

Sutter Roseville Medical Center	Section: Specimen Management <i>CL. PRE02.07-/-RV.01</i>
<b>Managing Fluids and CSF Specimens</b>	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.

**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

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

Step	Action						
1	<p>Determine the patient location type prior to specimen receipt</p> <table border="1" style="margin-left: 40px;"> <thead> <tr> <th>IF</th> <th>THEN</th> </tr> </thead> <tbody> <tr> <td><b>Inpatient</b></td> <td>Log into Sunquest using location <b>RVML</b></td> </tr> <tr> <td><b>Outpatient</b></td> <td>Scan cover sheet and orders to CLOE  Once released by CLOE and interfaced into Sunquest, log into Sunquest using location <b>SSR07</b></td> </tr> </tbody> </table>	IF	THEN	<b>Inpatient</b>	Log into Sunquest using location <b>RVML</b>	<b>Outpatient</b>	Scan cover sheet and orders to CLOE  Once released by CLOE and interfaced into Sunquest, log into Sunquest using location <b>SSR07</b>
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2	Check the eHR Pathology tab and Lab tab to verify if Cytology orders have been placed						

## Managing Fluids and CSF Specimens, *continued*

Step	Action						
3	Print eHR order if a paper requisition was not received with the specimen(s)						
4	Receive specimen(s) in Sunquest <i>(Refer to Receiving Specimens in the Laboratory Information System procedure)</i> <table border="1" data-bbox="428 415 1393 793"> <thead> <tr> <th data-bbox="428 415 849 447">IF</th> <th data-bbox="849 415 1393 447">THEN</th> </tr> </thead> <tbody> <tr> <td data-bbox="428 447 849 688">Non-GYN Cytology tests are ordered</td> <td data-bbox="849 447 1393 688"> <ul style="list-style-type: none"> <li>• Order code FCYTO for all misc fluids</li> <li>• Order CCYTO for CSF</li> <li>• Both order codes will automatically interface into Sunquest for specimen receipt</li> </ul> </td> </tr> <tr> <td data-bbox="428 688 849 793">CSF Culture is ordered</td> <td data-bbox="849 688 1393 793">Must order a STAT Gram Stain for inpatient samples only</td> </tr> </tbody> </table>	IF	THEN	Non-GYN Cytology tests are ordered	<ul style="list-style-type: none"> <li>• Order code FCYTO for all misc fluids</li> <li>• Order CCYTO for CSF</li> <li>• Both order codes will automatically interface into Sunquest for specimen receipt</li> </ul>	CSF Culture is ordered	Must order a STAT Gram Stain for inpatient samples only
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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 <ul style="list-style-type: none"> <li>➤ All CSF sample tubes or fluid containers (labeled and initialed)</li> <li>➤ All Sunquest labels</li> <li>➤ All original paperwork/test orders</li> </ul>						
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: <ul style="list-style-type: none"> <li>➤ The Hematology Clinical Lab Scientist is responsible for delivering or ensuring that Pathology receives the cytology specimen</li> <li>➤ After confirming that Pathology has received the specimen, the Hematology Clinical Lab Scientist results the FCYTO or CCYTO order code in the LIS</li> </ul>						

*end*