

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

Edited Barcode Collection Time

Administrative Procedure 545B

PURPOSE:

To establish standard clinical laboratory procedures for handling edited barcode collection times.

POLICY

EMR barcoded inpatient specimens delivered to the Laboratory sometimes have edited collection times. This editing is the result of the specimen being collected after the original time intended, and the original printed collection time being crossed out and an updated collection time hand written on the specimen label indicates the correct collection time. If the corrected collection time is not manually entered in the LIS system prior to being placed on the Hematology or Chemistry automated sample handling systems the original (and incorrect) collection time will be displayed in the LIS and EMR systems. Physicians and RN's can misinterpret laboratory results with incorrect collection times with potentially negative affect on patient care.

The "Collection vs. Receive Time" report prints out 3 times per day (06:00, 14:00 and 22:00). This report lists all inpatient specimens with a "received status" more than 3 hours after being collected. Chemistry and Hematology specimens on this report will be retrieved and the tube examined for collection time editing. Those specimens found to have edited collection times will have the correct collection time amended into the LIS and results retransmitted to EMR.

PROCEDURE

- "Collection vs. Receive Time" report is printed at 06:00, 14:00 and 22:00.
- The report will be examined for specimens with CI, H, CG, LG, ER and TX prefixes.
- Obtain the 6-digit barcode number for all specimens listed on the report.
- Use the 6-digit barcode number to retrieve these specimens from the Hematology or Chemistry stockyards. "Manual racks" will also be searched when necessary to retrieve specimens.
- The retrieved specimens will be examined for edited collection times.
- Those specimens found to have edited collection times will have the correct collection time amended into the LIS requisition and the comment "Time of collection corrected" edited into the specimen comments. The change will also be noted on the printed "Collection vs. Receive Time" report.

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- Results from specimens with edited collection times will be retransmitted to the EMR by a CLS supervisor or lead CLS as follows:
 - Under Master Menu select (1) Laboratory.
 - Select (3) Result Entry.
 - Select (1) Enter Results (Standard)
 - Enter the specimen number.
 - Press the right Ctrl button.
 - In Special Function window select (5) Verify Options
 - In Verify Selection window select (6) Un-verify all results.
 - Press F12 and F (for File). Results are now UNV status.
 - While still in Enter Results (Standard) re-enter the specimen number.
 - Press F12 and A (for Verify all results and file)
 - The printed "Collection vs. Receive Time" report will be placed in a binder and organized by month.

