

	TITLE:		DEPT OF LAB MEDICINE CLINICAL HEMATOLOGY Policy and Procedure Manual
	Beta Globin Gene Sequencing		DOCUMENT # H-09-021
			Page 1 of 1
WRITTEN BY: Susan Richardson, MT (ASCP)	EFFECTIVE DATE: 9/2012	REVISION: H-1	SUPERCEDES:

I. PURPOSE:

To appropriately prepare specimen for delivery to ARUP for Beta Thalassemia genetic testing.

II. PROCEDURE:

1. Verify that the specimen/order is collected and received in Soft.
2. Print the ARUPH, "ZL9" label under selected label.
3. Affix this label to the tube, can be placed over existing label. Can send native Lavender Tube or aliquot of EDTA whole blood, 1ml minimum.
4. Specimens can be stored, refrigerated, for up to one week.
5. When ready to send specimen to ARUP: click on Task List
6. Select "new" (blank sheet of paper icon)
7. Select creation template: ARUPH
8. Select date range to include specimens you are preparing for shipment.
9. click on "add missing"- this will add your specimen to list-or you can simply scan a copy of the "REF" label into the "specimen" field.
10. Click on "send to Reference Lab"
11. Save task list.
12. Reference Lab screen will pop up: In left hand area select ARUPH. Under "send to" select local printer, (H20), select "yes" for both of the next pop up boxes.
13. 2 copies will print, return to task list tab and print a copy of this as well. Retain 1 copy of manifest and task list for our records. One copy of manifest will accompany the specimen.
14. Complete to the best of your ability the Patient History for Hemoglobinopathy/Thalassemia Testing form-see copy attached. Copy this form, send original with specimen retain a copy with the copy of the manifest retained in Special Hematology. Place specimen in ARUP cardboard tube carried and place in gray "refrigerated temperature specimens" bag. Place bag with enclosed specimen, and forms in the refrigerated specimen courier pick-up bin in the Reference Department.

III. HISTORY:

H-1 This procedure was written by Susan Richardson on 9/17/2012.