CATHOLIC HEALTH INITIATIVES
Franciscan Health System
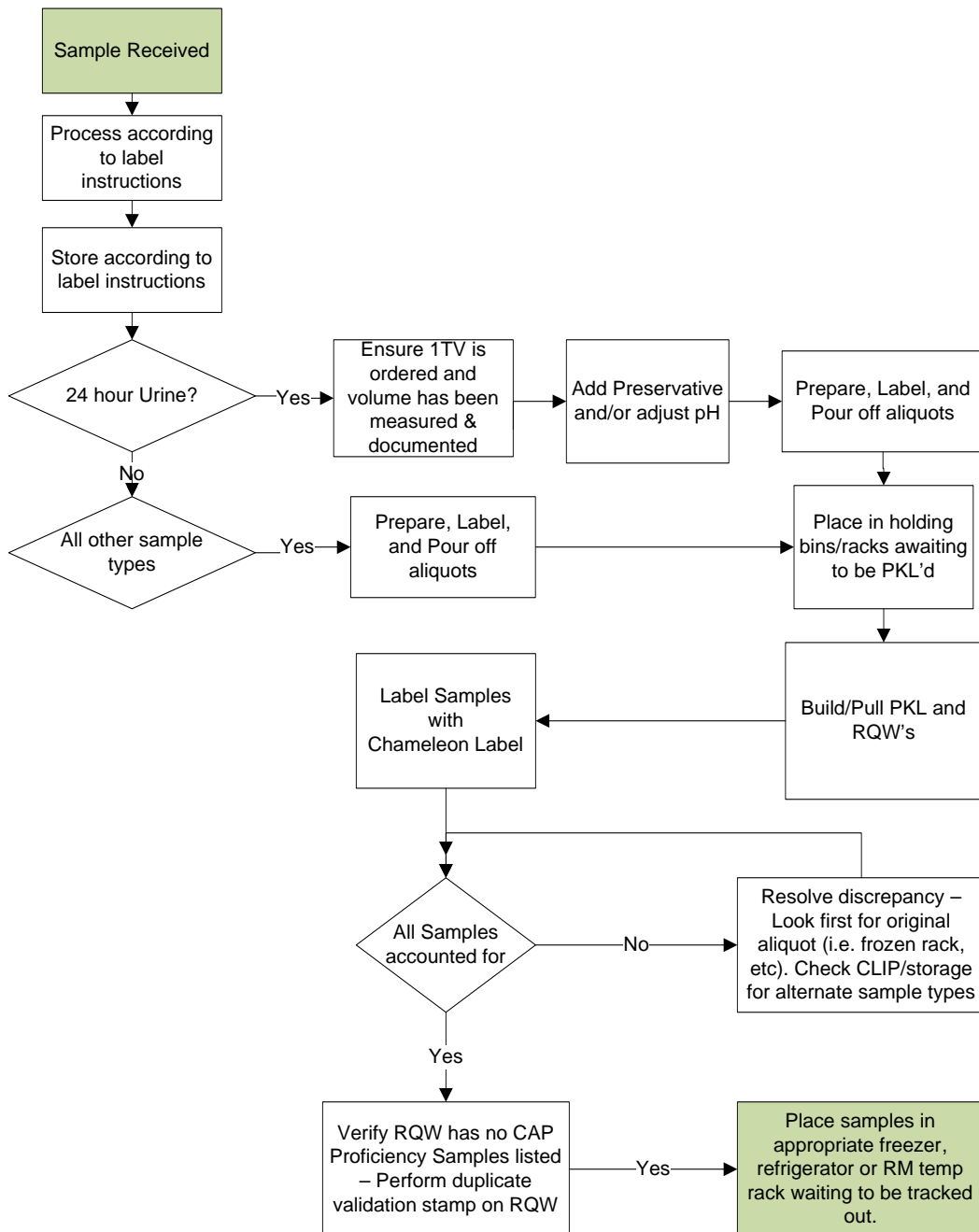
SEND OUT TESTING PAML PROCESSING FLOW CHART

☒ **St. Joseph Medical Center Tacoma, WA**   ☐ **St. Clare Hospital Lakewood, WA**   ☐ **St. Elizabeth Hospital Enumclaw, WA**
☐ **St. Francis Hospital Federal Way, WA**   ☐ **St. Anthony Hospital Gig Harbor, WA**   ☐ **PSC**

PURPOSE

This chart describes the process for referring tests that have been ordered and received in the laboratory to go to PAML.

Flow chart:

- **Sample Received**
- → Process according to label instructions
- → Store according to label instructions
- → **24 hour Urine?**
  - **Yes** → Ensure 1TV is ordered and volume has been measured & documented → Add Preservative and/or adjust pH → Prepare, Label, and Pour off aliquots → Place in holding bins/racks awaiting to be PKL'd
  - **No** → **All other sample types**
    - **Yes** → Prepare, Label, and Pour off aliquots → Place in holding bins/racks awaiting to be PKL'd
- Place in holding bins/racks awaiting to be PKL'd → Build/Pull PKL and RQW's → Label Samples with Chameleon Label
- → **All Samples accounted for**
  - **No** → Resolve discrepancy – Look first for original aliquot (i.e. frozen rack, etc). Check CLIP/storage for alternate sample types
  - **Yes** → Verify RQW has no CAP Proficiency Samples listed – Perform duplicate validation stamp on RQW
    - **Yes** → Place samples in appropriate freezer, refrigerator or RM temp rack waiting to be tracked out.

<table>
<tr><td colspan="2">DOCUMENT APPROVAL   Purpose of Document / Reason for Change:</td></tr>
<tr><td colspan="2">8/9/12 – Updated header/format. Converted to J document. Added Send Out Proficiency Testing Validation to flow chart.</td></tr>
</table>

Committee Approval Date	☒ Date: 8/9/12 ☐ NA – revision of department-specific document which is used at only one facility	**Medical Director Approval** *(Electronic Signature)*	8/6/12 *Linda D. Burkhardt, M. D.*