### The Saratoga Hospital Laboratory

### 211 Church Street, Saratoga Springs, NY 12866

**Specimen Requirements and Processing Procedure**

**Purpose:**

This procedure provides instruction for determining specimen requirements and processing specimens.

**Scope:**

This procedure applies to all laboratory employees of the phlebotomy department that are involved with the collection and handling of specimens.

**Policy:**

Prior to the collection, specimen requirements must be verified to ensure the correct container is being utilized for the ordered test. All processing of specimens must be completed according to the requirements described by the lab where the testing will be taking place.

**Materials:**

* Saratoga Hospital Laboratory Scope of Service

[*http://www.saratogahospital.org/wordpress/wp-content/uploads/2013/01/2012-Scope-of-Service.pdf*](http://www.saratogahospital.org/wordpress/wp-content/uploads/2013/01/2012-Scope-of-Service.pdf)

* Saratoga Hospital Laboratory Service Directory

[*http://www.saratogahospital.org/resources-for-medical-professionals/search-laboratory-tests*](http://www.saratogahospital.org/resources-for-medical-professionals/search-laboratory-tests)

* LabCorp Test Directory

<https://www.labcorp.com/wps/portal/provider/testmenu>

* Specimen Labels
* Aliquot Tubes
* Pipettes
* Specimen Description Labels
* Centrifuge
* Refrigerator
* Freezer
* Icepack
* Appropriate Blood Collection Tubes

**Procedure:** 0

# Review laboratory tests ordered.

# Review tests listed on the requisition, Meditech labels, or MobiLAB.

# Determine the specimen requirements.

* Tube type is listed on the Meditech and the MobiLAB labels.

*Note: Specimen requirements for orderable tests will appear on the header of the Meditech specimen barcode label. If multiple send-out tests are ordered, it may be necessary for the Phlebotomist to look at the ordered tests individually for specimen requirements.*

* Specific specimen requirements must be obtained from one of the following.
  + 1. Saratoga Hospital Laboratory Scope of Service
    2. Saratoga Hospital Laboratory Service Directory
    3. LabCorp Test Directory
    4. Technical Staff

1. Obtain specimens according to one of the following procedures.
   * Syringe Blood Collection Process
   * Blood Culture Collection Process
   * Blood Specimen Collection Process
   * Blood Specimen Collection Process by Skin Puncture
2. Process specimens according to the determined specimen requirements.
   * Utilize materials listed above when required to centrifuge, or pour off specimens.

*Note: It is required to let specimens drawn in tubes containing a clot activator to clot PRIOR to centrifuging.*

*Note: For proper separation, specimens must be centrifuged at 3500 RPM for 10 minutes.*

* + All aliquot tubes must be labeled with 2 patient identifiers, the initials of the staff member who poured the specimen off, and the appropriate specimen description label (ie. Plasma, Serum).
  + Specimens drawn at the Saratoga Hospital will be processed by the testing department.
  + Specimens drawn off site, which are required to be stored in a refrigerator, must be transported with an icepack.
  + Specimens drawn off site, which are required to be stored in a freezer, must be transported on an icepack.

1. Deliver specimens to the appropriate testing department.
   * When delivering specimens to the testing department, notify testing staff of any specimens requiring processing.

**Procedural Notes**

* The following Send Out tests require a form to accompany the specimens to the testing laboratory. When delivering these specimens make sure the form is also delivered.
  + - Maternal Prenatal Screening Form (Cystic Fibrosis/Maternal AFP)
    - Lead Testing (Heavy Metal Form)

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| Date of Origin: | 03/06/13 |  | Prepared By: | | | Teri Baldwin | |
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| **Date Placed in Service:** | |  |  | | | | |
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| **Approved by:** |  | |  |  |  | |  | |  |  |
|  | Supervisor | |  | Date |  | | Laboratory Medical Director | |  | Date |