**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
 |  |
| **2** | Perform Order Entry* Order Comment: Rejected Specimen
 | Order Entry in Sunquest |
| **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** | Place colored dot sticker on tube to indicate rejected sample. |  |
| **6** | Complete a *Rejected Specimen Report*. * Mark the appropriate boxes indicating the reason(s) for the rejection.
* Make two (2) photocopies of this form.
 | Rejected Specimen Report Form |

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| **Procedure B. Incident Reporting of Rejected Samples** |
| **7** | Complete * PSN online incident report for all rejected specimens detailing the reason(s) the specimen was rejected
* QIM form
 | Using the Quality Improvement Monitor FormQuality Improvement Monitor Form |
| **8** | 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.
 |   |
| **9** | 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.
* QIM
 |   |
| **Procedure C:** **Sample Rejection Completion in Sunquest**  |
| **10** | CLT: Hand original request and sample to technologist. |  |
| **11** | CT: * Perform cancellation per SOP.
* Change Specimen Validity date to current date
 | Cancelling Orders and Correcting Results in Sunquest |
| **12** | File sample in the specimen rack. | Sample Management Procedure |

**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, Version 7.1