

Documentation of 24 hour Urine Total Volume for Reference Lab Testing

Background This document describes how to document the measured total volume of reference lab 24 hr. urine collections in the LIS and on a designated log sheet

- Policy**
- CLS will measure the 24 hour urine Total Volume.
 - 24 hour urine Total Volume for each ACC# will be entered into the LIS and on the designated log sheet.
 - An “extra” aliquot tube will be stored in Freezerworks.

Procedure

Step	Action								
1	Verify proper specimen ID and specimen collection requirements.								
2	Mix specimen well								
3	Measure total volume using a graduated cylinder								
4	Record following information on “24 Hour Urine Total Volume Log” for each test order: <ul style="list-style-type: none"> • Total volume (mL) • Collection duration (hrs.) • Patient height (in.) when applicable • Patient weight (lbs.) when applicable 								
5	Log into Sunquest LIS to enter total volume in LIS for each test order as described below. NOTE: Total volume must be entered on each ACC# associated with 24 hr. urine order.								
	<table border="1"> <thead> <tr> <th>Prompt</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Sunquest Folder</td> <td> <ul style="list-style-type: none"> • Click Order Entry </td> </tr> <tr> <td>Lookup by prompt</td> <td> <ul style="list-style-type: none"> • Select Accession Number </td> </tr> <tr> <td>Value prompt</td> <td> <ul style="list-style-type: none"> • Enter the ACC Number • Click Search button </td> </tr> </tbody> </table>	Prompt	Action	Sunquest Folder	<ul style="list-style-type: none"> • Click Order Entry 	Lookup by prompt	<ul style="list-style-type: none"> • Select Accession Number 	Value prompt	<ul style="list-style-type: none"> • Enter the ACC Number • Click Search button
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Documentation of 24 hour Urine Total Volume for Reference Lab Testing, Continued

Procedure,
cont

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6	Prepare urine aliquot tube <ul style="list-style-type: none"> • Designate one aliquot tube as “extra” tube without additive. 										
7	If required for reference lab testing, ensure proper additives (acid or base) are placed into aliquot tubes										
8	Decant a portion of specimen into aliquot tubes										
9	Document total volume on each aliquot tube										
10	Distribute aliquot tubes: <ul style="list-style-type: none"> • Deliver tubes for reference lab testing to Outpatient Processing. • Store “extra” aliquot tubes using Freezerworks system. 										

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**Procedure,
cont.**

Step	Action
11	Discard 24 hr. urine container and remaining contents appropriately

**Related
Document**

- 24 Hour Urine Total Volume Log, CM.PRE.07.01-F:A-RV.XX

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