**TITLE: APT Downey**

**Principle:** To ensure speedy and correct handling of this irreplaceable specimen and to properly process results when received.

**Personnel:** Phlebotomists and Medical Technologists

**Referred Laboratory:** ACL Laboratories

**Preferred Specimen(s)**: 2mL (1mL min) stool, vomitus, or vaginal pooling. Specimen MUST be visibly bloody.

**LIS Order Code:** MISC

**Stepwise Procedure:**

**Specimen Processing:**

1. Receive the specimen into the laboratory information system (LIS) using the send outs computer and print 4 extra labels. One for is the reference lab testing log, one is to be attached the carbon copy of the requisition, one is for the ACL Clipboard, and one is for the ACL courier log.
2. Fill out an ACL requisition form with the patient name, medical record number, date of birth, collection date and time, and ordering physician. Mark “Client” under “Billing Information” (example attached in procedure manual).
3. For the test, mark “Other” on the requisition and write “LAB8347 – Fetal Hemoglobin Detection” along with the specimen type on the line next to “Other”.
4. Attach a number sticker from front page of ACL requisition to specimen container.
5. Package the specimen in a biohazard bag with the top white ACL requisition placed in the outer pocket of the bag. Place the specimen bag in the ACL Room Temp Pickup basket.
6. Place a LIS accession label and numbered sticker from the front of the ACL requisition on the yellow Reference Lab Testing Log.
7. Call ACL for a STAT courier pick up 1-800-877-7016. Be sure to write down Confirmation Number.
8. Complete an ACL Courier Transport Log sheet, place a specimen label on it, and place it with the ACL Clipboard.

**Result Processing:**

* 1. When final results are received, remove the requisition from Miscellaneous Laboratory Tests file box.
  2. Place the LIS label on results and place the results in “To Be Scanned” basket in LCC area for phlebotomy staff to scan into LIS.
  3. If all tests are completed, discard order requisition in appropriate PHI receptacle. Otherwise, return requisition to Miscellaneous Laboratory Tests file box.