**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 |

**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