PROCEDURE

Title: Specimen Record and Retention

Procedure #: 2015BLOODBANK83

Institution: Highlands Regional Medical Center

Address: 3600 Highlands Avenue, Sebring Florida 33870

Prepared by: Anita Smith Date: 6/12/2015

Title: Laboratory Administrative Director

Accepted by: _____ Date: 6/12/15

Title: Laboratory Medical Director

Date Patient Testing Implemented: 1/1/2009

Review of procedure every two years

Reviewed by: _____ Date: _____

Reviewed by: _____ Date: _____

Reviewed by: _____ Date: _____

Reviewed by: _____ Date: _____

Reviewed by: _____ Date: _____

Reviewed by: _____ Date: _____

Reviewed by: _____ Date: _____

Reviewed by: _____ Date: _____

Reviewed by: _____ Date: _____

Reviewed by: _____ Date: _____

Discontinued testing date: _____

Highlands Regional MEDICAL CENTER

Policy Name: Specimen and Record Retention **Department:** Blood Bank-Lab

Departmental Review: **Policy #:** B8.4

INITIATE DATE	DATE REVIEWED/REVISED	PAGE 1 of 2
01/2009	05/2013	

0PURPOSE:
Patient and donor samples are retained for further testing in the event of a transfusion reaction. Records provide evidence that critical steps in a procedure have been performed appropriately and that products and services conform to specified requirements.

POLICY:
HRMC complies with State, AABB, and CAP regulations in retention of specimen and records.

Patient specimens: Stored sealed and refrigerated for 14 days after collection. Specimen from current inpatients, that are not previously transfused or pregnant, and need to be crossmatched are good for 3 days. Outpatients, Pre-ops and ACU specimen are good for 10 days; outdate is modified to 3 days after admission.
Donor segments: Stored sealed and refrigerated for 7 days after issue.
Cord Blood samples: Stored sealed and refrigerated for 30 days.
Records:

TYPE OF RECORD	RETENTION PERIOD
Patient records	
Transfusion administration records Therapeutic phlebotomy Final unit disposition	10 years
Patient pre-transfusion testing results/interpretation Immediate evaluation/interpretation of transfusion reactions	10 years
Transfusion problems such as transfusion reactions, unexpected antibodies and special transfusion requirements	Indefinitely
Employee signatures, initials and identification codes	10 years
Quality Control records	
Quality management review Proficiency testing records Inspections of blood/critical materials Instrument/equipment quality control and maintenance Control system for patient testing Retyping of donor units Annual procedure review/procedure discontinued	5 years

References:
AABB Technical Manual, 17th edition
CAP Standards TRM.32250, TRM.41800

Highlands Regional MEDICAL CENTER

Policy Name: Specimen and Record Retention **Department:** Blood Bank-Lab

Departmental Review:

Policy #: B8.4

INITIATE DATE 01/2009

DATE REVIEWED/REVISED 05/2013

Reviewed by	Reviewed Date	Reviewed by	Reviewed Date
	8-6-14		
	5-27-15		
	5-29-15		

Initial Implementation Date: _____

Taken out of Service: _____

Reason: _____

Reviewed by: _____ Date: 6/10/13

Department Supervisor

Reviewed by: Angela Lawster Date: 6/4/13

Department Adm. Director

Reviewed by: _____ Date: _____

Department Chief Technologist

Reviewed and Approved by: _____ Date: 6-4-13