Adventist HealthCare

TRAINING UPDATE

Lab Location:	WOMC	**Date Distributed:**	11/10/25
Department:	Sample Processing	**Due Date:**	11/24/25
		Implementation:	**11/24/25**

DESCRIPTION OF PROCEDURE REVISION

Name of procedure:
AHC.S 1016 Specimen Receipt and Processing (WOMC)
Description of change(s):
Reviewing Tourniquet codes when receiving specimens. NCOL has been updated with more info. Review the attached procedure and take the quiz.

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

AHC.S 1016 Specimen Receipt and Processing (WOMC)

Copy of version 3.0 (ready for lab director approval)

Approval and Periodic Review Signatures

Type	Description	Date	Version	Performed By	Notes
Approval	Field Ops approval	11/7/2025	3.0	Stephanie Codina	
Approval	Lab Director	8/28/2025	2.0	*Senda Beltaifa* Senda Beltaifa MD	
Approval	Field Ops approval	8/25/2025	2.0	Stephanie Codina	
Approval	Lab Director	7/13/2025	1.0	*Senda Beltaifa* Senda Beltaifa MD	
Approval	Lab Director	3/19/2025	1.0	*Nicolas Cacciabeve MD* Nicolas Cacciabeve	
Approval	Field Ops approval	3/19/2025	1.0	Stephanie Codina	

Version History

Version	Status	Type	Date Added	Date Effective	Date Retired
2.0	Approved and Current	Major revision	8/25/2025	9/15/2025	Indefinite
1.0	Retired	Initial version	3/19/2025	3/19/2025	8/28/2025

| Adventist HealthCare Site: White Oak Medical Center | | Title: Specimen Receipt and Processing (WOMC) |

Non-Technical SOP

Title	**Specimen Receipt and Processing (WOMC)**	
Prepared by	Stephanie Codina	Date: 3/20/2023
Owner	Stephanie Codina	Date: 3/20/2023

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:	

TABLE OF CONTENTS

1.   PURPOSE

This procedure describes the process for receiving specimens in the WOMC laboratory and includes steps to verify that the tourniquet is in the bag with the specimens. If no tourniquet was used to collect blood specimens, a yellow or blue sticker must be on the biohazard bag.

2.   SCOPE

All specimens that arrive in the laboratory will be received and processed for testing following this procedure.

3.   RESPONSIBILITY

All laboratory staff members must understand and adhere to this procedure when receiving and processing specimens for testing.

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4.   DEFINITIONS

Irreplaceable specimen – a specimen obtained by invasive means that is not easily obtained or replaced, i.e. CSF, body cavity fluids, fine needle aspirations, surgical biopsies, etc.
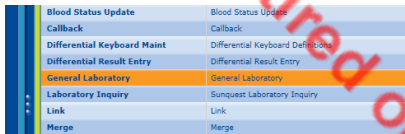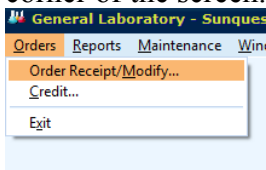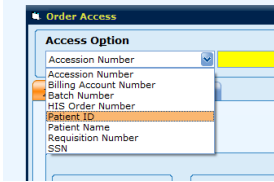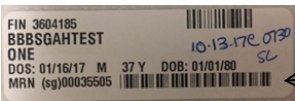
5.   PROCEDURE

