Saratoga Hospital Laboratory
211 Church Street, Saratoga Springs, NY
12866

Saratoga Hematology-Oncology Laboratory
3 Care Lane, Saratoga Springs, NY 12866

Saratoga Hospital Lab-Wilton
3040 Route 50 North
Saratoga Springs, NY 12866

Site Batch Routine for Receiving and Transporting Specimens

Principle:

The purpose of this procedure is to standardize the order receipt, transport and distribution of specimens to the Saratoga Hospital Main Laboratory using the Site Batch routine in Meditech.

Scope:

This procedure applies to all employees involved in the ordering, receiving, processing or distribution of samples within the laboratory system.

Specimen:

This procedure applies to all specimen types ordered and within received the laboratory system excluding pathology specimens.

Materials:

- Specimen requisitions
- Meditech terminal with scanner, Barcode label printer
- Sample racks and bins
- Refrigerator
- Office supplies, not limited to, but including telephone, clock, pens, markers, labels and electronic manifest.

Quality Control:

Unreceived specimens reports will be reviewed and resolved by technologists on each shift.

Procedure:

Departure from the Satellite lab

1. Patient script, requisition or other physician order is received from patient.
2. All lab requests are checked for completeness.
3. Patient requisitions are registered in the Admitting/Registration module.
4. Laboratory Tests are ordered using the **Requisitions** routine in the in the Lab module.
5. All Laboratory tests regardless of where they are performed are entered into a single accession.
6. Specimens are collected by the phlebotomist.
7. Receive all specimens using the *Receive by Specimen* menu of the *LIS Specimen Collection* routine. The accessioning/receiving staff must enter:
   - ➤ The correct collection time
   - ➤ The initials of the collector (LAB. initials, UC. initials (Urgent Care), patient's name or initials for SDO).
   - ➤ The time stamped on the label set or requisition as received time.
   - ➤ Enter "Y" yes at the *Receive?* prompt.
8. Specimen labels are separated according to where they will be processed.
9. Specimens are centrifuged, transferred into aliquot tubes and/or and placed into the proper storage area; room temp, refrigerated, frozen. Specimens will be organized in the order printed on the electronic manifest.
10. Reference Lab Transport:
    a. Collect all specimen labels for the specimens for transfer.
    b. Verify each specimen for each label.
    c. Input each accession in the site batch routine:
       - ➤ Meditech: 10 Laboratory <enter>
       - ➤ 34 Specimen site <enter>
       - ➤ 11 Enter/edit <enter>
       - ➤ Batch Date, < T >oday
       - ➤ Batch Number, enter "N"ew (Meditech will assign a Batch number)
       - ➤ *From* Site: HCP<enter>
       - ➤ *To* Site: Reference Lab(ML) <enter>
       - ➤ Scan specimen numbers into the specimen column
11. Enter to move to comments: "Y"es or "N"o <enter>.
12. Batch Status: "S"ent <enter>.

L:\Lab\Lab\Procedures-Final\Phlebotomy\Procedures\Site Batch Procedure 4.16.15.DOCx.doc
SOP#PB38.0 (Main Lab) SOP#ACC3.1 (WMA)
Date Printed:06/28/13

Page 1 of 3

13. Select printer to obtain the specimen Manifest of the specific batch.
14. Reconcile the Manifest against the specimens. Document on the site batch report the specific type & quantity of specimens being sent for each test. Example: 1 Frozen EDTA Plasma, 2 Refrig SST, 1 Room Temp Lav, 1 Refrig / Red Top Serum, urine, stool, sterile cup. See the following example.

```
0416:I00001R        RECD, Coll: 04/16/15-1245 Recd: 04/16/15-1245 (R#00017395) Card MD FACC
X000004705 TEST,FIVESIXWMA 45/F <REG REF 10/24> (H0005309)  LABWMA Card MD FACC FSCAI, Har
ORDERED TESTS: ANA W RFX PATRN
SITE TESTS: ANA IFA, *ANA SLIDE #, *ANA WELL #
QUERIES:   LAB REQ#(from PHYS Office): 1111
           * Card MD FACC FSCAI, Harold G
           *
```
√ 1 SST

Note the tally count on the last page of the site batch report of the number of frozen, room temperature and refrigerated specimens; and total them.

