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| Sutter Roseville Medical Center | Section: Specimen Management  *CL. PRE02.07-/-RV.01* |
| **Managing Fluids and CSF Specimens** | Initiated/Owned by:  SRMC Client Service Supervisor |
| Effective Date: 1/31/18 | Next Review: 1/31/2020 |

**Purpose:** To provide instructions on how to manage various Fluid and CSF samples for

Laboratory and Pathology testing.

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**Policy:**

* Adhere to all “special instructions” regarding tube numbers

(example: Cell Count on tube 1, or Hold tube 4)

* Print a worksheet to determine which tube is needed for each tests
* All slides for Cytology testing will be made by the Pathology Department and will not be made in the Clinical Laboratory
* Pathology specimens will be delivered twice daily Monday through Friday (08:00 AM and 15:30 PM) to the Pathology Department with the Pathology Specimen Log
* After hours Cytology specimens are placed in the blue bin labeled Cytology in specimen processing
* The Pathology Department will sign the log documenting specimen receipt

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**Procedure:** Follow the steps in the table below for managing Fluid and CSF specimens

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| **Step** | **Action** |
| 1 | Determine the patient location type prior to specimen receipt   |  |  | | --- | --- | | IF | THEN | | **Inpatient** | Log into Sunquest using location **RVML** | | **Outpatient** | Scan cover sheet and orders to CLOE  Once released by CLOE and interfaced into Sunquest, log into Sunquest using location **SSR07** | |
| 2 | Check the eHR Pathology tab and Lab tab to verify if Cytology orders have been placed |

**Managing Fluids and CSF Specimens,** *continued*

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| **Step** | **Action** |
| 3 | Print eHR order if a paper requisition was not received with the specimen(s) |
| 4 | Receive specimen(s) in Sunquest  *(Refer to Receiving Specimens in the Laboratory Information System procedure)*     |  |  | | --- | --- | | IF | THEN | | Non-GYN Cytology tests are ordered | * Order code FCYTO for all misc fluids * Order CCYTO for CSF * Both order codes will automatically interface into Sunquest for specimen receipt | | CSF Culture is ordered | Must order a STAT Gram Stain for inpatient samples only | |
| 5 | Generate extra Sunquest labels for specimen labeling |
| 6 | Label each tube and/or container with one Sunquest flag label and initial |
| 7 | Deliver specimen(s) to the Fluid testing bench in Auto Lab   * All CSF sample tubes or fluid containers (labeled and initialed) * All Sunquest labels * All original paperwork/test orders |
| 8 | Notify the Clinical Lab Scientist that a STAT CSF/Fluid specimen is in the department |
| 9 | When in-house testing is complete, and/or the specimen is prepared for Pathology:   * The Hematology Clinical Lab Scientist is responsible for delivering or ensuring that Pathology receives the cytology specimen * After confirming that Pathology has received the specimen, the Hematology Clinical Lab Scientist results the FCYTO or CCYTO order code in the LIS |

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