

MICROBIOLOGY RECEIVING

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| <input checked="" type="checkbox"/> St. Joseph Medical Center, Tacoma, WA | <input checked="" type="checkbox"/> St. Anthony Hospital Gig Harbor, WA | <input checked="" type="checkbox"/> Harrison Medical Center, Bremerton, WA |
| <input checked="" type="checkbox"/> St. Francis Hospital, Federal Way, WA | <input checked="" type="checkbox"/> St. Elizabeth Hospital Enumclaw, WA | <input checked="" type="checkbox"/> Harrison Medical Center, Silverdale, WA |
| <input checked="" type="checkbox"/> St. Clare Hospital Lakewood, WA | <input checked="" type="checkbox"/> Highline Medical Center Burien, WA | <input type="checkbox"/> PSC |

PURPOSE

To provide instructions for receiving specimens into the Microbiology department

BACKGROUND

Specimens are received into the Microbiology department using the Set up bench. This process of receiving specimens allows for printing of labels and updating information if needed. Once the culture is received it will transfer to the outstanding list where the microbiology staff can enter results for that specimen.

RELATED DOCUMENTS

Microbiology Specimen Receipt R-PR-MB-106

STEPS

1. On the tool bar in the LIS, click on the down arrow next to the Epic icon and select the Setup bench.
2. Each sample from specimen processing has a label attached which includes the patient name, Medical Record number, birthdate, test, accession number and a barcode.
3. Scan the barcode on the sample using the barcode reader. The test will be highlighted in the list of tests that need to be received.
4. If a sample needs to be updated, time of collection, source/site or added comments, click on the Actions tab in the right top tool bar. Select Specimen Update from the drop down box. Update information and hit Accept.
5. On the right hand side of the page there is a column that lists the tasks that need to be performed for that test. Click on **“Select all and confirm”** or select each task individually and confirm. Once confirmed a label or labels will print on the Microbiology printer. These labels will be used to process the specimen, label plates and slides. The specimen will move to the Outstanding list for resulting.
6. If a culture requires tissue grinding, before confirming a test in Step 4, add the task Tissue Grinding and then complete receiving the specimen by clicking on **“Select all and confirm”**. This will add a charge to the culture.
7. For the Microbiology department only, blood cultures are received into the department using the Set up bench. The bottle type of each bottle must be entered under the task column. Enter **1490** for an aerobic bottle, **1491** for an anaerobic bottle or **1492** for a pediatric bottle. Click on **“Select all and confirm”**. This will signal the LIS to start the timing for automatic no growth updates in Beaker.

8. The Set up bench can also be used to find missing specimens. If a specimen has not been received into the Microbiology department in a timely manner the specimen will remain on the Set up bench list. The list can be sorted by accession number, source or patient name. It is the responsibility of the staff working in the set up area to find specimens that are outstanding and receive them into the department.