**Purpose**

To describe the steps taken when samples sent to the Harborview Medical Center (HMC) Transfusion Service for testing do not meet sample acceptance criteria described in the Sample Acceptance Evaluation Policy.

**Procedure:**

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| --- | --- | --- |
|  | **Action** | **Related Documents Title** |
| **Procedure A. Rejecting the Sample** |
| **1** | * Call the nurse that is currently taking care of the patient and notify them of the rejection and the need to re-draw. Document the following on the order request.
* Full name of clinician/nurse notified
* Summary of the conversation
* Date
* Time
* Tech ID
 |  |
| **3** | * + Peel up one side of the label on the specimen in order to flatten it out and make two photocopies of it.
 |  |
| **4** | * + Make two photocopies of the order paperwork that accompanied the specimen.
 |  |
| **5** | * + Hand sample and labels to technologist if specimen rejected after order entry completed.
 |  |
| **6** | * + Technologist is responsible for blood order processing.
* Credit appropriate test codes
* Expire sample
 |  |
| **7** | * + Place colored dot sticker on tube to indicate rejected sample.
 |  |
| **8** | * + File sample in the specimen rejection rack.
 | * + Sample Management Procedure
 |
| **9** | * + Complete a *Rejected Specimen Report*. Mark the appropriate boxes indicating the reason(s) for the rejection. Make one photocopy of this form.
 | * + Rejected Specimen Report Form.
 |
|  | **Action** | **Related Documents Title** |
| **10** | * + Complete a PSN report
 |  |
| **11** | * + Attach and forward to the Nurse Manager for the patient care area:
	+ The original *Rejected Specimen Report* form.
	+ One copy of the specimen label.
	+ One copy of the request that accompanied the specimen.
 | * + Rejected Specimen Report Form.
 |
| **12** | * Attach and forward to the Transfusion Service Manager:
* A photocopy of the *Rejected Specimen Report* form.
* One copy of the specimen label.
* One copy of the request that accompanied the specimen.
* Completed QIM

  | * + Rejected Specimen Report Form.
 |
| **Procedure B:** **Rejecting a Sample After Order Entry and been Ordered &/or Resulted** |
| **1** | * CLT: Hand all paperwork and sample to technologist to complete.
* CT: Go to Blood Order Processing and add the appropriate credit test code to the battery.
 |  |
| **2** | * The Lead Tech or Manager will update the patient Blood Bank Administrative Data Entry file.
 |  |
| **Procedure C. Incident Reporting of Rejected Samples** |
| **1** | * Complete a PSN online incident report for all rejected specimens detailing the reason(s) the specimen was rejected, and attach to a QIM form.
 | * Quality Improvement Monitor Form
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**References:**

Standards for Blood Banks and Transfusion Services, Current Edition, American Association of Blood Banks. AABB Press, Bethesda, MD.

Blood Bank User Guide, Misys Laboratory