Note: If a specimen does not appear on the manifest or a specimen is missing; the issue must be resolved before the batch is sent to the destination.

15. Package the Room Temp and Refrigerated specimens for courier pickup. A copy of the manifest is included.

Arrival in the Main Lab

Any samples with Meditech specimen numbers that have been placed in a collection category will be labeled with bar-coded labels at the collecting site. To receive specimens:

1. Stamp manifest with the time stamper upon arrival.
2. Process any STATs immediately.
3. Verify specimens against the manifest. Highlight specimen type upon when verified. See the following example.

```
0416:I00001R        RECD, Coll: 04/16/15-1245 Recd: 04/16/15-1245 (R#00017395) Card MD FACC
X000004705 TEST,FIVESIXWMA 45/F <REG REF 10/24> (H0005309)  LABWMA Card MD FACC FSCAI, Har
ORDERED TESTS: ANA W RFX PATRN
SITE TESTS: ANA IFA, *ANA SLIDE #, *ANA WELL #
QUERIES:   LAB REQ#(from PHYS Office): 1111
           * Card MD FACC FSCAI, Harold G
           *
```
√ 1 SST

4. Once all specimens have been verified, the Main Lab phlebotomist will sign the last page of the manifest.
5. Meditech: 10 Laboratory <enter>
6. 34 Specimen Site
7. 14 Receive Specimens
8. Batch Date: "T"oday
9. Enter Batch number; as the number is inputted, the remainder of the fields will populate <enter>
10. Verify the receipt of the Specimens: "Y"es / "N"o <enter>
    Note: For specimens on the manifest but not in the rack; delete the specimen from the list and call originating site.
11. Separate samples and labels for distribution to the appropriate laboratory section.
12. Place the batch report in the file folder.

Procedural Notes:
1. Main Lab Accessioning Responsibility:
   o If resolution is not possible during a given shift then the accessioning person must fill out a Problem Log Form. Contact the requesting lab location to resolve any questions or issues and to resolve all issues in the Problem Folder within 24 hrs or notify the Phlebotomy Cordinator.
   o Verify the name on the specimen label matches the name on the requisition/manifest.
2. Any problems or discrepancies should be documented in the specimen comment section of the *Order/Entry* screen.
3. Distribution to each laboratory section includes placing the samples into each appropriate bin.

L:\Lab\Lab\Procedures-Final\Phlebotomy\Procedures\Site Batch Procedure 4.16.15.DOCx.doc
SOP#PB38.0 (Main Lab) SOP#ACC3.1 (WMA)
Date Printed:06/28/13

Page 2 of 3

Date of Origin: 04/26/13   Prepared By: Philip Weisman
Revised: 06/28/13   By: Teri Baldwin
Revised: 04/16/15   By: Teri Baldwin

Date Placed in Service: _4-20-15_

Approved by:

(signature) 4-17-15	_(signature)_ 04-17-15
Phlebotomy Supervisor Date	Wilton Medical Arts Lab Supervisor Date
Teri Baldwin	Rhea Jamro
(signature) 4/17/15	_(signature)_ 20 Apr 15
Administrative Laboratory Director Date	Saratoga Hospital Laboratory Medical Director Date
Richard Vandell	William E. Field II, M.D.
(signature) 4/20/15	_(signature)_ 4/17/15
SHOL Laboratory Medical Director Date	WMA Laboratory Medical Director Date
Nicole Durie, M.D.	Josenia Tan, M.D.

COPY

COPY

L:\Lab\Lab\Procedures-Final\Phlebotomy\Procedures\Site Batch Procedure 4.16.15.DOCx.doc
SOP#PB38.0 (Main Lab) SOP#ACC3.1 (WMA)
Date Printed:06/28/13

Page 3 of 3