**Saratoga Hospital Laboratory**

**211 Church Street**

**Saratoga Springs, NY 12866**

**Health Fair Procedure**

**Principle:** The purpose of this procedure is to standardize the process for Health Fair preparation, set-up and post processing.

**Scope:** This procedure applies to all laboratory employees involved in the planning, collection, ordering, and processing of samples for Health Fairs.

**Specimen:** This procedure applies to all specimen types collected and received from Health Fairs

**Materials:**

1. Specimen registration / consent forms and patient logs
2. Meditech terminal
3. Barcode label printer
4. Sample racks and bins
5. Refrigerator/sample cooler
6. Caviwipes
7. Telephone
8. Office supplies, not limited to, but including pens, markers, labels, note pads and notebook.
9. Phlebotomy supplies

**Quality Control:** Competencies and training records are reviewed annually.

**Procedure:**

1. **Preparation:**

* Health Fairs are initiated by Community Relations or Corporate Health in conjunction with the Phlebotomy Supervisor and the Administrative Director of the Laboratory. The Phlebotomy Supervisor will assign the Health Fair to a CLA to coordinate.
* Coordination includes the following:
* Consultation with Registration.
* Consultation with the testing departments.
* Consultation with the shift that will receive the specimens.
* Arrange for phlebotomy staffing.
* Prepare adequate supplies.
* Transportation arrangements for staff and supplies.
* Review all documentation including the NYS permit.

1. **Health Fair On Site Set-up**

* Arrive 30 minutes prior to the beginning of the Health Fair.
* Set up draw stations for the number of staff collecting blood.
* Give clerical staff greeting the participant the registration form.
* Post the New York State Department of Health permit in view.

1. **Specimen Collection and Processing**

* Collect and label specimens according to the phlebotomy procedures of Saratoga Hospital Laboratory.
* If the patients have been preregistered and you have lab labels use the lab labels.
* If there are no lab labels, labeling should include the numbered sticker attached to the requisition. Number label should be placed around the top of the main body of the tube and should not cover any patient information.
* Log specimens and patient information on the log sheet.
* Process specimens in a manner that preserves the integrity of the tests being performed (i.e.: chemistry tests spun immediately after clotting).
* Specimens should be packaged in a biohazard bag and transported in a cooler to the laboratory for testing. A spill kit should be included in the cooler. Refer to the safety manual.
* When the health fair is complete, thoroughly clean and disinfects all areas where samples were collected and processed.
* Remove all supplies and waste material from the health fair site. Disposal of biohazard material generated is the responsibility of the Saratoga Hospital Laboratory staff.

1. **Processing specimens at Laboratory**

* If the samples have been preregistered, ordered and labeled then they can be received and delivered to the departments.
* To order the testing in Meditech:
* From the main menu, select #10 laboratory.
* Select #10 requisitions.
* Select #11 enter/edit.
* Type in patient’s last name, first name, press enter. If the patient is in the system a list will come up. Do not select any on the list. Press enter.
* A pop up box will appear “Patient not found, Enter new account?”. Type in Y and press enter.
* The name will appear in the name field. Add middle initial if available and press enter.
* Type in date of birth, press enter twice.
* Type in sex of patient, then enter.
* Skip Maiden/other name field, press enter three times.
* At Unit # field press enter. If the patient is in meditech it will be listed. Select the patient to view by typing in the # next to the patients name in the SEE MORE DATA FOR # box. Press enter.
* Make sure all patient information matches. If the patient does not appear on the list, at the end of the search, PATIENT NOT FOUND boxes will appear. Press enter twice.
* At the client field, type in HF then F9 lookup. Enter the specific health fair or the general lab health fair. Press enter.
* At the primary care physician field, type in the name of the patients physician if given or leave blank and press enter.
* At the attending physician field, type in the physician of record for the health fair and press enter twice.
* At the financial class field, leave the default and then press enter.
* At the social security number field, leave blank and press enter.
* At the location field, type in HF F9 lookup. Enter the specific health fair or the general lab health fair and press enter.
* At the date field, leave the default date if the patient is being entered on the same day as the collection or change the date to the collection date and press enter.
* At the time field, leave the default time and press enter five times.
* The second page will display. Type “Y” in all of the small boxes.
* In the DR ROUTING field, type in OUT and press enter until the X# appears in the lower left corner. Write this X# on the requisition. Press enter to return to the ENTER/EDIT screen.
* Order the required tests and label the specimens. Place an aliquot label on the requisition. Deliver the specimens to the appropriate departments.
* File the logs and requisitions in a file folder labeled with the name of the health fair and the date. Leave the folder in the Phlebotomy supervisor’s office.

Date of origin: 01/26/10 Prepared by: Roger Brodeur

Placed in service:\_\_\_\_\_\_\_\_\_\_\_

Approved by:

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Section Head Quality Assurance

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Director Administrative Director