**TITLE: Receiving Body Fluids**

**PRINCIPLE:** Body Fluids are irretrievable specimens that often have testing in both the laboratory and histology. It is important to ensure specimens are checked by both departments to ensure all testing is performed.

**STAFF:** Phlebotomists and Medical Technologists

#  STEPWISE PROCEDURE:

1. All body fluid specimens must be walked to the lab and brought to LCC. Irretrievable specimens, such as body fluids, must not be sent through the pneumatic tube system.
2. Verify the fluid container(s) and all accompanying paperwork is appropriately labeled before the person delivering the specimen leaves the lab.
3. Open the patient’s current encounter in the laboratory information system (LIS) to check for orders already placed by either scanning the LIS label on the specimen or using Procedure 4840-LCC-307 “Processing Specimens that Arrive in the Lab Without SoftID Labels”.
4. Collect and receive any orders in the LIS for the fluid specimen received.
	1. Note: Cytology testing for fluids will not have an order in the LIS. The collecting RN or Provider must complete a Non-Gyn Cytology requisition as an order for the sample.
5. All fluid specimens, regardless of testing ordered, are to be delivered to Hematology to be logged in the Body Fluid binder and have orders reviewed. If cytology testing is ordered, the hematology tech will initial the cytology form once all ordered tests have been verified and will deliver the specimen to histology for testing.