **DP labs should be collected before any next am specimens.** This project is designed to improve hospital throughput by allowing providers to discharge patients earlier. This will free open beds and reduce the number of boarders.

DP labels will print before next am labels. In addition, a report of all unreceived labs with the DP priority will print around 7am. The phlebotomy supervisors will identify who is responsible for reviewing the list and ensuring all specimens are drawn as quickly as possible.

Collection Lists	Collection Labels	Unreceived Reports
SGMC printer 310 at 2:30am WOMC printer 180 at 2:15am FWMC printer 865 at 2:10am	SGMC printer 312 at 2:30am WOMC printer 676 at 2:15am FWMC printer 801 at 2:10am	SGMC printer 310 at 7:10am WOMC printer 180 at 7:15am FWMC printer 865 at 7:20am

Rehab lists and labels will print with the next am specimens. Both Rehab and Behavioral Health will have the ability to order DP labs, but we will hold the labs until all specimens are drawn and we walk back to the hospital. We will prioritize receipt of these specimens once we return.

AHC.P 1010 Collection Priorities

Copy of version 4.0 (approved, not yet effective)

Last Approval or Periodic Review Completed 5/20/2024
 Next Periodic Review Needed On or Before 5/20/2026
 Effective Date 6/13/2024

Uncontrolled Copy printed on 5/22/2024 8:05 AM
 Printed By Stephanie Codina
 Organization Adventist HealthCare

Approval and Periodic Review Signatures

Type	Description	Date	Version	Performed By	Notes
Approval	Lab Director	5/20/2024	4.0	<i>Nicolas Cacciabeve MD</i> Nicolas Cacciabeve	
Approval	Field Ops approval	5/20/2024	4.0	Stephanie Codina	
Periodic review	FO approval	10/10/2023	2.0	Stephanie Codina	
Approval	Lab Director	9/28/2021	3.0	Nicolas Cacciabeve	
Approval	Field Ops approval	9/28/2021	3.0	Stephanie Codina	
Approval	QA approval	9/27/2021	3.0	Leslie Barrett	
Approval	Lab Director	3/30/2021	2.0	Nicolas Cacciabeve	
Approval	Field Ops approval	3/30/2021	2.0	Stephanie Codina	
Approval	QA approval	3/30/2021	2.0	Leslie Barrett	
Approval	Lab Director	4/28/2020	1.0	Nicolas Cacciabeve	
Approval	Field Ops approval	4/27/2020	1.0	Stephanie Codina	
Approval	QA approval	4/24/2020	1.0	Leslie Barrett	

Approved Not Yet Effective

Prior History

Updated prefix 9/28/21

Version History

Version	Status	Type	Date Added	Date Effective	Date Retired
4.0	Approved, Not Yet Effective	Major revision	5/17/2024	6/13/2024	Indefinite
3.0	Approved and Current	Major revision	9/27/2021	9/28/2021	6/13/2024
2.0	Retired	Major revision	3/30/2021	3/31/2021	9/28/2021
1.0	Retired	Initial version	4/24/2020	5/6/2020	3/31/2021

Adventist HealthCare
 Site: Shady Grove Medical Center, White Oak Medical Center,
 Fort Washington Medical Center

Title: Collection Priorities

Non-Technical SOP

Title	Collection Priorities	
Prepared by	Stephanie Codina	Date: 4/6/2020
Owner	Stephanie Codina	Date: 4/6/2020

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

Approved Not Yet Effective

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1. PURPOSE

This procedure describes the collection priorities for laboratory-collected specimens and the expectations for each priority.

2. SCOPE

This procedure applies to all blood specimen orders that are placed for collection by laboratory staff members. Specimens for glucose tolerance and cortrosyn stimulation tests have specific procedures associated with collection that should be followed.


3. RESPONSIBILITY

All phlebotomy staff members must understand and adhere to this procedure for laboratory collections.

