

Strong Memorial Hospital
 University of Rochester Medical Center
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SC.CP.MC.msr. 0101 . 0006
 Document Approval Cover Sheet

Document Title:
LABORATORY HOURS and Specimen Priorities

Author	Effective Date	Supersedes Procedure #
Pamela Mortensen	<i>3/3/2011</i>	SC.CP.MC.msr. <i>0101 . 0005</i>

Reviewed By	Date Revised	Effective Date
Pamela Mortensen	<i>3/1/2012</i>	<i>3/2/2012</i>

Approval Signature	Approval Date
<i>Tringali Hardy, PhD</i>	<i>3/2/2012</i>

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MSR Protocol Notebook	1		

Document Title: Laboratory Hours and Specimen Priorities

Document Number: SH.CP.MC.msr.0101 **Version:** from .0005 To .0006

Submitted By: pamelamortensen Date: 3/1/2012

1. Check one:

- New procedure New process New form New flow chart
Revised procedure Revised process Revised form Revised flow chart
New job aid New labels
Revised job aid Revised label

2. Brief description of change (1) ARUP specimens needs to be in SMS by 2:15pm
(2) added "*" which is "to be logged in immediately"
(3) added new stat specimens: live kidney/duerocloners, BK's on blds and urines, Syphilis screens and FF Thompson specimens.
Attach additional sheet, if necessary

3. S. O. P. validation needed? (Circle one) (NO) YES If yes, attach validation sheet

4. Process validation needed? (Circle one) (NO) YES If yes, attach process validation documentation

5. Associated procedure and other documents (list those that need to be written or revised): n/a

6. Table of Content (TOC) update needed? (Circle one) (NO) YES If yes, attach Updated TOC

Author: pamelamortensen Date: 3/1/2012
Reviewed by: pamelamortensen Date: 3/1/2012
Approved by: Dwight J. Hardy Date: 3/2/2012

Laboratory Hours and Specimen Priorities

Operational Hours:

Bacteriology	daily	24 hours/7days a week
Specimen Receiving	daily	24 hours/7 days a week
Immunology	M-F	7:00 am – 4:00 pm
	Sat/Sun	closed
	Holidays	closed
Serology	M-F	7:00 am – 4:00 pm
	Sat/Sun	7:00 am – 3:30 pm
	Holiday	7:00 am – 3:30 pm
Virology	M-F	8:00 am - 4:30 pm
	Sat	8:00 am – 4:30 pm
	Sun	12:30 pm – 4:30 pm
	Sun (Flu season)	8:00 am – 4:30 pm
	Holidays	8:00 am - 4:30 pm

Labs to pickup specimens

Bacteriology	Continual
Immunology	Mondays - Friday until 3:30 pm
Serology	Mondays - Fridays until 3:30 pm; weekends until 3:00 pm
	Cryoglobulin testing delivered to 2-5328 water bath 24 hours/7 days week
Virology	Daily until 4:00 pm

Courier pickup/delivery to lab

Courier	M-F	Saturdays	Sundays/Holiday
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FedEx	5:00 pm	none	none
LabCorp	2:30 pm	9:00 am	none
ARUP*	4:00 pm (RR)	none	none

*Specimens are tubed immediately when ready to SMS (911) for delivery to Clinical Labs Send-out Area by 2:15 pm to get to Ridgeland Road for ARUP pickup.

RR/HH/SMH Courier (Approx. times)	Every 1 – 1.5 hrs between 8:00 am Till 10:30 pm	8:30a,10:30a <u>12:30p, 1:15p,3:45p</u> 8:30 pm HH only (done/Velocity)	<u>8:30a,11:30p,3:45p</u> 8:30 pm HH only (done/Velocity)
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Scourier	Anytime between 8:00 am – 5:15 pm Comes to MSR if specimens or if paged @ 220-4239	none	none
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Laboratory Hours and Specimen Priorities

Priority 1 & Stat Specimens

Priority 1 Specimens – Stat (*) or handled in an expedited way

*needs to be logged in immediately by triage tech or handed off to one of the login techs

Specimens:

- Routine specimen and/or specimen's requisitions marked "stat" with an accompanying phone call.
- Operating Room specimens
- Tissue, bone marrow, grafts, etc
- CSF and sterile fluids
- Brain biopsy (usually for Virology)
- Finger Lakes Donor blood testing/Serology *
- Live Kidney/Liver Donor Serology specimen *
- BAL
- Lavender top blood tubes for Virology Culture
- Sputum Cultures
- CF specimens
- Gastric Aspirate for TB (must be processed within 2 hours of collection)

Test Requests:

- Flu and RSV specimens *
- B pertussis
- HIV12 - Medically urgent request/Expedited *
- Monoslides/Heterophile AB from Emergency Department *
- Herpes cultures requests on pregnant women and babies
- Rapid Strep Antigen (throat) *
- Rapid S pneumoniae Antigen (urine)
- Legionella Antigen (urine)
- Drug Levels - all *
- MRAMP Testing
- C difficile Testing
- BK urine *
- BK blood *
- Syphilis test (SYPGP) on mother's on L&D inpatient location

Special Handling:

- Shared VTM for Viral and Chlamydia testing
- Swabs not in VTM for Virology (Virology closed, give to setup for placement into VTM)
- Any specimen received in VTM's
- Specimens (Routine & Stat) from Highland Hospital
- Specimens from Monroe Community Hospital
- Positive blood cultures from Highland Hospital
- Shared specimens with other laboratories (stools with fecal leukocytes, urines with UA, etc.)
- MSTL/green bags from PSC's containing stool testing
- Blood Cultures are to be logged in and loaded onto the BacT/Alert Incubator within 2 hours of receipt in Lab
- Specimens from FF Thompson Hospital

Laboratory Hours and Specimen Priorities

Cut-off times: (The cut-off time is the stamped received time in Microbiology)

<u>Test/Lab</u>	<u>M-F</u>	<u>Saturdays</u>	<u>Sundays/Holidays</u>
AFB	10:00a	10:00a	10:00a
Free Phenytoin	~10a,3p	~10a,3p	~10a,3p

Original: 11/1993
Revised: 03/1995
Revised: 08/1998
Reviewed: 09/1999
Reviewed: 01/2002
Revised: 01/2004
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