

 Verde Valley Medical Center Northern Arizona Healthcare	Hospital Policy POLICIES AND PROCEDURES	Department: Sendouts
		Number:

Sendout Procedure During Off Hours

POLICY

Specimen Processing During Off Hours

Specimens received during hours the Sendout person is not there by lab personnel that will be sent out to a reference lab shall be processed in a timely fashion.

Upon receiving the specimen in lab, a Lab Tech will determine what test is being sent, what specimen requirements are, and what temperature the specimen needs to be stored at until it can be sent.

1. Whenever possible, lab assistant will look at the prepared Sendout Test Reference List or online at the Reference Lab Test Catalog to determine specimen requirements before specimen is collected.
2. Lab assistants will log specimen in and, if specimen is a red top, clot and spin specimen.
3. Lab techs will determine what requirements a specimen needs for the test(s) ordered by looking at prepared Sendout Test Reference List provided or looking online at the Reference Lab Test Catalog.
4. Determine what kind of specimen is required for test. Serum and plasma specimens will be poured of into an aliquot tube and property labeled.
5. Determine at what temperature specimen must be kept to preserve stability. If specimen needs to refrigerated, specimen will be placed in the Sendout refrigerator, in the bucket; if specimen requires freezing or ambient temperatures, the specimen will be placed in the appropriate Sendout place.
6. If feasible, tech will also leave a label or note indicating a specimen was collected for that test.

Calling Sendout Critical or Important Results

Certain results are called or faxed from reference labs due to the important nature of the test or critical results. While Sendout personnel are not available, Lab Techs will be responsible for calling results to the floor of a sensitive nature or leaving a note for Sendout personnel to scan in for outpatient results.

1. The Lab Tech will take the call from the Reference Lab and determine if patient is in-house.
2. If patient is still in-house, Lab Tech will call the floor with Critical or STAT results.
3. The Lab Tech will then leave a note for Sendout personnel what time the call was made and whom the Lab Tech talked to.
4. The Sendout person will then scan in results as soon as possible when they are available. Refer to Lab Reports from Reference Lab Procedure.

5. If the patient is no longer in-house, or was an outpatient, Lab Tech will leave a note for Sendout personnel.
6. Critical Results will be the following:
7. Tests with important nature will be determined by Medical Laboratory Director, Laboratory Director, Laboratory Supervisor, and/or Lead Tech for Sendouts. These are to include, but not limited to: HSV PCR on CSF and Cryptococcus Ag on CSF, regardless of whether the test was positive or not.

Sending Out Specimens for STAT Tests

Certain tests are too sensitive to for Sendout personnel to send them. These tests will be sent STAT by Lab Techs when they are received during hours the Sendout person is not in the Lab. The process to order a Methanol, Isopropanol, Ethylene Glycol, Isopropanol, Acetone, or Volatiles should be followed when a patient is suspected of consuming Antifreeze.

1. The appropriate specimen for the methanol, quantitative is a 7 mL plain red-top or lavender-top (EDTA) tube. Minimum volume is 1 ml of serum or plasma.
2. The appropriate specimen for Ethylene Glycol, Isopropanol, and Acetone Quant is a 7 mL plain red-top or lavender-top (EDTA) tube. Minimum volume is 2 ml of serum or plasma.
3. The appropriate specimen for Volatiles is at least 2 plain red-top or lavender-top (EDTA) tube. Minimum volume is 5 mL of serum or Plasma.
4. Fill out a paper **Sonora Quest requisition**. They are located in the hanging File Folders on the Sendout Bench left hand side drawer.
5. Write the tests, ex. Methanol or Ethylene Glycol, on the bottom of the requisitions. Attach a peel-off specimen number label from the top of the Sonora requisition to each aliquot tube. Place a **STAT label** from the drawer in Sendouts to the tubes and requisition.
6. Write **“PLEASE FAX TO VVMC 928-639-6188”**
7. Place a **refrigerated gel pack** in a biohazard bag along with the specimen and place the requisition in the outside sleeve of the bag. Keep a copy of the Sonora Quest Requisition for Sendouts.
8. Call **Sprint 634-9314** and have them transport to:

**Sonora Quest
1255 West Washington Ave.
Tempe, Arizona 85281**

This procedure shall be followed for STAT Kleihauer-Betke Tests from Blood Bank.

REFERENCES *(APA format)*

ATTACHMENTS *(hyperlink)*