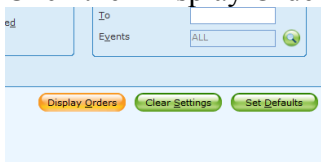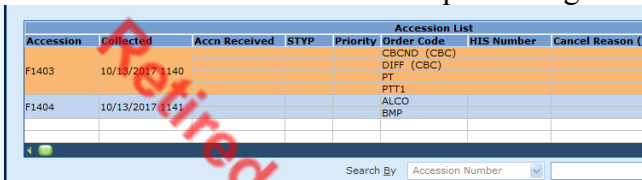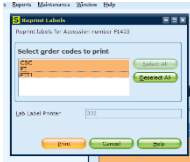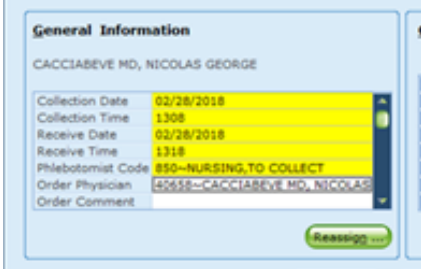| Step	Action
1	Specimens will be transported to the laboratory in person (lab/hospital staff) or via pneumatic tube station. Specimens dropped off in the laboratory by non-laboratory personnel must be properly recorded on the specimen receipt log.
2	Specimens will be processed in the order in which they arrive (specimens delivered first will be processed first) and they will be prioritized as follows: A. Specimens on ice B. Irreplaceable specimens (such as body fluids) C. Green biohazard bags D. Purple biohazard bags E. Red or orange bags F. Stat and timed specimens G. Routine specimens
3	For blood specimens, processing staff will verify the tourniquet is in the biohazard bag with the specimens. If no tourniquet was used, a yellow or blue circle sticker will be placed on the bag to indicate the person collecting the specimen verified the tourniquet was not left on the patient arm. If the tourniquet or yellow/blue sticker is missing, processing staff will <u>immediately</u> contact the patient's nurse or the charge nurse of the department to verify that the tourniquet was not left on the patient's arm. The notification must be documented.
4	Verify the specimen is labeled properly. Each specimen must include the following: A. Patient's full name B. Patient's medical record number a. FIN may be used during periods of computer downtime for registered patients b. Birthdate may be used for patients whose specimens were collected at outside locations such as Mercy Health, MobileMed, etc. C. Date and time of collection D. Collector's initials or identification Forward all blood bank specimens to blood bank for review. Blood bank staff will check labeling and adequacy. The specimen will be rejected if the name and/or medical record number is incorrect or absent. Ensure you receive the specimen, cancel the specimen, then reorder the specimen.

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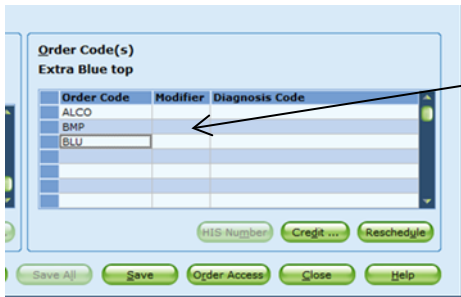| Step	Action
	The collector may come to the laboratory to fix specimens with missing or incorrect collection date/time and/or collector's initials. The laboratory will not return any specimens to the floor for any reason once received. All edits to specimen labels must be completed in the confines of the laboratory.
5	Verify that the specimen submitted meets the requirements for testing. Characteristics that should be considered when evaluating the adequacy of a specimen include, but are not limited to, the following. A. Specimen container is within the manufacturer's expiration date. Verify only if visible; do not remove labels to verify expiration date. B. Correct specimen container C. Correct anticoagulant for blood tubes D. Adequate specimen volume E. Timely specimen delivery (as outlined by the stability standards for the requested test(s). F. Accurate blood-to-anticoagulant ratio as indicated by the collection tube and test requirements G. Adequate visual inspection of the tube/container. a. Specimen does not appear to be contaminated. b. Specimen is not leaking. c. Visual clots are not seen. d. Gross hemolysis is not seen. H. Accurate correlation of specimen collection time when timed specimens are collected. I. The test code ordered should match the specimen type. Edit orders that correspond to the incorrect specimen type. J. During periods of computer downtime, paper requisitions must be completely and accurately filled out. Information on the requisition must match information on the specimen label. Cancel a specimen that is not adequate for testing per procedure.
6	Receive specimens in Sunquest per one of the below procedures. Keep in mind the following: A. Each accession number should contain only one specimen type (blood, urine, stool, etc.). B. Miscellaneous tests require extra handling. Refer to the procedure. C. Specimens received without orders should be documented per procedure. Extra tube orders should be placed for EVERY specimen received without orders. D. Each microbiology specimen should be on its own accession number. Edit specimens that overlap accession numbers by receiving one specimen then cancelling and reordering the other tests on new accession numbers. E. Microbiology specimens cannot have the same collect time or results will not post to Cerner. Separate the collect times by 1 minute in Sunquest if more than one specimen is received with the same collect time.

