

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

RECEIPT FILE

Administrative Procedure 535.C

PURPOSE:

To provide instructions on the accurate and complete maintenance of records for all specimen receipts received in the Department of Pathology and Laboratory Medicine. To ensure that all components of the pathology requisition are routed to the appropriate area through proper sorting.

POLICY:

Receipts shall be kept for a minimum of six years.

PROCEDURE:

- A. Receipts shall be pulled by Specimen and Report Center staff on all specimens except for Blood Bank, Microbiology, Cytology, and Tissue specimens.
- B. Delivering of Laboratory requisitions.
 - 1. Invision, Inpatient, EMR, Research/Study and/or Outreach requisitions usually consist of one copy and are used to requisition the test(s) into the LIS.
 - 2. Upon completion of requisitioning test(s) requests all of the requisitions are placed into a receipt box located in the Specimen and Report Center. The Client Services staff will pickup the requisitions on a daily basis.
- C. Scanning of all laboratory requisitions will be performed on a daily basis. Each morning at 7:00 am, the previous days receipts are scanned by the Client Service staff.
- D. Receipts should have the following legible information:
 - 1. Patient name.
 - 2. Patient unit number.
 - 3. Test requested.
 - 4. Requesting floor or clinic.
 - 5. Date and time of collection.
 - 6. Collector's name.
 - 7. Requesting physician.
- E. The scanned or hard copy receipt file is to be used to investigate "lost specimens," incidents, and questions regarding tests already collected on patients when computer fails to provide the necessary information.

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PROCEDURE HISTORY:

Date	Written Revised By	Revision	Approved Date	Approved By
3/88	D. McKenna	New	3/88	M. Gardner
2/91	G. Cooper	Reviewed	2/91	R. Lowe
2/93	G. Cooper	Revised	2/93	C. Marshall
7/94	G. Cooper	Reviewed	7/94	D. Dwyer
10/96	D. Wright	Reviewed	10/96	E. Larkin
10/98	D. Wright	Revised	10/98	E. Larkin
11/99	D. Wright	Reviewed	10/99	E. Larkin
10/00	S. Garner	Revised	10/00	E. Larkin
10/01	S. Garner	Reviewed	10/01	E. Larkin
10/02	S. Garner	Reviewed	10/02	E. Larkin
10/03	S. Garner	Revised	10/03	E. Larkin
10/04	S. Garner	Revised	10/04	E. Larkin
10/05	S. Garner	Revised	10/05	E. Larkin
09/06	S. Garner	Revised	9/06	E. Larkin
7/07	S. Garner	Reviewed	7/07	R. Green
06/08	C. White	Revised	06/08	R. Green
06/09	C. White	Reviewed	06/09	L. Howell
11/09	C. White	Reviewed	1/10	L. Howell
06/10	C. White	Reviewed	06/10	L. Howell
10/10	C. White	Revised	10/10	L. Howell
09/11	C. White	Revised	09/11	L. Howell
08/14	A.Castaneda	Biennial Review	09/14	