## TITLE: Drop Off Specimens

### PRINCIPLE

To outline the responsibilities of the Home Health Care (HHC) Nursing staff, Physician office 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

Phlebotomists, Clinical Associates, Medical Technologists, Senior Medical Technologists, Physician Office Staff, 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 (not butterflies)

-Biohazard baggies

-Blood Draw Tubes

-Clean catch urine containers

2. 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.

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

4. Laboratory Test Requisition must be filled out with patient information, desired tests, Physician name and a call back and fax number for receiving results.

**B.** **Registration of the specimen being dropped off.**

1. The person dropping off specimens will go to hospital 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 for HHC are deemed unacceptable, the HHC Nurse will be notified during the check in process. 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.

3. Physician office paper work will be sent by pneumatic tube to the outpatient lab and given to registration by the phlebotomist.

4. Specimen remains in lab specimen processing area until registration is complete and 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 – includes billing address, and responsible party, age, date of birth, physician, and insurance information.

6. Registrar will place completed registration packets 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 Lab for processing.

8. Once ordering is complete a phlebotomist or Medical Technologist will print labels, receive specimen into the Laboratory LIS system, and deliver the specimens to the proper department

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

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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, label specimen and distribute specimens to the proper departments.

**C**. **Ordering the Tests**

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 Physicians 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 after processing, the Medical Technologist will contact the HHC agency or Physician office 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. Critical results will be called to the HHC service and Physicians following Lab policy.

2. HHC/Physician will receive a faxed report once testing is complete.

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