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Step	Action
7	Relabel tubes with laboratory labels as needed per procedure.
8	Separate and deliver specimens to the appropriate section of the laboratory. A. Specimens that require centrifugation should be placed into the centrifuge. a. Chemistry, send out, and extra specimens are placed in the centrifuges between processing and chemistry. b. Coagulation specimens are centrifuged in the coag area. B. Blood bank armbands should be delivered to blood bank with specimens. C. If aliquot labels print during receipt, bring the aliquot label to the bench with the specimens.
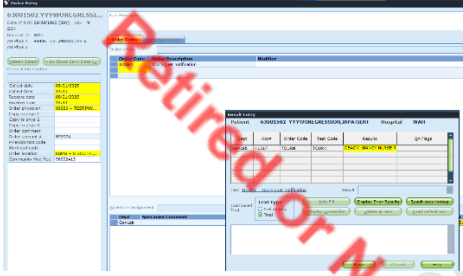
Receiving Specimens in Sunquest

Step	Action
1	Access Sunquest GUI.
2	Select function "General Laboratory."
3	Select "Order Receipt/Modify" from the dropdown menu in the upper, left-hand corner of the screen.
4	If the specimen is not labeled with a lab label, A. Select "Patient ID" from the Access Option dropdown menu. B. In the yellow box, enter the medical record number from the tube then click the "Get Orders" box. You may also scan the MRN from the Cerner patient label. This barcode contains the MRN
5	In the "Order Status" area, click the "Unreceived" radial button.

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Step	Action
6	Click the "Display Orders" button.
7	The order codes pending for the patient will appear at the top of the screen. Click on the accession that corresponds to the specimen you would like to receive. A. You can only receive one accession at a time. B. Ensure you have received all tubes required to complete testing on the accession number. If you are missing a tube or cannot complete the testing, cancel that particular test and reorder per procedure. a. Do not receive testing for which you do not have a specimen. b. Do not reschedule a test in processing.
8	Print a lab label if indicated. Print the label *prior* to receiving the specimen. A. Click the "Reprint Labels" button. B. All orders on the accession will display. C. Highlight the orders for which you need a label or click "select all." D. Click the "Print" button. E. The labels will print.
9	At the "Collection date" prompt, type the date the specimen was collected from the tube. **Pay special attention to this field if the sample was collected around midnight. If a sample was ordered before midnight and collected after midnight, the date will be incorrect and nursing/provider staff will not be able to see results.**

