**UW Medicine - Pathology**

400-01-01-04

Specimen Receiving Protocols

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| Adopted Date: 01/2005  Review Date: 09/2005  Revision Date: 08/2012 |

PURPOSE

To ensure specimen is received and logged in by laboratory staff correctly.

PROCEDURE

### Specimen Condition

Specimens need:

1. Legible patient identification on the specimen container (Vacutainer®, syringe, tube, etc.) and any accompanying paperwork.
2. At least two patient identifiers: the identification must include the patient’s name and at least one of the following: Medical record ID number, hospital number, birth date, social security number.
3. All specimen identifiers (name, ID number) must match any accompanying paperwork.
4. To meet the guidelines below for amount, container type, transit conditions and time in transit.
5. Tumor specimens from UWMC must have two physicians listed on the request form. A pathologist and the original referring physician. If two physicians are not listed call the gross room at 206-598-4286 and find out which pathologist should be listed

**B. Rejection Criteria**

### Specimens that are received compromised by incomplete information, mislabeling or by being outside of the guidelines below should be accessed by a faculty member or supervisor as to whether a repeat specimen should be obtained. A call to the sender should be the first method for reconciliation. Mislabeled, co-mingled, leaking, and otherwise compromised specimens should be rejected and the sending institution/personnel notified. A repeat specimen should be obtained when possible. Specimens received by the lab that have been transported or stored incorrectly (see collection protocols) should be assessed for growth potential and a repeat specimen obtained if indicated.

If a repeat specimen collection is impossible, a specimen re-label may be permitted by the laboratory Director or Supervisor with the following guidelines: If in-house (UWMC) 1. Only the authorized health care provider (such as an RN, MD or PA) may identify and re-label the specimen. 2. The person requesting the change must obtain a request for re-label form from the laboratory and obtain a signature from the Chief Nursing Officer, the Medical Director, or the Nurse to authorize the re-label. If the specimen is from an outside provider, we will re-label and FAX a signature form to the sender stating the actions for them to sign and FAX back. Any of the above actions will be recorded in the comments section of a case in the GCS database for quality assurance. In addition, a PSN incident report is filled out online by the Cytogenetics supervisor. Any paperwork from rejected or cancelled specimens are filed in the cancelled cases folder (in hallway).

### Transport from Airport

* + - 1. When specimens from hospitals in Alaska are being sent by **Alaska Airlines GoldStreak**, the sender should be requested to contact Community Services as well as Cytogenetics to let them know there is a specimen for pickup at SeaTac airport.
      2. Write down air bill number, name and phone number of sender
      3. If specimen does not arrive in Cytogenetics Laboratory then go to Alaska Airlines website, go to cargo, use air bill number to track specimen. GoldStreak Air Freight (800-225-2752) can also be called to confirm it has arrived and send a courier to pick it up. See 400-01-01-01 for Courier information

### Transport by the Shuttles

* + - 1. Specimens shipped to us by SCCA Cytogenetics or Children's Hospital usually come by the SCCA Shuttle and are delivered to us directly or to NW-220.
      2. Specimens are sometimes shipped to us via the Health Sciences Express Shuttle. These are to be addressed to Cytogenetics with our telephone number and a note that says: HOLD FOR PICKUP. They are delivered to a room with a locked box at the Shuttle stop near the Cascade Elevators. Check with Laboratory Supervisor or SPS for the location and entry codes.
      3. Check the website for schedules: http://www.washington.edu/admin/hsexpress/shuttles.html

### Sharing Specimens

***Note*:** Always check the paperwork to determine if a specimen should be shared with another lab. If specimen is compromised or there is not enough sample to share the referring physician should be contacted to determine testing priority.

NE: Hematopathology

AF: for AFP, AcHE, grow cells and forward

ST: for autopsy (material to autopsy)

PB: All fragile X specimens are shared with Molecular Genetics (EDTA tube for FragileX)

* + 1. **Tumor Samples Received From UWMC**
       1. Tumor Samples received from UMWC MUST have two physicians listed: the referring physician and a UWMC or HMC pathologist. If two physicians are not listed then call the Gross Room: 206-598-4286.

***Notes:***

1. **There must be written orders to perform further testing, if it is not included in the original paperwork. Technologists CANNOT write on an original document, a new one must be faxed.**
2. **If additional testing is ordered after receipt (eg. IFISH assay) check original request first.**
   1. Have the original ordering physician and laboratory complete a Cytogenetics Request form or a supplemental IFISH request form and fax it. Deliver the completed form to Cytogenetics along with the specimen.
   2. Please be sure all of the following essential information appears on the request form before forwarding the sample.
      1. Outside Ordering Physician

Full name, printed

Phone number

UPIN# or

Referring institution

* + 1. Patient

Full name, printed SSN

ID#

Billing information: Patient's address and phone number, Insurance information, including: name, address, telephone #, group #, group name, ID#

Indication: Clinical diagnosis, Rule out what?

* + 1. Specimen: Type of sample, Date collected, Test(s) Ordered

***Note:* Transporting specimens to other labs.**

1. Samples or cells going to other labs for additional testing need to be routed through UWMC the SPS laboratory in Lab Medicine. Notes should be made inside patient folder and in GCS.

Written By: Director Approval:

(Signature and Date) (Signature and Date)

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Cytogenetics Supervisor