**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:**

|  |  |  |
| --- | --- | --- |
|  | **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. If the order is an ABRH2, also ask the nurse to cancel the order in ORCA. Document the following on the order request:   * Full name of clinician/nurse notified * Summary of the conversation * Date * Time * Tech ID |  |
| **2** | For CPOE OPINK orders:   * Receive the OPINK order in ORM   For CPOE ABRH2 orders that the nurse can cancel   * Reprint accession label using SMART   For other CPOE orders such as PREN or ABRH2 that the nurse cannot cancel:   * Receive the order in ORM   For manual testing requiring manual order entry:   * Order an OPINK using SQ Order Entry | SQ Order Entry Process |
| **~~3~~** | ~~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 |

|  |  |  |
| --- | --- | --- |
| **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 Form  Quality 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~~ MLS:   * Perform cancellation per SOP. * Change Specimen Validity date to current date if applicable | SQ Cancelling Orders and Correcting Results |
| **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