Step	Action
10	At the "Collection time" prompt, type the time the specimen was collected from the tube. **Note**: If more than one microbiology sample is received with the same collect date and time, separate the collect times by 1 minute. Microbiology results will not cross into the patient's electronic medical record if we duplicate collection date and time.
11	At the "Received date" press the "tab" key to default the current date or type a date in the field.
12	At the "Received time" press the "tab" key to default the current time or type a time in the field.
13	At the "Phlebotomist's code" prompt, enter one of the following. A. Type the tech ID if a phlebotomist collected the specimen. B. Enter the employee ID if an ED tech/RN collected the specimen. C. Enter "850" for nurse collect. D. Enter "855" for Mobile Med collect. E. Enter "860" for ED collect. Note: Only use this if the specimen does not contain the employee ID. F. Enter "865" for Mercy Health collect. G. Enter "870" for physician collect. H. Enter "880" for patient collect (such as urine). I. Enter "885" if an ED tech/RN wrote his/her employee ID on the tube but Sunquest is not accepting the number. J. Enter "905" for autotransfusion samples.
14	At the "Order Workload Code" prompt, enter one of the following. A. TRR = The tourniquet is present in the bag with the specimens. B. BDOT = There is a blue/yellow dot sticker on the bag to indicate no tourniquet was used to collect the specimen. C. NTRR = The specimen arrived without a tourniquet in the bag and without a blue/yellow dot. <u>Proceed to step 18 and complete the notification process if this occurs.</u> D. NBD = A non-blood specimen was received and does not require a tourniquet E. NCOL = Nurse collected specimens at locations that do not require nursing staff to put tourniquets in the bag. Examples include specimens from Home Health, Mobile Med, Health Fairs, and hospital locations that do not require nursing staff to put tourniquets in bags. This does <u>not</u> apply to specimens collected at WOMC. This information is available in audit trails, IQ audit trails, and Crystal reports.

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Step	Action
15	If extra tubes were received, order barcodes for them by entering the mnemonic in the "Order Code" area.
16	Review the accuracy of the information and correct as necessary. Then, press the "Save" button.

17	Additional information is required for some tests. A pop-up screen will appear with prompts. The mnemonic will appear in yellow and the test definition will appear in the "Test" area below. Answer the prompts per procedure. Then, click the "Save" button.
	  A. Microbiology specimens will require that a source is entered.
	    a. Sunquest will prompt, "SDES." At the "SDES" prompt, verify that the source listed in the LIS matches the source listed on the specimen.
	      i. If the source matches, proceed with receiving the order.
	      ii. If the source does not match, modify the source in the LIS to match the source on the specimen.
	        1. Acceptable source codes may be found by typing a left bracket "[" followed by a few letters that describe the source. *Example*: "[nasal" will give the source code "NP"
	        2. Use a hyphen to add further descriptions *Example*: FOOT-RT for right foot
	    b. Sunquest may also prompt the "SREQ" special request field. This field will autofill as "HIDE." Do not use this field.
	
	  B. Blood bank type and screen specimens require that an armband number is entered. Sunquest will prompt, "RN." Enter through this prompt; blood bank staff will enter the armband number.
	
	Note: Predefined English text codes (ETC) should be entered directly into the field and free-text results require a semi-colon ";" before the entry. **Do not enter a semi-colon before an ETC.**

Inside step 15 image:

Order Code(s)
Extra Blue top

Order Code	Modifier	Diagnosis Code
ALCO		
BMP		
BLU		

(HIS Number) (Credit ...) (Reschedule)
(Save All) (Save) (Order Access) (Close) (Help)

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Step	Action
18	If NTRR was used because no tourniquet was present and there was no blue/yellow dot on the bag,
	C. Notify the RN or Charge RN for the unit immediately.
	D. Access Sunquest function "Order Entry" and place an order for test **TOURN**. This order must be placed in Order Entry and <u>cannot</u> be added using Order Receipt/Modify.
	E. A pop-up window will appear. In the "Result" column, enter the following: **CBACK-;** and then freetext the name of the person notified that the tourniquet was missing. **Click the Save button**

6. RELATED DOCUMENTS

Specimen Acceptability Requirements
Cancelling Tests or Orders
Miscellaneous Test Ordering
Specimens without Orders
Specimen Labeling (Secondary)
Specimens without Orders Log (AG.F318)
Laboratory Specimen Receipt Log (AG.F323)
Tourniquet Verification Form (AG.F 656)

7. REFERENCES

Laboratory for Windows User's Guide for Sunquest Laboratory, Software Version 7.1

8. REVISION HISTORY

Version	Date	Reason for Revision	Revised By	Approved By
1	8/22/25	Added steps to document verification of the tourniquet	SCodina	SBeltaifa
2	11/6/25	Added additional wording to describe NCOL code.	SCodina	SBeltaifa

9.   ADDENDA AND APPENDICES
None