

University of California, Davis
Health System, Sacramento
Department of Pathology and Laboratory Medicine

***SPECIMEN DISPATCH POLICY FOR
INSTRUMENT DOWNTIME***

Administrative Procedure 505.A

PURPOSE:

The purpose of this policy is to state the steps to be followed when tests normally performed at UCDCS Laboratory are dispatched (sent out) to referral labs.

POLICY:

Specimens must meet the same criteria as described in the general Specimen Dispatch policy and procedure for the lab performing the test (see 560.A).

PROCEDURE:

- A. Responsibility - Laboratory Technologist of section requesting specimen dispatch service.
 1. Notify SARC Manager, supervisor or designee of the need to have specimen sent out to a referral lab. Supply the following information:
 - a. Referral laboratory of choice
 - b. Cost of the test
 - c. Who is to be billed - the patient or the Pathology Department
 - d. Turnaround time
 - e. How is the specimen to be stored and transported (room temperature, refrigerated or frozen).
 2. Provide instructions on the requisition form for proper distribution of final results, for example:
 - a. "Please call/fax results to (MD or Inpatient floor phone number)"
 - b. "Please send hard copy lab results to Specimen and Report Center- Pathology Department, Main Hospital Clinical Laboratory, UCDCM 2315 Stockton Blvd Sacramento, CA 95817"
 3. Specimens must be processed (spun down) before they arrive in Specimen Dispatch Area. (Send Out Section)
 4. Notify referral laboratory of the temporary need to send specimens and of any special request you may have.

University of California, Davis
Health System, Sacramento
Department of Pathology and Laboratory Medicine

***SPECIMEN DISPATCH POLICY FOR
INSTRUMENT DOWNTIME***

Administrative Procedure 505.A

5. Bring specimen and requisition slips to the Specimen Dispatch (Send Out Section)
 6. Results will be distributed according to the general specimen dispatch policy and procedure 560A unless alternate instructions are required by the department i.e., "Please return to Chemistry II").
- B. Responsibility - SARC Personnel
1. Process specimens following the same criteria as described in the general specimen dispatch policy and procedure 560A.
 2. Distribute results as per department instructions.
 3. Bill per department instructions.

University of California, Davis
Health System, Sacramento
Department of Pathology and Laboratory Medicine

***SPECIMEN DISPATCH POLICY FOR
INSTRUMENT DOWNTIME***

Administrative Procedure 505.A

PROCEDURE HISTORY

Date	Written/ Revised by	Revision	Approved Date	Approved by
1/83	R. Lowe	New	1/83	G. Lundberg
2/92	G. Cooper	Revised	2/92	R. Cardiff
3/93	G. Cooper	Annual Review	3/93	R. Cardiff
7/94	G. Cooper	Revised	7/94	R. Cardiff
10/96	D. Wright	Annual Review	10/96	R. Green
10/97	D. Wright	Annual Review	10/97	R. Green
11/98	D. Wright	Annual Review	11/98	E. Larkin
11/00	D Wright	Revised	11/00	E. Larkin
10/01	D. Wright	Revised	10/01	E. Larkin
11/02	D. Wright	Annual Review	11/02	E. Larkin
10/03	D. Wright	Revised	10/03	E. Larkin
11/04	D. Wright	Revised	11/04	E. Larkin
10/05	D. Wright	Annual Review	10/05	E. Larkin
10/06	D. Wright	Annual Review	10/06	R. Green
08/07	D. Wright	Annual Review	08/07	R. Green
06/08	C. White	Revised	06/08	R. Green
07/09	C. White	Reviewed	07/09	L. Howell
06/10	C. White	Revised	06/10	L. Howell
10/10	C. White	Revised	10/10	L. Howell
09/11	C. White	Annual Review	09/11	L. Howell
08/14	A.Castaneda	Revised-lab address	09/14	