

SPECIMEN RELEASE REQUEST POLICY

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

PURPOSE

To define when specimens may be released to a patient or other authorized individual, and what requirements must be met for the laboratory staff to complete the transaction while ensuring the security and confidentiality of patient samples at Franciscan Health System Laboratories.

BACKGROUND

Patients may request their laboratory samples be sent to another laboratory for research purposes or second opinions. The medical examiner’s office, legal system representatives, or organizations managing organ donation (i.e. eye bank) may request specimens for medico-legal purposes on deceased patients. Identification is required to be verified and documented before authorizing release of patient specimens. Documentation for release of specimens is documented in LIS and release forms are routed to the Laboratory Director.

RELATED DOCUMENTS

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| R-F-SPC-0126 | Specimen Release Request Form |
| J-F-AP-0210 | Pathology Release of Patient Specimen Form |
| J-PO-AP-0210 | Pathology Release of Patient Specimens, slides, blocks |

Release of Pathology Slides and Blocks

All requests for pathology slides, blocks, or reports will be coordinated and documented by the Pathology Department staff.

Request of Specimens For Medico-Legal Purposes

Laboratory staff may release samples to the medical examiners office, legal system representatives, or organ donation team member. Release of specimens to other laboratories for research reasons will be coordinated by the referral laboratory with FHS Laboratories. Release of records will be performed by Health Information Management (hospital records) or by the Laboratory Regulatory Manager (PacLab).

DOCUMENTATION

Identification and consent details for the release of specimens must be documented on the Specimens Request Release Form, and in the patient record (OID) in the lab information system using the template RELEASE.

Samples were released to _ (agency name/company) by _ (Tech ID) on _ (Date/Time). Samples released were collected at _ (Date) and _ (Time) for the following Accession Numbers _.

DOCUMENT APPROVAL Purpose of Document / Reason for Change:

9/13/12 – New header/format. New Doc ID. Changed from CLT0120 to SPC0127. Slight change in title. Added pathology related documents. Added Regulatory Mgr to release PacLab records.

Committee Approval Date	<input checked="" type="checkbox"/> Date: 9/13/12 <input type="checkbox"/> NA – revision of department-specific document which is used at only one facility	Medical Director Approval <i>(Electronic Signature)</i>	9/11/12 <i>Linda D Burkhardt, M.D.</i>
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