4. DEFINITIONS

- A. STAT order = This order should be prioritized over all other orders. STAT collections are ordered when the patient is in a life-threatening situation. The specimens must be collected within 30 minutes of order and should be returned to the laboratory immediately.
- B. ASAP order = This order has a high priority. The results are needed as soon as possible. The specimens must be collected within 60 minutes and should be returned to the laboratory immediately.
- C. Timed order = This order is placed when a specimen must be collected at a particular time. This is used primarily for drug levels and dosing as well as cardiac and sepsis protocol orders. Specimens must be collected within 1 hour of the desired order time (30 minutes before to 30 minutes after the desired time). It is essential that timed orders are collected within the appropriate window to properly dose medications. Phlebotomy staff must check with the patient’s primary nurse before collecting a timed specimen.
- D. Next am order = These are routine orders collected in the morning between 4:00 and 7:00 am. Specimens should be returned to the laboratory after every fourth patient to ensure timely receipt and resulting.
- E. Discharge pending order = These are routine, next am orders that are given both collection and testing priority. Providers need the results of these tests to discharge the patient.
- F. Routine order = These specimens are collected with the next collection round.

5. PROCEDURE

Step	Action
1	Laboratory collection priorities can be found on the lower, right-hand side of the lab label behind the test name. Specimens should be drawn in the following order. <div style="text-align: center;">  </div> <ul style="list-style-type: none"> • S = STAT Collection • ASAP = ASAP Collection • T = Timed Collection • DP = Discharge Pending Morning Run Collection • Next AM = Morning Run Collection • No priority code = routine collection
2	Laboratory labels automatically print to the designated laboratory printer at the following intervals:

Step	Action
	<ul style="list-style-type: none"> • STAT and ASAP labels print as soon as the order is placed • Timed and routine labels print hourly • Discharge Pending labels print automatically at approximately 2:30am • Next am labels print automatically at approximately 3:00am
3	<p>Staff members who retrieve labels for STAT and ASAP draws should check for additional routine orders on that patient prior to drawing to minimize venipunctures for the patient.</p> <ol style="list-style-type: none"> A. Access Sunquest GUI. B. Click on function "General Laboratory." C. Click the "Orders" tab and select "Order Receipt/Modify" from the dropdown menu. D. At the "Patient ID" prompt, type the patient's medical record number and click the "Get Patient" button. E. In the "Order Status" box, click the "Unreceived" radial button. F. Click the "Display Orders" button. G. All orders for the patient will display. H. Note any STAT, ASAP, and Timed orders scheduled to be collected within 30 minutes of the current collection AND all routine orders pending and document the corresponding accession numbers. I. Print labels for accessions that will be collected at the same time by highlighting the order and clicking on the "Reprint Labels" button.
4	<p>Phlebotomy staff will collect all timed specimens for patients in the Emergency Department (ED). Phlebotomy staff is responsible for drawing all specimens (all priority codes) from patients who are listed as Emergency Department Inpatients (EDI).</p>
5	<p>The phlebotomist will collect the specimen(s) per procedure.</p> <ul style="list-style-type: none"> • A phlebotomist will contact the representative in charge if he/she is unable to collect STAT, ASAP, or Timed specimens on time due to workload. There is an expectation that all staff will assist with getting specimens collected on time. • The phlebotomist will check with the nurse before drawing a timed specimen to ensure the medication has been or will be administered on schedule.
6	<p>STAT, ASAP, and Timed specimens will immediately be returned to the laboratory. Routine, Discharge Pending, and Next am specimens will be returned to the laboratory after every 4th patient or sooner. Specimens can be transported by the phlebotomist or sent via pneumatic tube.</p> <p>Note: Discharge Pending labs may be ordered for Rehabilitation and Behavioral Health patients. The phlebotomist will collect the specimens and hold them until they return to the laboratory with all specimens.</p>

Adventist HealthCare
 Site: Shady Grove Medical Center, White Oak Medical Center,
 Fort Washington Medical Center

Title: Collection Priorities

6. RELATED DOCUMENTS

Patient Identification and Specimen Labeling, Phlebotomy procedure
 Venipuncture, Phlebotomy procedure

7. REFERENCES

N/A

8. REVISION HISTORY

Version	Date	Reason for Revision	Revised By	Approved By
		Supersedes SOP P11.3		
1	3/29/2021	Section 5: Added requirement that phlebotomy staff will collect all EDI specimens and all timed specimens for ED patients.	SCodina	NCacciabeve
2	9/27/21	Header: Added WMC Footer: Updated prefix to AHC	LBarrett	NCacciabeve
3	5/17/24	Added the DP priority code. Updated expected collection times for consistency with other policies. Deleted appendix which is outdated.	SCodina	NCacciabeve

9. ADDENDA AND APPENDICES

NA

Approved Not Yet Effective