**Purpose**

To describe the process for sending samples to and resulting patient testing from reference laboratories.

**Policy**

HMC Transfusion Services Laboratory (TSL) will use Bloodworks Northwest Immunohematology Reference Laboratory (BWNW IRL) as the primary reference laboratory. Reference testing can be sent to additional outside facilities at the request of TSL Medical Director(s). Patients suspected of being on Anti-CD 38 or similar drugs (aka Daratumumab) will be sent to UW TSL for DTT treatment and testing.

**Process**

|  |  |  |
| --- | --- | --- |
| **Step** | **Action** | **Related Documents**  |
| **Sending Samples to BWNW IRL** |
| 1 | Samples are referred to BWNW IRL after HMC TSL has performed preliminary testing and additional testing is required that is outside of HMC TSL’s capabilities. * TSL Medical Director is the ordering physician for send out orders.
 |  |
| 2 | **Initial Testing at HMC TSL*** Complete all required testing for antibody identification including:
	+ ABO/Rh
	+ Screen
	+ Panel
	+ DAT
	+ Autocontrol
	+ Antigen Typing (If applicable)
	+ Eluate (If applicable)
* Result ABI in SQ with any antibodies identified at HMC TSL
	+ If no antibodies could be identified at HMC TSL leave ABI blank at this time.
 | Guidelines for Antibody IdentificationSunquest: Blood Order Processing Test Result Guide |
| 3 | **Preparing Sample for Send Out*** Request an additional sample(s) be drawn on the patient.
* Ask for an antibody screen (ABSCR) to be placed in Epic
	+ Document nurse/MD taking request and the date/time of request on the Antibody Identification Worksheet
	+ Ensure sample acceptance criteria is met before proceeding
* Receive send out ABSCR sample in General Laboratory or order an ABSCR in Order Entry (If CPOE order was not placed)
	+ Credit duplicate CPOE order in General Laboratory (If applicable)
* Complete and record antibody screen in Sunquest Blood Order Processing (BOP)
* Ensure that reactivity is consistent with previous sample
* Do NOT credit AS in BOP
* Add on an ABI to ABSCR Order in BOP
	+ Result ABI as SOREF
 | Using the Antibody Identification WorksheetSample Acceptance EvaluationSunquest: Order Entry ProcessSunquest: Blood Order Processing Test Result Guide |
| **Step** | **Action** | **Related Documents**  |
| **Sending Samples to BWNW IRL (continued)** |
| 4 | **Complete Send Out Paperwork and Arrange Transportation*** Go to BWNW website > Labs > IRL
* Complete online and print:
	+ Request for Testing: Immunohematology Reference Laboratory form
	+ Immunohematology Consultation Request form
* Make two copies of completed BWNW IRL forms
	+ One copy to retain in HMC TSL Send Out folder
	+ One copy forwarded to Compliance Analyst
* Make copies of all preliminary testing completed at HMC TSL to send with completed IRL forms
* Call BWNW IRL and notify them of send out sample
* Contact courier service and arrange for transportation to BWNW IRL
	+ Document call time and all other applicable information on Transfusion Services Courier Log Form
 | Immunohematology Consultation RequestRequest for Testing: Immunohematology Reference LaboratoryDepartment of Laboratory Medicine Specimen Transport PlanTransfusion Services Courier Log Form |
| 5 | **Package Sample for Transport*** Package sample according to Specimen Transport Plan (MediaLab) section: Shipping Category B Substances Via Commercial Transportation
* Include completed forms and all copies of preliminary testing in outer packaging.
 | Department of Laboratory Medicine Workplace Safety Program: Specimen Transport Plan |
| 6 | **Sample Pick Up and Documentation*** Hand off packaged sample to courier upon arrival
* Document send out Date/Time on the Antibody Identification Worksheet
 | Using the Antibody Identification Worksheet |
| **Monitoring Send Out Progress** |
| 7 | Place HMC TSL copy of the BWNW IRL testing forms in the hanging Send Out file by Bench A* Every shift should check the fax machine and/or call BWNW IRL and ask for an update on the workup
 |  |
| **Resulting Send Out** |
| 8 | **Preliminary Report*** BWNW IRL will fax the preliminary report when completed
* Enter BWNW IRL results into the patient’s BAD file including:
* Antigen typing
* Comments, if indicated
* Result the ABI on the TSCR sample from Step 2 with the antibody(ies) identified at BWNW IRL as long as results correlate with initial HMC TSL testing
	+ If antibody(ies) not seen in HMC TSL testing (i.e Low frequency) do not result under ABI, result in BAD file.
* Have a second tech review the preliminary results that were entered into SQ:
* Print a screenshot of the patient’s BAD file report
* A second MLS compares the printout to the preliminary report and ensures there are no entry errors
* The second tech signs, dates and staples the BAD file printout to the preliminary report
* Make a copy of the preliminary report and file:
* The original in the patient’s antibody folder with the BAD file print out attached
* The copy in the Medical Director’s mailbox
* Document preliminary report receive Date/Time the on the Antibody Identification Worksheet
 | SQ Blood Order ProcessingSQ Blood Order Processing Test Result GuideUsing the Antibody Identification Worksheet |
| **Step** | **Action** | **Related Documents**  |
| 9 | **Final Report** * BWNW IRL will fax the final report when it has been reviewed by a supervisor.
* Compare the final report to the patient’s BAD file:
	+ Review antigen typing and antibody identification entry
	+ Correct any entry errors made by TSL or changed results from BWNW. *An amended report may be required from BWNW.*
	+ Document any corrections with a BAD file printout and a QIM.
* Make two copies of the final report and file:
	+ The original in the patient’s antibody folder
	+ One copy in the Medical Director’s mailbox
	+ One copy in the Compliance Analyst’s mailbox. *Report will be sent to the CAST group for charge entry and scanning into Epic.*
* Document final report receive Date/Time on the Antibody Identification Worksheet.
* Remove the BWNW IRL forms from the hanging Send Out file by Bench A and file them in the patient’s antibody folder.
* Remove the preliminary result from the patient’s folder and toss it.
 |  |
| **Sending samples to UW TSL** |
| 10 | Complete all required testing for antibody identification including:* + ABO/Rh
	+ Screen
	+ Panel
	+ DAT
	+ Autocontrol
	+ Antigen Typing (If applicable)
	+ Eluate (If applicable)

