## TITLE: Home Health Care

### PRINCIPLE

To outline the responsibilities of the Home Health Care (HHC) Nursing staff and the Laboratory staff to insure timely receipt and assessment of specimen integrity in order to expedite result reporting to the Home Health agency and Physicians.

### PERSONNEL

Clerks, Phlebotomists, Clinical Associates, Medical Technologists, Senior Medical Technologists, Coordinators and HHC Nurses.

### STEPWISE PROCEDURE

A. Drawing Supplies

 1. The Laboratory will supply the following to HHC Nurses for Phlebotomy and specimen acquisition:

 -Needles

 -Biohazard baggies

 -Appropriate draw tubes

 -Clean catch urine containers

 2. HHC will be providing the following:

 -Biohazard disposal containers

 -Needle holders/adapter/sets, auto drop units

 -Lancets for Neonatal draws

 -Cotton, bandages and other miscellaneous equipment

 3. The HHC Nurse will draw the appropriate specimen, label it with the

 Patient’s name, date and time of collection, test requested and initial of collector.

B. Registration of the HHC patient

1. The HHC Nurse will go to Main Lab to have orders and specimens reviewed by a Phlebotomist and/or Medical Technologist for accuracy of specimen labeling and order/tube type, specimen volume and integrity.

2. Once specimens and orders are deemed acceptable, the orders are given back to HHC Nurse to take to OP Center for registration. If specimens are deemed unacceptable, the HHC Nurse will be notified during the check in process.

3. Phlebotomist or Medical Technologist checking in order will write Acceptable or Unacceptable in **RED** on order form and hand backto HHC Nurse who will then return to the OP Center for registration

4. Tubes are to remain in Main lab LCC area until orders come down from outpatient.

5. The HHC Nurse will be responsible for providing registration information to the Outpatient registrar for each visit. Billing information for the Registrar – includes billing address, or responsible party, age, physician, insurance and assignments.

6. Registrar will take orders to the OP Lab and place in the “STATS and Drop OFFS Only” box.

7. Phlebotomist in the OP Center will order tests and document ordering on requisition. The requisition will be sent through the pneumatic tube system to Main Lab for processing.

8. Phlebotomist or Medical Technologist will print labels, receive specimen into the Laboratory LIS system, and deliver to proper departments.

9. During after-hours when the OP Center Registration is closed, the HHC Nurse will take the paperwork to the ED Registration desk after leaving the lab.

10. Phlebotomist or Medical Technologist will call the ED Registration desk to inform them the HHC Nurse will be arriving shortly to have patient registered. The ED Registrar will return the orders to lab via the pneumatic tube once the registration process is complete.

11. When the paperwork arrives to lab, the Phlebotomist or Medical Technologist will order the tests, print labels and distribute to proper departments.

C. Specimen Processing the Testing

1. Laboratory personnel will order requested tests in the LIS, print and apply labels to the specimen. The patient’s name on the original hand-written label must remain visible. The comment line contains information regarding faxing and calling results to the Physician/s or HHC as necessary.

2. The Physician requesting the test must be listed in the demographics on the order to insure reporting both to HCC and the Physician.

3. If a specimen is determined to be unacceptable, the Medical Technologist will contact the HHC agency about the specimen to arrange for a redraw. The order in the LIS will be cancelled with a comment documenting specimen rejection; i.e. hemolyzed.

D. Test Reporting

1. Testing will be completed. Critical values called immediately to the HHC service and Physician/s following Lab policy.

2. HHC/Physician will receive a faxed report via LIS, upon completion.

E. HCC Nurses will follow HHC protocol for the disposal of contaminated sharps and/or materials associated with the procurement of Laboratory specimens.

F. Blood and Blood Products transfused to the patients in their homes are contracted

through Heartland Blood Bank. Rush Copley Medical Center does not provide blood products to HHC as a third party due to FDA regulations.