**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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| **Step** | **Action** | **Related Documents**  |
| **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
 | SQ Canceling Orders and Correcting Results |
| 2 | Order an OPINK | SQ Order Entry Process |
| 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
 | Quality Process: Occurrence ReportingQuality 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 | 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 and Unit Segment 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 8.1