**TITLE: Processing of Non-Interfaced Specialty Labs**

*PRINCIPLE: Testing not performed at Rush Copley Laboratory and processed manually.*

# REAGENTS AND EQUIPMENT: NA

### CALIBRATION NA

## QUALITY CONTROL: NA

**STEPWISE PROCEDURE:**

1. **IDPH**
2. **Newborn Screening**
3. When specimens arrive in the send out processing area, **ALL** specimens must be received into send outs following the same procedure as receiving into LCC.
4. Place in rack to dry
5. After drying is complete photo copy all specimens and fill out transport slip to attach to copies.
6. Place in UPS box for transport. UPS picks up Monday through Friday at 5 PM
7. **Clarient**

**1.** When specimens arrive in the send out processing area, **ALL** specimens must be received into send outs following the same procedure as receiving into LCC.

**2.** Fill out requisition. All highlighted areas on copy need to be completed. See copy below.

**3.** Mark test needed (bottom portion of requisition) black arrow

**4.** Package up specimens in transportation box stored in send out cabinets with Clarients name on box.

**5.** Close flap on box and place ice pack on top of flap.

**6.** Close box completely

**7.**  Place box in clear Fed Ex bag

**8.** Place preprinted shipping label for Clarient on the Fed Ex bag.

**9.** Place in outgoing mail bin (across from managers’ office) for secretary to deliver to Fed Ex pick up site.

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1. **United States Drug Testing**
2. When specimens arrive in the send out processing area, **ALL** specimens must be received into send outs following the same procedure as receiving into LCC.
3. Place boxed specimen in Fed Ex bag
4. Place preprinted shipping label for United States Drug Testing Laboratory on Fed Ex bag.
5. Place Biological substance label on Fed Ex bag
6. Seal Fed Ex bag and place in outgoing mail bin (across from managers office)
7. Place Fed Ex tracking sticker on lab copy of requisition.
8. Hole punch our copy and place in “Mec” Stat binder.
9. Log into specimen log book
10. **ACL Laboratory**
11. When specimens arrive in the send out processing area, **ALL** specimens must be received into send outs following the same procedure as receiving into LCC.
12. Fill out requisition. All highlighted areas on requisition need to be completed. See requisition below.
13. Mark test needed (black arrow)
14. Call ACL for specimen pickup at 1-800-877-7016 and write confirmation number on top of requisition.
15. Place specimen in biohazard bag along with a copy of the requisition.
16. Place packaged specimen in ACL basket if room temp, or in refrigerator if specimen needs to be refrigerated.
17. Make a note on the white board that a call to ACL was made for a pickup and where the specimen is being stored.
18. Fold the lab copy in thirds and staple label to our copy and file in wooden send out box located in the send out cabinet.
19. Log specimen into the send out log book

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1. **Coagulation Consultants**
2. When specimens arrive in the send out processing area, **ALL** specimens must be received into send outs following the same procedure as receiving into LCC.
3. Fill out requisition on the computer and print out 2 copies. (Icon is located on send out computer)
4. Process specimen
5. Bag specimen and 1 requisition and store according to the specimens need.
6. Call Coagulation Consultants for a pickup at 847-954-1134
7. Log specimen into send out log book
8. Note on the white board in send outs that there is a Coagulation Consultants pickup and where it is stored
9. **All Other Labs**
10. When specimens arrive in the send out processing area, **ALL** specimens must be received into send outs following the same procedure as receiving into LCC.
11. There may be requests for some physicians to send to a specific lab, please follow instructions from that lab how to process and send. This could include patients who are in certain studies.

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