**Support Services – Topic of the Month – April 2024**

**Alcohol Determinations (Diagnostic & Legal)**

I have included in this educational both the Support Services policy nvml.jtdmh.supserv.303 below and also the Legal alcohol Chain of Custody & Handling of Evidence masterform. I have recently revised this policy and the masterform to better coordinate the process. I also moved the masterform from General masterforms to Support Services masterforms to allow both the policy and masterform to the same department of Support Services. The policy walks you through the collection and paperwork if you have a Legal Alcohol draw. We have created Legal Alcohol baggies which are located in the storeroom. Grab a baggie and follow the instructions included in the bag.

Match up the highlighted section of the policy with the masterform.

**SUBJECT: Alcohol (Diagnostic and Legal) Determination Collection**

1. **Scope:**
	1. This policy applies to all hospital personnel performing blood collection for alcohol determination.
2. **Procedure:**
	1. Determine whether the blood draw is for diagnostic or legal purposes (law enforcement agency, court ordered, etc.)
		1. Diagnostic collection will be ordered as LIS code “ETOH” for Ethanol
		2. Legal collection will be ordered as LIS code “LEGAL” for Blood Collection, Legal
			1. Obtain a copy of the search warrant, court order, etc.
			2. A separate billing number may need created by Registration. See 2.4.8 & 2.4.9 to determine correct billing process.
			3. JTDMH laboratory is not certified to perform legal alcohol testing. Testing of specimen will occur at another laboratory.
	2. Follow all venipuncture protocols for both ETOH and LEGAL collections
		1. Be sure to prepare the venipuncture site with a non-alcohol antiseptic (e.g. betadine)
	3. **Diagnostic collection**:
		1. Draw and label the sample following laboratory sample collection procedures
		2. Samples are to be drawn with plain red-top tubes
			1. EDTA and Lithium Heparin plasma is also acceptable
			2. SST samples are acceptable if testing performed within four hours of blood draw
		3. Do not open the tube until ready to analyze
	4. **Legal collection**:
		1. 1Obtain Chain of Custody – Legal Alcohol form “LEGAL ALCOHOL CHAIN-OF-CUSTODY & HANDLING OF EVIDENCE” in Support Services Masterforms
			1. Section I. of COC – have law enforcement officer complete this section of form prior to draw
			2. Section II. of COC – completed either Procedure 1 (no kit provided) or Procedure 2 (if kit is provided by requesting party)
		2. Draw and label the sample following laboratory sample collection procedures
		3. **If no kit is provided**, draw one Sodium Fluoride tube (gray top) or other tube as designated by the law enforcement officer and mix well.
			1. Sodium Fluoride (gray top) tube is the preferred tube for our local law enforcement agency’s forensic lab.
			2. If no gray top is available, substitute EDTA (purple top) tube as acceptable alternative and mix well.
			3. Section II - Procedure 1 section on COC - completed by lab staff performing venipuncture
				1. Lab staff will initial line “A, B, and C”
		4. **If a kit is provided by the law enforcement agent**, draw the blood sample following the kit directions exactly, using the tube(s) in the kit.
			1. Section II - Procedure 2 section on COC - completed by lab staff performing venipuncture
				1. Lab staff will initial line “A”
		5. Every tube of blood must be labeled with the name of patient, a second identifier (date of birth or medical record number), date and time of draw, and initials of lab staff performing venipuncture.
			1. Seal the tube of blood with Registration label or additional LIS label
		6. Complete bottom section of COC with “Date drawn, Time drawn, Collector’s name, and Collector’s position”
		7. Complete Transfer section of COC
			1. Make a copy of the completed COC. Keep original and provide the copy to the law enforcement officer
			2. Give the sample to the law enforcement officer for testing to be performed at another lab. JTDMH laboratory is not certified to perform legal alcohol testing.
		8. If legal alcohol is drawn at the **same** time as diagnostic blood work, then the law enforcement agency is not billed and the patient’s medical account number is used.
		9. If legal alcohol is drawn at a **different** time than the diagnostic blood work, or if there is no diagnostic work done on the patient, then the law enforcement agency is billed for the blood draw.
			1. This requires a separate billing number from the patient’s medical billing number
			2. LIS order entry – see below
				1. Scan Patient Registration label
				2. Attending Dr.= Ordering Doctor # (if physician order) or Physician, No Ordering (9997)
				3. Requesting Dr. = the same as Attending Dr.
				4. In Internal Order Comments – type in Police Department, Court, etc. (ex. Wapakoneta Police Department, Auglaize Probate Court, etc.)
				5. Order a LIS code – LEGAL - “Blood Collection, Legal,” (LAB DRAW)”

This is for charging purposes when the LAB draws a legal sample for any law enforcement agency.

* + - * 1. Place LIS Patient label on every page of search warrant, court order, etc.

Scan in to LIS via SoftMedia – Lab Requisitions

* + - * 1. Place LIS Patient label on Legal Alcohol Chain of Custody and Handling of Evidence (COC) form.

Scan in to LIS via SoftMedia – Lab Requisitions

* + 1. Give all completed documentation to the Lab Clerk
		2. Lab Clerk will verify all paperwork has been scanned in to the LIS (Lab Requisitions) and forward to Health Information Management

**LEGAL ALCOHOL CHAIN-OF-CUSTODY & HANDLING OF EVIDENCE**

**Name of patient: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**I. TO BE COMPLETED BY PERSON REQUESTING THE BLOOD DRAW:**

**I have provided a warrant requesting that Joint Township District Memorial Hospital (JTDMH) personnel collect a venous specimen to be analyzed for blood alcohol content. The collection will be witnessed by me and the specimen is to be handed directly to me, to be analyzed at another lab.**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **(NAME) (LAW ENFORCEMENT AGENCY/POSITION)**

**II. TO BE COMPLETED BY QUALIFIED PERSONNEL OBTAINING THE SPECIMEN (complete Procedure 1 section OR Procedure 2 section):**

**I verify that the JTDMH procedure *or the procedure outlined in the kit provided by the requesting party*, for the obtaining of a specimen for legal blood alcohol content was adhered to as follows:**

**Procedure 1: WHEN NO KIT IS PROVIDED BY REQUESTING PARTY:**

**\_\_\_\_\_A. The puncture site was properly cleansed with betadine, a non-alcohol antiseptic.**

**\_\_\_\_\_B. The venous specimen was collected in a tube containing Sodium Fluoride Potassium Oxalate (gray top) then mixed. Note, if no gray top is available, substitute an EDTA tube (purple).**

**\_\_\_\_\_C. The tube was sealed with an appropriately labeled sticker.**

**---------------------------------------------OR---------------------------------------------**

**Procedure 2: WHEN A KIT IS PROVIDED BY REQUESTOR TO COLLECT SPECIMEN:**

**\_\_\_\_\_A. The instructions in the kit provided by the requesting party were followed exactly.**

**Date drawn \_\_\_\_\_\_\_\_\_\_\_\_\_\_Time drawn \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **(COLLECTOR**’**S NAME) (POSITION)**

**TRANSFERRED TO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**TRANSFER DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_TIME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

L:\Masterforms\Support Services\Chain of Custody-Legal Alcohol 1/27/24