Add “DTT” test code on to TSCR order. | Guidelines for Antibody Identification |
| 11 | Keep original sample at HMC, and aliquot ≥1.5ml plasma into a properly labeled tube. Request an additional sample if there is <1.5ml to send.* If additional sample is needed. Order and perform ABSCR to verify reaction before sending. See Step 3.
 | Department of Laboratory Medicine Workplace Safety Program: Specimen Transport Plan |
| **Step** | **Action** | **Related Documents**  |
| **Sending samples to UW TSL (continued)** |
| 12 | Contact MLS Lead at UW TSL and inform them there is a sample for DTT testing. Request one of their couriers come pick up sample. |  |
| 13 | Make copies of all preliminary testing completed at HMC TSL to send with aliquot/sample |  |
| 14 | Document send out Date/Time on the Antibody Identification worksheet | Using the Antibody Identification Worksheet |
| 15 | UW TSL will perform testing and result in Sunquest. Billing is automatically attached to the test code. |  |
| 16 | Forward results to Medical Director for final consult |  |
| **Processing Requests for HLA and Platelet Immunology** |
| 17 | Physicians should contact BWNW for testing and sample requirements* TSL Medical Director approval required if request is made by TSL
* SPS reference handles send out and resulting
 |  |
| **Genomics Testing Requests** |
| 18 | Need TSL Medical Director approval * Contact BWNW for sample requirements and paperwork
* Follow same process as above. See Steps 8 and 9
 |  |
| **Send Out to Facilities Other Than BWNW and UW TSL** |
| 19 | Need TSL Medical Director request and approval* Contact facility and determine appropriate sample requirements
* Follow up on test results
* Submit paperwork to Compliance Analyst for billing resolution
 |  |
| **Billing Reconciliation** |
| 20 | Compliance Analyst reconciles billing for all testing performed at outside facilities* Sends billing charges reports to CAST team for subsequent billing adjustment
* Sends final report to CAST to be filed in patients’ chart (Epic)
 |  |
| **Reference Testing Results in Epic** |
| 21 | TSL Medical Director(s) are responsible for the following:* Transfusion Medicine Consult in Epic

TSL Manager or designee is responsible for the following:* Reviewing the preliminary and final report
 |  |

**References**

Bloodworks Northwest website <http://www.bloodworksnw.org/home/index.htm>