**ITLE: PRIORITIZING AND COLLECTING ROUTINE, STAT AND TIMED**

**PERIPHERAL BLOOD COLLECTIONS**

**PRINCIPLE / PURPOSE:** To establish expected response time for routine, stat and

timed blood collections, and define criteria for determining the priority of laboratory

orders and communication with care providers when the demand for STAT or TIMED

orders exceeds the capacity of phlebotomists available on site.

**SCOPE:** Procedure will be used by laboratory phlebotomists located at all Cone Health

hospitals and MedCenter Greensboro and MedCenter Mebane Lab Phlebotomists.

Wesley Long campus phlebotomists will perform routine collection at Behavioral Health

twice a day (am/pm); timed/stat draws are handled by staff on-site.

**POLICY:**

 **A STAT blood collection** is performed when laboratory results are needed for

the immediate management of a life-threatening situation.

o A reasonable expectation for time from placement of the stat order to

receipt of the laboratory result is less than 2 hours

o For monitoring purposes, STAT turn-around-time is defined as the time

from receipt of the sample in the laboratory (or verified LIS time) to the time

the report is available in the LIS (finalized) or called.

STAT Turn-around-times are monitored monthly for continuous quality

assurance for selected STAT tests such as BMP, CBC, and PT.

o Priority for STAT testing:

 Tests necessary for the treatment of bleeding patients (i.e., trauma).

 Tests necessary for the treatment of Obstetrics/Labor and Delivery

patients

 Tests necessary for patient going to emergency surgery.

 Medically unstable patients (i.e., diabetic ketoacidosis)

 Other emergencies

 **A TIMED blood collection** is ordered to be collected at a **specified time** or at **a**

**certain interval** when it is necessary to determine a patient’s course of therapy.

Examples of TIMED collections are blood glucose levels or drug levels. All TIMED

orders should be collected as close as possible to their requested collection time.

 **A ROUTINE blood collection** is performed when laboratory results are not

immediately needed by the provider for patient care. This includes tests that are

essential for the evaluation and management of a patient’s on-going treatment.

A ROUTINE order may also be collected up to 30 minutes *prior* to order time if

phlebotomist is available or if the order can be combined with other orders. STAT

or TIMED collections may also be included along with the routine collections to

prevent unnecessary draws but must be transported to the laboratory immediately

to satisfy the STAT or TIMED priority testing.

DO NOT USE until 2/10/2022. Effective starting 2/10/2022. 77420.719 (version 2.0) Prioritizing and Collecting Routine, STAT

and Timed Peripheral Blood Collections

Uncontrolled copy printed by Amber Garcia on 2/9/2022 3:15 PM (EST). Page 1 of 5

Cone Health Laboratories

Page 2 of 5

If the number of STAT or TIMED tests required for the specified time *exceeds* the

number of phlebotomists available to collect, the phlebotomist is to report the situation

immediately to the patient’s nurse or to Pharmacy. The nurse/pharmacy may elect to

collect the specimen or, the pharmacist may request a different collection time after

consulting with the patient’s physician.

**EQUIPMENT AND MATERIALS:**

**** LIS Computer System

**** Collection Equipment

**** Collection Manager and Printer (if available)

**PROCEDURE:**

A. Assignments are made

1. Assignments will be given to each phlebotomist on the staffing plan at the

beginning of each shift.

2. Assignments may change throughout the shift as patient care needs change.

3. Each phlebotomist is responsible to effectively monitor, manage, maintain

communication, and follow up on all orders for blood, in their assigned area,

during their shift.

4. It is the expectation that when collections are completed for the assigned area,

phlebotomists are to assist others in their areas until all collections are completed.

B. Collections

1. Perform collections according to priority defined in the POLICY section above and

the phlebotomy collection procedures.

2. When samples are obtained, transport samples, in a biohazard bag, to the

laboratory in a timely manner and according to priority.

3. Document any known collection delays. Include reason for delay, alternate

collection decision based on conversation with the patient’s provider or nurse,

name of the provider or nurse, date and time of conversation and phlebotomist’s

initials in the documentation.

C. Unable to obtain

1. If the original phlebotomist is unable to obtain the specimen after two attempts,

the original phlebotomist will call another phlebotomist to attempt collection. This

should be done in a timely manner in order to maintain the priority status of the

order.

a. Reach out to a senior Phlebotomist, Phlebotomy Leads or Phlebotomy

Supervisor if unable to obtain sample so that collection and testing is not

delayed. Each phlebotomist is allowed two attempts.

2. If additional attempts are unsuccessful, notify the healthcare team.

a. The phlebotomist responsible for the assigned unit is to notify the patient’s

nurse if the sample was not obtained and wait for instructions.

3. Notate alternate collection decision, the nurse’s name, date and time of

communication and phlebotomy initials into the Comments section of Collection

DO NOT USE until 2/10/2022. Effective starting 2/10/2022. 77420.719 (version 2.0) Prioritizing and Collecting Routine, STAT

and Timed Peripheral Blood Collections

Uncontrolled copy printed by Amber Garcia on 2/9/2022 3:15 PM (EST). Page 2 of 5

Cone Health Laboratories

Page 3 of 5

Manager. If downtime occurs during collection, enter special notes into Sunquest

once the system is back up.

D. How to document comments in Collection Manager

1. In the Patient ID screen, enter the patient’s MRN and Click the green M button

to take you to the Manual Entry screen:

2. Click in the small box beside SCBR Code and click the green OK button to take

you back to the Patient ID screen:

DO NOT USE until 2/10/2022. Effective starting 2/10/2022. 77420.719 (version 2.0) Prioritizing and Collecting Routine, STAT

and Timed Peripheral Blood Collections

Uncontrolled copy printed by Amber Garcia on 2/9/2022 3:15 PM (EST). Page 3 of 5

Cone Health Laboratories

Page 4 of 5

3. Click on the green Confirmed button at the bottom right to take you to the Collect

screen:

4. Click on Edit at the top left and you will get a dropdown box with the following

options:

 Reschedule

 Credit

 Add Text

 Add Comment

 Printer Connection

5. Click Add Comment to take you to the Collect screen:

DO NOT USE until 2/10/2022. Effective starting 2/10/2022. 77420.719 (version 2.0) Prioritizing and Collecting Routine, STAT

and Timed Peripheral Blood Collections

Uncontrolled copy printed by Amber Garcia on 2/9/2022 3:15 PM (EST). Page 4 of 5

Cone Health Laboratories

Page 5 of 5

6. In the New: box, enter a (;) and then the required information and click the green

Save button:

DO NOT USE until 2/10/2022. Effective starting 2/10/2022. 77420.719 (version 2.0) Prioritizing and Collecting Routine, STAT

and Timed Peripheral Blood Collections

Uncontrolled copy printed by Amber Garcia on 2/9/2022 3:15 PM (EST). Page 5 of 5